Hazardous Materials - Labels and Hazard Symbols

**Controlled Product** (Controlled Products Regulations) (WHMIS)

**WHMIS “Supplier” Label**

The supplier label on a container over 100 ml requires seven types of information including hazard symbols. Small containers (less than 100 ml) require three types of information including hazard symbols. Supplier labels for “controlled products” from laboratory supply houses may not include the above border or hazard symbols.

<table>
<thead>
<tr>
<th>Class A:</th>
<th>Class B:</th>
<th>Class C:</th>
<th>Class D: Division 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compressed Gas</td>
<td>Flammable and Combustible Material</td>
<td>Oxidizing Material</td>
<td>Poisonous and Infectious Material</td>
</tr>
<tr>
<td>Poisonous and Infectious Material Materials Causing Other Toxic Effects</td>
<td>Poisonous and Infectious Material Division 3 Biohazardous Infectious Material</td>
<td>Corrosive Material</td>
<td>Dangerously Reactive Material</td>
</tr>
</tbody>
</table>

**Restricted Product** (Consumer Chemicals and Containers Regulations)

Hazard symbols, the signal word (indicating the degree of risk called the subcategory) and a primary hazard statement appear on the main panel of the label on the front of the container under the product name. Hazard statements, instructions and first aid measures must be within a border normally on the back panel of the container. No specific type of border is required but it cannot be like the WHMIS border. Smaller containers (less than 70 cm² of display surface) will not include all the above information but will include appropriate hazard symbols.

<table>
<thead>
<tr>
<th>Category 1:</th>
<th>Category 2:</th>
<th>Category 3:</th>
<th>Category 4:</th>
<th>Category 5:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxic Product</td>
<td>Corrosive Product</td>
<td>Flammable Product</td>
<td>No Symbol</td>
<td>Explosive Container</td>
</tr>
</tbody>
</table>
**Hazardous Materials - Labels and Hazard Symbols**

**Dangerous Goods** (Transportation of Dangerous Goods Regulations)

The size of the outside container distinguishes whether a label or placard is used. Labels identify the hazard of the dangerous good by its colour, hazard symbol, United Nations (UN) number and classification number. Class 1 labels for explosives also indicate the Division and Compatibility Group. Class 5 labels indicate the division. Class 7 labels include packing groups.

<table>
<thead>
<tr>
<th>Class 1: Explosives</th>
<th>Class 2: Flammable Gas</th>
<th>Class 3: Flammable Liquids</th>
<th>Class 4: Flammable Solids</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compatibility Group 1.1, 1.2, or 1.3 and Division</td>
<td>Non-Flammable Non-toxic Gas</td>
<td>Oxygen and Oxidizing Gasses</td>
<td>Substances liable to spontaneous combustion</td>
</tr>
<tr>
<td>1.4 Explosive</td>
<td>1.5 Toxic Gas</td>
<td>1.6 Oxygen</td>
<td>Substances that on contact with water emit flammable gases (water-reactive substances)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class 5: Oxidizing Substances</th>
<th>Class 6: Toxic Substances</th>
<th>Class 7: Infectious Substances</th>
<th>Class 8: Corrosives</th>
<th>Class 9: Miscellaneous Products, Substances or Organisms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organic Peroxides</td>
<td>Radioactive Materials Packing Group I, II, or III</td>
<td></td>
<td>No label for: Division 9.2 Environmental Hazardous Substances or 9.3 Dangerous Wastes,</td>
<td></td>
</tr>
</tbody>
</table>
INTRODUCTION

When we speak about people being affected by scents, we are talking about people that have a sensitivity to chemicals. It is a mistake to believe that only people with asthma, hay fever and specific allergies are affected. In fact, 15 to 30% of the general population report some sensitivity to chemicals and 4-6% report that chemical intolerance has a major impact on their quality of life.

The Environmental Protection Agency in the U.S. has an inventory of over 84,000 chemicals used in commercial products, and 28% of the patients diagnosed with chemical sensitivities have employment-related exposures. As the number of products and their chemical complexities increase and energy conservation efforts result in restricted building envelopes, chemical sensitivity as a health and safety issue is likely to increase. Educating employees about chemical sensitivity and scents and ways to deal with them is the purpose of this component.

Chemicals may be injected, ingested, inhaled or absorbed through the skin and mucous membranes. At work, chemical sensitivities due to the inhalation of scents is difficult to manage since we have little control over maintenance and cleaning products used and personal care products used by others. Scents are odours from chemicals:

a) used to make the product, or
b) added to a product to make the product more appealing, or
c) used to mask the odour of chemicals used to make it.

Scents are derived from industrial products used at the workplace and in everyday items used at home and work such as:

- cleaners, wax and polish;
- air fresheners, deodorants and deodorizers;
- soaps, shampoos and detergents;
- most personal care, hygiene and baby care products including:
  o lotions, creams, oils, cosmetics, hairsprays, perfume, colognes, aftershave, wipes and tissues

Fragrances in perfumes, colognes and aftershave are the first products that come to mind when thinking about scents. The fragrance industry alone uses more than 3,000 chemical ingredients to create perfumes and fragrances. A single fragrance can contain as few as 10 and as many as several hundred chemicals. People that are affected by scented products often have multiple chemical sensitivities. Unlike true allergies where the specific symptoms and underlying mechanism of the problem are relatively well understood, the
mechanisms and processes involved in multiple chemical sensitivities are not fully understood and the symptoms are non-specific.

Most common symptoms associated with chemical sensitivity to scents may include one or more of the following:

- headaches
- dizziness
- nausea
- tiredness
- weakness
- congestion, shortness of breath, or respiratory irritations with chronic coughing or sneezing

Other symptoms include everything from runny nose, burning or stinging eyes, itchy skin or rashes, muscle and joint pain, sensitivity to light and noise, sleeping and digestive problems.

HOW TO AVOID PRODUCTS WITH THE CHEMICALS THAT CAUSE THE SENSITIVITY

The best way to manage chemical sensitivity is to avoid the chemicals that cause the sensitivity. However, this is not as easy as one may think.

A visit to your doctor is a good first step to identify chemicals that cause you adverse reactions. This will usually involve a diagnosis of your medical history including occupational, home and environmental exposures, diet medications and personal care items. Depending upon the symptoms other tests such as serum levels, fat biopsies, chemical challenge tests, brain SPECT scan, liver and thyroid function, chest x-rays, pulmonary function tests, etc., may or may not lead to the chemical cause, type of exposure and route of entry. Obviously, these tests are better to detect a chemical sensitivity to one chemical than to many chemicals combined in one product.

Once you are able to identify the chemical or chemicals that cause the adverse reactions, the next step is to eliminate your use of products with that chemical ingredient.

If you use or wear the product, the chemical sensitivity may be caused by:

- absorption through the skin when you use or apply the product,
- inhalation of the chemical in a particulate form like mists or off gases from evaporating chemicals, or
- both absorption and inhalation.
In these cases, try avoiding the product altogether or use alternative brands or products, e.g. antiperspirants instead of deodorants or antiperspirant deodorants. You should also ask your supervisor and manager to remove you from situations where you are exposed to those products with these chemicals during work and for assistance to try to eliminate the products with those ingredients used at the workplace.

Your manager will also need assistance of others to address your requests. Department Human Resources Services can counsel your manager and supervisor on their responsibilities and alternatives to accommodate your occupational health needs. Your manager will need to obtain services from a professional to consult, measure and evaluate chemicals used, stored or produced at the workplace in accordance with Harmful Substance Management of the Government of Alberta Occupational Health and Safety Program. Your manager may also seek the professional’s assistance to identify those chemicals in commercial products at the workplace.

Even if you can identify the chemical(s) that cause the adverse reactions it is not easy to identify them in commercial products used by yourself, worn by others or used at the workplace. Labels and Material Safety Data Sheets for commercial products used in the workplace are not required to disclose chemical ingredients and concentrations that are trade secrets under the Hazardous Materials Information Review Act. Although Health Canada has regulations governing the advertising and labelling of cosmetics and personal care products, manufacturers may exaggerate and use powerful advertising messages that scented products are appealing. They also use many terms on labels that may be misunderstood such as “unscented”, “scent free”, “fragrance free”, “organic”, “pure”, “natural”, “sensitive skin formula”, “hypoallergenic”, “all-sensitive”, etc. Words like “unscented”, “scent free” or “fragrance free” may simply mean that there are no scents added to the product, but it does not include scents of the chemicals used to make the product. “Hypoallergenic” does not mean that it will not cause an allergic reaction for some individuals. “Organic” simply means that it contains at least ninety-five percent organic ingredients.

**HOW TO HANDLE SITUATIONS**

Regardless of who you are, commenting on a person’s choice of personal care products can be interpreted as a personal criticism. Be informative and tactful when you talk to others about your chemical sensitivity.

*If you have adverse reactions to scented products:*

If you have chemical sensitivities, remember, educating others is the key to success. Tell your manager, supervisor, co-workers and clients if you have sensitivities. If you feel awkward approaching a co-worker or client with your concern, ask your supervisor to talk to others for you.

- Approach the person discreetly to ask for his/her assistance.
Clearly and courteously explain what the problem is. If you know the chemical or products that you react to or what you think you are reacting to, explain your symptoms, your reaction and the impact of scented products on you.

Direct co-workers to this guideline and other information on the chemicals or products you are sensitive to.

Tell the person about alternatives products that you know you are not sensitive to.

Direct others to websites with listings of less fragrant and toxic products.

**If you are a manager or supervisor:**

Be proactive, talk to your staff about chemical sensitivities or ask your Human Resource Services for assistance. Ask your staff to avoid using scented products at the workplace.

Talk to employees with adverse reactions so they know that you are approachable.

Take action quickly in response to concerns brought to your attention.

Identify alternative working arrangements, if possible, to accommodate the person with chemical sensitivities, for example, isolate the person’s work site and public access to it, ask the building manager to notify you of new products that will be used in the building or renovations to be done that may “trigger” adverse reactions, etc.

Tell the person with adverse reactions what you have done and that you will continue to monitor the situation.

**If you wear scented products and are approached by someone:**

Don’t be offended or take the request to refrain from using a product personally. The concern is not about you or your choices; it is about the impact of a chemical on your co-workers and clients.

Work with others to identify the product or products that are causing adverse reactions.

Agree not to use the suspected product(s) that causes adverse effects to others.

Try alternative products after talking with the person and learning what products might be acceptable.
INTRODUCTION

Medical health assessment is the method used to measure changes in an employee’s health. A medical health assessment is the part in *Harmful Substances* that manages, tracks, monitors and reports on *employee* health while retaining the confidentiality of employee health assessment results. Changes in employee’s health identified in the health assessment may indicate employees being exposed to *harmful substances* at the workplace.

**Manager Responsibilities**

- Continuously identify employees to be added and removed from enrollment in the Health Assessment Program based on harmful substance survey results and occupational exposure limits.
- Inform department Human Resource Services of employee enrollment changes to the Health Assessment Program.
- Instruct employees exposed to harmful substances on their responsibilities and the procedures required for a health assessment.
- Refer employees to a medical health consultant for a health assessment.
- Arrange payment methods and pay the costs associated with the health assessment.

**Supervisor Responsibilities**

- Coordinate, schedule and monitor attendance for employee health assessments.
- Identify and follow *Incident Reporting* and *Incident Investigation* if an employee reports a health condition as a result of exposure to a harmful substance in the workplace.
- Inform Workplace Health, the Public Service Commission of reported health conditions as a result of exposure to a harmful substance in the workplace.

**Employee Responsibilities**

- Attend a health assessment with a medical health consultant as directed.
- Visit a family physician for follow up regarding a health assessment upon direction from the medical health consultant.
- If advised of a health condition by the medical health consultant, report to the supervisor a *medical aid* or *lost time* incident.
**Department Human Resource Services Responsibilities**

- Counsel managers, supervisors and employees on the Medical Health Assessment Responsibilities and Procedure.
- Communicate the addition and removal of the names of employees exposed to harmful substances, including the employee’s position, business unit, workplace location and responsible managers, to the medical health consultant.
- Verify with the manager information regarding employees enrolled in the Health Assessment Program from lists provided by the medical health consultant on an annual basis.

**Workplace Health, Corporate Human Resource Responsibilities**

- Liaise with the department Human Resource Services regarding appropriate intervals for employee medical health assessment.
- Manage the contract for medical health consultant services.

**Medical Consultant Responsibilities**

- Conduct the health assessment, record the results and advise the employee of the results within 60 days of receipt.
- Provide the employee with a letter and a copy of the health assessment to review with his or her family physician.
- Forward for payment invoices for health assessments to the appropriate manager as directed by the department.
- Report notifiable diseases to the Director of Medical Services, Alberta Labour as per the Alberta *Occupational Health and Safety Act*. 
NOTES:
INTRODUCTION

*Employees* who carry out tasks on behalf of the Government of Alberta must be *competent* to do so. Competence helps prevent *incidents* that may result in injury or some form of property damage from occurring.

To improve an employee’s retention of essential health and safety knowledge, training is best accomplished in a staged approach. Training starts with orientation at employee commencement or reassignment and progresses to job-specific health and safety training before beginning tasks. Following this standard, using the documents referenced and maintaining employee training records are essential in demonstrating employee competency and management due diligence.

Planned and/or completed training is to be included in the training and development component of employee, *supervisor* and *manager* performance assessments.

STANDARD

All employees, including supervisors and managers, require three types of training:

1) Health and Safety Orientation Training that begins on the first day
2) Job-Specific Health and Safety Training before beginning a task
3) Refresher Training to retain or acquire new knowledge and skills periodically to maintain competency performing a task

A needs assessment for health and safety training is required for all employees, including supervisors and managers.

1. **Health and Safety Orientation Training**

Health and Safety Orientations must be provided to the following:

- new employees
- employees who are assigned a new job or are relocated
- visitors and contractors to Government of Alberta workplaces

Employee Health and Safety Orientations must include the following:

- roles and responsibilities of employees, supervisors and managers (refer to *Occupational Health and Safety Responsibilities*)
- locations of *first aid* supplies and services
- procedures to follow for first aid services
- recognizing Fire Wardens and other *emergency* response personnel and the requirement to follow their instruction (refer to *Emergency Management*)
• emergency response plans, including emergency procedures, evacuation routes and muster points (refer to Emergency Management)
• procedures for reporting incidents (refer to Incident Management)
• procedures to follow in the event of imminent danger
• information on the Workplace Health and Safety Committee
• communication regarding the department health and safety program plans and goals
• information on the Government of Alberta Occupational Health and Safety Program
• Visitor and contracted employer orientations must include the following:
  • hazards specific to the workplace
  • emergency response plans, including emergency procedures, evacuation routes and muster points (refer to Emergency Management)
• procedures to obtain first aid and medical services
• recognizing Fire Wardens and the requirement to follow their instruction (refer to Emergency Management)

2. Job-Specific Health and Safety Training

Health and safety training must be provided to the following:
• all new employees before they begin the task
• all employees before they start working on a newly assigned task

This training must include the following:
• the review and revision (if needed) of hazard assessments for the task
• instruction specific to the employee’s tasks and work area
• specific requirements identified in and required by the hazard assessments
• instruction on safe work procedures
• instruction on emergency response procedures
• how to use, select and maintain personal protective equipment
• how to safely use equipment
• instruction on harmful substances employees will work with or be exposed to
• training required by the elements of the Government of Alberta Occupational Health and Safety Program

3. Refresher Training

Employees must receive refresher training to ensure qualifications, knowledge and skills are current and relevant to the tasks performed.
Manager Responsibilities

- Budget and provide funds and time for identified health and safety training, including required training.
- Approve and provide health and safety training (orientation, job-specific and refresher).
- Confirm that health and safety training has been completed.
- Include health and safety training needs in performance agreements. Verify competency and address deficiencies.
- Retain employee training records on the employee’s personal file in the department Human Resource Services, including the completed Job-Specific Health and Safety Instruction Checklist and the Safety Training Needs Assessment with a copy at the workplace.
- Evaluate employee training to determine if it is effective and has met the established objectives.

Supervisor Responsibilities

- Complete the Employee Health and Safety Orientation Checklist and Job-Specific Health and Safety Instruction Checklists with new, reassigned and relocated employees.
- Complete the Safety Training Needs Assessment in consultation with the employee.
- Recommend employee training needs to the manager.
- Evaluate courses being considered to determine if they meet the employee training objectives.
- Schedule and/or provide employees with required Job-Specific Health and Safety Training and Refresher Training when the job or task processes change.
- Monitor health and safety performance to identify training and refresher training needs.
- Train, coach and mentor employees to follow safe work procedures.
- Train, coach and mentor employees to safely use equipment, machinery, tools and hazardous materials.
- Determine if training completed by employees was effective and has met the established objectives.
- Determine if provided training is appropriate when employees have been assigned a new task or relocated.
- Consult with the manager to evaluate training courses to determine if they have met the training needs.

Employee Responsibilities

- Cooperate with the employer and complete all assigned training.
- Apply training received to the performance of tasks.
• Evaluate training received to determine if it is effective and has met the established objectives.
• Identify hazardous acts and conditions and report them to the supervisor.
• Communicate with supervisors on additional knowledge and skills required to safely complete assigned tasks.

GUIDELINE

Health and Safety Orientation Training

The Employee Health and Safety Orientation provides information on the framework of the Government of Alberta Occupational Program for new or reassigned employees. It includes the goal, policy and outlines the seven basic elements of the Occupational Health and Safety Program. This guideline directs employees to information on their health and safety responsibilities, the hazards of their work and how to control those hazards.

The Employee Health and Safety Orientation Checklist is a template that may be used to document all health and safety information employees have been provided before beginning specific tasks at their workplace. Workplace management may also supplement or modify the orientation and checklist with specific health and safety information required in their department or workplace.

Job-Specific Health and Safety Training

A training needs assessment involves a seven-step process:

1) determine training needs
2) set objectives for the training
3) decide on the required training
4) select the training methods
5) schedule and complete the training
6) evaluate the training
7) follow up

The Safety Training Needs Assessment template is available to modify and use to document the findings of this process.

1. Determine Training Needs
• Consider job descriptions to determine the qualifications, training and experience required to perform the task.
• Consider hazard assessments:
  ➢ tools, equipment, machinery, processes, etc., the employee uses
  ➢ safe operating procedures
• personal protective equipment
• environments and work process

• Determine which skills are required to achieve the desired level of competency to safely execute the task associated with the change.

• Consider the Government of Alberta Occupational Health and Safety Program, including legislated requirements, industry best practices and department requirements.

• Use a Job-Specific Health and Safety Checklist to determine the specific knowledge and skills required. A template is available to modify and use as a guide to help the supervisor identify specific instruction that may be required.

• Consider the Alberta Public Service Competency Model and job profiles, career plans and employee work sheets to identify attitudes, skills and behaviours to perform the job safely.

• Interview employees to determine what skills and abilities they think they need to:
  • complete the task
  • improve through refresher training

• Consider common questions and concerns in the workplace.
• Incorporate the department’s goals and objectives.
• Consider corrective actions from incident investigation reports.

**The Public Service Commission Occupational Health and Safety Certificate**

The following employees should obtain the Public Service Commission Occupational Health and Safety Certificate within one year of implementation of the Government of Alberta Occupational Health and Safety Program or upon commencement:

• managers
• supervisors
• Workplace Health and Safety Contacts and Committee members
• human resource consultants who are assigned occupational health and safety consulting responsibilities

The Public Service Commission Certificate consists of courses on the following:

• hazard assessment and hazard control
• workplace health and safety committees and inspections
• incident investigation and reporting
• occupational health and safety fundamentals, which consists of the following:
  • contracted work
  • health and safety program building
  • due diligence
2. Set Objectives for the Training

- Training objectives should be based on a comparison of current and desired levels of performance and skills.
- Objectives should be:
  - written, clear and specific
  - supportive of departments goals and objectives
  - measurable
  - challenging but achievable
  - realistic and timely

3. Decide on the Required Training

- Itemize training requirements and desirables for each employee.
- Determine the knowledge and skills required to safely complete each task.

4. Select the Type of Training

- Determine the method of training to be used based on internal expertise, instructor capability, cost, availability and urgency.
- Training Types:
  - on-the-job training
  - apprenticeship
  - cross training
  - classroom training
  - computer-based training
  - mentoring
  - training offered by an external provider

5. Schedule and Complete the Training

- Identify the method of training to be used based on internal expertise, instructor capability, cost, availability and urgency.
- Coordinate and/or schedule employee training:
  - Health and Safety Courses through the Government of Alberta Learning Centre
  - External service providers

6. Evaluate the Training

- The employee, supervisor and manager should determine whether the training is effective and has met the established objectives.
- The supervisor can consider using observation, demonstration and interviews (e.g., ask the employee what was learned and whether the learned principles can be applied to the task).
7. Follow Up

If the evaluation, as noted in step 6, indicates the training has not been effective or has not met the established objectives, the supervisor cannot demonstrate that the employee is competent to complete the task.

The supervisor should:

- repeat steps 3 through 7 of this needs assessment
- recommend changes
- not send any additional employees to this course until it has been modified to be effective and to meet the established objectives
INTRODUCTION
As you begin your new career with the Government of Alberta there will be many people that you will be expected to remember and things that you need to learn. Your health and safety and that of your workplace is very important to us, and there is much for you to learn. Things that you will need to know in health and safety are staged over time and will be provided to you throughout your employment.

As a start, your supervisor will complete an Employee Health and Safety Orientation with you. An Employee Health and Safety Orientation Checklist that may be modified with additional information related to your department and workplace will include:

- Health and Safety Responsibilities, Incident Reporting and Emergency Response Procedures and personnel at your workplace that you should know on the first day.
- The hazards and injury prevention measures that you should know before performing assigned tasks.
- The Occupational Health and Safety Program that will help you understand the importance of your health and safety to the Government of Alberta and an introduction to Health and Safety Contacts and Committees will be provided later in your first week.

The following information will put your health and safety responsibilities into perspective.

HEALTH AND SAFETY IN THE GOVERNMENT OF ALBERTA

Goal
To promote a culture that values health and safety by proudly working together and integrating Alberta’s public service values in all our work activities and environments.

Policy
The Government of Alberta Occupational Health and Safety Program fosters continuous improvement and excellence in work and well-being.

The Government of Alberta and the Alberta Union of Provincial Employees collaboratively built and support the implementation of the Government of Alberta Occupational Health and Safety Program. Everyone shares responsibility for following this program and for integrating health and safety practices in their business operations and individual activities.
WHERE DO I FIND MY HEALTH AND SAFETY RESPONSIBILITIES?

Although our policy indicates everyone shares responsibility for health and safety, each department and individual employee is accountable for their own Occupational Health and Safety Responsibilities. You need to know your responsibilities and be familiar with how your supervisor and managers contribute to your health and safety and that of your workplace.

The Occupational Health and Safety Program includes seven elements:

1) Occupational Health and Safety Management
2) Hazard Management
3) Occupational Health and Safety Training
4) Inspections
5) Emergency Preparedness
6) Incident Management
7) Occupational Health and Safety Program Evaluation

Later in your first week your supervisor will review the directive and seven elements of the program in more detail including your specific responsibilities within each.

WHERE DO I FIND THE THINGS I NEED TO KNOW AND DO TO PERFORM MY WORK SAFELY?

Before performing new tasks you will need to be familiar with the contents of the Hazard Management element. Hazard Management consists of several components that include information you will need to know to safely perform your work. Each task you perform will have a completed Hazard Assessment and Control Report that your supervisor will review with you. This report will make you aware of the hazards and injury prevention measures that are in place to protect your health and safety.

Some common hazards have very specific legislated requirements that are components in the Hazard Management element, like Working Alone and Noise Management. These components include standards that inform you of the performance requirements and specific responsibilities assigned to employees, supervisors and managers. Some components include Standard Processes that will tell you how the hazard is controlled at the workplace. Other hazards must be managed in different ways at different workplaces due to the facilities and the nature of the work being performed. Guidelines recommend how the hazard may be addressed. Ask your supervisor on the proper protocol for dealing with and controlling hazards in your work.

This may seem like a lot to take in right now, but not to worry. You will receive instruction on things you need to know for your health and safety throughout your employment with the Government of Alberta. This orientation is just the start to the continuous learning experience outlined in the Occupational Health and Safety Training.
NOTES:
INTRODUCTION

An inspection is a planned, systematic evaluation or examination of an operation, activity or workplace that checks or tests against established standards to identify hazards and to recommend corrective actions.

An inspection lead (inspector) is an individual assigned to conduct the inspection by himself/herself or lead multiple members in the activity.

The annual inspection included in the Responsibilities for the Workplace Health and Safety Contact/Committee is one required for the workplace under the Inspection Frequency and scheduled by the manager in accordance with Manager Responsibilities of the Inspections Standard.

Occupational health and safety inspections are the principal means of identifying potential incident causes. Inspections help to achieve the following outcomes:

- They determine the safeguards necessary to protect against hazards before incidents and personal injuries occur.
- They monitor the use and effectiveness of hazard controls and best practices.
- They monitor compliance with regulations and standards.
- They demonstrate management commitment to employee health and safety.
- They promote health and safety with employees.

Equipment normally found at the workplace is included in the templates, but the items noted are not comprehensive and are not intended to meet the inspection and maintenance requirements of the Occupational Health and Safety Code, the manufacturer’s specifications or modified specifications certified by a professional engineer. Equipment-specific checklists may be provided by the manufacturer of the equipment or by a professional engineer who has modified manufacturer specifications.

STANDARD

- Inspections are completed by inspection leads and other employees assigned to inspection teams.
- Inspection teams must have an assigned inspection lead.
- The inspection lead asks the accompanying manager or supervisor to arrange for the operation of equipment or handling of hazardous materials, if required.
- The inspection examines the workplace to:
  - identify existing and potential hazards and their sources
  - identify the presence and use of hazard controls
identify compliance with the Government of Alberta Occupational Health and Safety Program and related legislation, standards and best practices

- recommend corrective measures

- **Hazard Assessment and Control Reports** at the workplace must be reviewed and revised as a result of completed inspections when:
  - new hazards were identified
  - new controls were implemented
  - controls for hazards already identified were modified

**Training**

- Inspection leads must complete the following Government of Alberta training courses:
  - *Fundamentals in Occupational Health and Safety (eLearning)*
  - *Workplace Health and Safety Committees/Inspections*

**Inspection Frequency**

- The following table shows minimum inspection frequencies for types of workplaces based on continuous use:

<table>
<thead>
<tr>
<th>Workplace</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correctional/Client Care Centres/Group Homes</td>
<td>1 per month</td>
</tr>
<tr>
<td>Commercial Kitchens</td>
<td>1 every 2 months</td>
</tr>
<tr>
<td>Laboratories</td>
<td>1 per month</td>
</tr>
<tr>
<td>Offices</td>
<td>1 per year</td>
</tr>
<tr>
<td>Warehouses</td>
<td>4 per year</td>
</tr>
<tr>
<td>Workshops</td>
<td>1 per month</td>
</tr>
</tbody>
</table>

- Workplaces may require more frequent inspections during periods of high activity, if the number of hazards related to equipment used and activities at the workplace changes, or if the frequency or number of incidents increases.
- Department human resource policy will indicate the frequency of inspections for specific types of operations and workplaces other than those identified above.

**Manager Responsibilities**

- Develop equipment- and site-specific checklists for operations and workplaces within the business unit.
  - *Inspection checklist templates* are provided and can be modified for use as a checklist specific to the workplace.
  - The workplace-specific checklists used during the inspection:
    - become the record of the inspection
    - document inspection observations
- Develop inspection schedules for their operations and workplaces based on the frequencies given in this standard. The schedules should include:
  - inspection timeframes
  - which operations and workplaces will be inspected
  - who will carry out each inspection
- Provide inspection training to designated inspection leads.
- Assign or arrange for a lead to conduct a workplace inspection.
- Coordinate inspections with the assigned lead in accordance with the workplace inspection schedule.
- Accompany the inspection lead during the inspection or assign the workplace supervisor.
- In consultation with the appointed lead, assign members of the inspection team.
- Verify that scheduled inspections were completed and documented.
- Prioritize and verify that corrective measures are immediately implemented for substandard conditions and defective equipment identified during the inspection and/or on the inspection report.
- Assign a hazard assessment lead to review and revise the Hazard Assessment and Control Report where new hazards are identified, new controls are implemented or controls for hazards are modified as a result of an inspection.
  - Revisions must be done in consultation with employees performing the task and in accordance with Hazard Assessment, Elimination and Control.
- Sign the inspection checklist verifying the corrective actions have been taken.
- Provide inspection leads with copies of previously completed inspection checklists.
- Post and communicate completed inspections reports to employees at the workplace.
- Maintain copies of all completed inspection checklist for three years.

**Supervisor Responsibilities**

- When assigned to accompany the inspection and prior to the inspection, advise inspection leads of the hazards they will be exposed to during the inspection.
- Provide personal protective equipment to the inspection lead and team members and monitor its use.
- Implement recommended corrective measures upon the manager’s direction.
- Inform employees of revised Hazard Assessment and Control Reports, noting newly identified hazards and corrective measures implemented.

**Employee Responsibilities**

- Cooperate during the inspection.
Inspection Lead Responsibilities

- Arrange for an orientation to the workplace with the Workplace Manager.
- Prepare for the inspection and brief inspection team members to examine the workplace in accordance with the Inspection Standard.
- Follow the *Imminent Danger - Responsibility to Refuse Work* when a potentially imminent dangerous situation exists.
- Complete the Inspection Checklist and present it to the manager within 14 days of the inspection (allowing time to research related legislation, standards, and/or best practices.)
- Review the results of the inspection with the Workplace Manager including recommendations to correct deficiencies.

GUIDELINE

1. Selecting the Inspection Lead and Team Members

   - Inspection lead and team members should be assigned to conduct inspections based on their:
     - familiarity with the hazards and control measures of the operations and workplace
     - ability and skills to assess situations requiring corrective action
     - knowledge of related legislation, standards and best practices for the operations and workplace being inspected
     - knowledge of the manufacturers’ specifications for equipment at the workplace

2. Scheduling the Inspection

   Managers should develop inspection schedules for the year with their supervisors. The schedule can be based on the following table:

<table>
<thead>
<tr>
<th>Workplace/Operation Name</th>
<th>Number of Inspections Required per Year</th>
<th>Workplace Manager/Supervisor</th>
<th>Inspection Date</th>
<th>Inspection Lead</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
The manager may complete this schedule by:

- identifying the number of the operations and/or workplaces to be inspected
- identifying the number of inspections required per year at the workplace
- assigning the inspection lead and/or arranging for an inspection by the Workplace Health and Safety Contact or Committee

3. Preparing for the Inspection

The inspection lead arranges for an orientation with the Workplace Manager, which may include:

- layout of the facility or workplace
- the number of employees and shifts
- work occurring throughout all shifts
- the type and location of equipment including manufacturer’s specifications, hazardous materials and storage facilities
- known hazards and implemented control measures
- emergency response plans
- who will accompany the leader during the inspection

Ideally all members assigned to the inspection team would attend the orientation. Alternatively the inspection lead attends and briefs other team members with the above orientation information and the following:

- Workplace performance history
  - previous inspections and corrective actions implemented
  - summaries of incident investigation reports
  - issues from Workplace Health and Safety Committee minutes
  - Workplace Health and Safety Orders
- Inspection performance requirements
  - Government of Alberta Occupational Health and Safety Program Standards
  - applicable legislation
  - department policies and procedures
  - manufacturers’ specifications and equipment operator manuals
  - chemical hazards, controls and emergency procedures from material safety data sheets
  - safe operating procedures and safe work practises
  - guidelines
  - best practices
4. Conducting the Inspection

The inspection lead discusses the planned inspection route with the accompanying manager or supervisor from the workplace.

Observe the workplace elements: the environment, equipment, facility, employees and work.

- The environment includes such hazards as noise, vibration, lighting, temperature and ventilation.
- Equipment includes materials, tools, machinery and vehicles for producing a product or delivering a service.

Identification of Hazards

- Identify hazards. Look up, down, around and inside. Be methodical and thorough.
  - Physical
    - Slipping; tripping; struck by or against; falling; pinch points; caught in, under or between; repetitive motion; improper work positions; lifting; heat; cold; noise; vibration.
  - Chemical
    - Toxins or agents that have immediate (acute) or long-term (chronic) health effects and can be inhaled, absorbed, ingested or injected (e.g., liquids, dusts, mists, fumes, vapours and fibres).
  - Biological
    - Viruses, bacteria, fungi, moulds, parasites, contaminated body fluids, sewage, etc.

- Pay particular attention to items most likely to develop unsafe or unhealthy conditions.
- Discuss as a group whether you foresee any potential hazards, problems or incidents when looking at the equipment, the process or the environment.
- Determine what corrections or controls are appropriate.
- Inspect the entire workplace each time.
- Include areas where no work is done regularly, such as parking lots, rest areas, office storage areas and locker rooms.
- Ask questions, but be sensitive of disrupting work activities.
- Describe clearly each hazard and its exact location in your rough notes. Make a sketch of the workplace and note the location of the furniture, equipment and the hazards. A sketch of the workplace would not be required in security sensitive areas.

5. Completing the Inspection

- The inspection lead documents observations and recommendations on the workplace-specific checklist.
  - Record the name of the department or branch being inspected, the date and the name of the lead and members of the inspection team.
List all concerns and note remedial action taken on items during the inspection.

- Describe what has been observed and accurately identify its location.
- Specify the recommended corrective action and establish a timeframe for completion.

- Before leaving the workplace, the inspection lead meets with the members of the inspection team and summarizes items that were corrected during the inspection, as well as any outstanding issues.

- On straightforward and less complex inspections, the inspection lead and team members will meet with the Workplace Manager to discuss:
  - items of concern
  - the inspection results and recommendations made on checklist

- The inspection lead takes a copy of the completed checklist and leaves the completed checklist with the manager.

For more complex workplaces and business operations, or where further research is required the inspection lead advises the manager when the inspection checklist will be completed and submitted.
INTRODUCTION

Planning ahead is essential to an effective and efficient emergency response. The purpose of emergency response plans is to prevent injury and to minimize property damage in an emergency. Emergency response plans also minimize workplace disruptions and facilitate the continuity of business operations in a timely and effective manner after an emergency.

Emergency response plans provide instruction on how to respond appropriately to emergencies that may affect the workplace. This element has been designed to work in conjunction with the Guide for Facility Emergency Response Planning developed by Alberta Infrastructure.

There are three basic sources of emergencies:

1) natural emergencies: caused by such events as floods, lightning strikes, ice storms, tornadoes, high winds and forest fires
2) man-made or human emergencies: these emergencies are the result of human activities (e.g., fire, explosion, structural collapse, bomb threat, biohazards, vandalism, chemical release and workplace violence)
3) technological emergencies and mechanical emergencies: caused by events such as a process or system failure (e.g., safety system failure, telecommunications failure, computer system failure and power failure)

STANDARD

- An emergency response plan is required for each type of potential emergency at every workplace.
- Emergency response plans must be specific to the workplace and each type of potential emergency that may occur.
- Types of potential emergencies and emergency response plans are developed and maintained in consultation with employees.
- Emergency response plans must include:
  - the identification of the potential emergency
  - the identification of, location of, and operational procedures for:
    - alarms and emergency communication equipment to notify the occupants and contact emergency services
    - other emergency equipment and supplies, including first aid and fire protection requirements
  ○ communication requirements, including contact numbers for the nearest emergency services
○ arrangements for the transportation of injured or ill employees from the workplace to an open health care facility
○ procedures for dealing with the potential emergency, including rescue and evacuation procedures
○ training requirements specific to the type of emergency for:
  - employees, visitors, contracted employers and workplace occupants
  - emergency response personnel involved in first aid, rescue and evacuation
○ a list of emergency response personnel trained in the operation of emergency equipment. The list must include:
  - designated first aiders, rescue and evacuation personnel

- **Hazard Assessment and Control Reports** at the workplace must be reviewed and revised as a result of completed emergency reports when:
  ○ new hazards were identified
  ○ new controls were implemented
  ○ controls for hazards already identified were modified

**Manager Responsibilities**

- Identify potential emergencies in relation to the business operations of the workplace and develop and maintain emergency response plans in consultation with affected employees.
- Assign employees to participate as emergency response personnel.
- Verify that supervisors carry out the emergency response plan.
- Maintain a current written *Emergency Response Plan* for each type of emergency at the workplace.
- Review and update the emergency response plans annually or when changes occur.
- Communicate the emergency response plans to employees, visitors and contracted employers.
- Inform building occupants of workplace-specific emergencies and emergency response plans that are relevant to their operations.
- Provide appropriate emergency equipment, including first aid supplies and fit-tested personal protective equipment and clothing for the potential emergency.
- Assign personnel to maintain first aid equipment and supplies and personal protective equipment in safe operating condition.
- Post signs indicating the location of first aid supplies, emergency exits, evacuation procedures and muster points.
- Identify and provide the required training for emergency response personnel, including those involved in first aid and evacuation.
• Provide the resources and training for employees and workplace occupants for each type of emergency.
• Hold emergency exercises to maintain the competency of the workplace occupants and emergency response personnel to respond.
• Assign Emergency Reports to be written for each exercise and emergency and retain them at the workplace for at least three years.
• Communicate the exercise results to all employees.
• Report incidents in accordance with Incident Reporting.
• Assign a hazard assessment lead to review and revise the Hazard Assessment and Control Report where new hazards were identified, new controls were implemented or controls for hazards were modified as a result of emergency exercises and incidents.
  ○ Revisions must be done in consultation with Emergency Response Personnel and in accordance with Hazard Assessment, Elimination and Control.

Assigned Emergency Response Personnel Responsibilities

• The supervisor responsible for the emergency response team makes sure an adequate number of responders are available for each shift.
• Complete assigned training, maintain the appropriate certifications and participate in emergency response exercises.
• Use personal protective clothing and equipment appropriate to the emergency.

Employee Responsibilities

• Comply with the emergency response procedures in the emergency response plan.
• Complete the assigned training and participate in emergency response exercises.

STANDARD PROCESS – FIRST AID

At a workplace with multiple departments or workplaces, managers collectively determine the Workplace Manager who will be responsible for first aid requirements at that location.

• The Workplace Manager must consider the size and the hazards of the operation and whether or not first aid requirements can be delivered collaboratively.
• Operations that are neither low hazard nor high hazard are classified as medium hazard operations.
• The Workplace Manager determines the means of emergency transportation suitable to the location and environmental conditions.
• Two options are considered when determining the type of transportation to transport injured or ill employees to a medical facility:
  1. an ambulance service capable of arriving at the workplace within 40 minutes
2. a suitable vehicle capable of providing transportation from the workplace and
   equipped with a means of communication that will allow the occupants to
   communicate with the medical facility:
   - an ambulance service or suitable vehicle may be an automobile, boat or
     aircraft
   - the driver and a first aider will accompany the injured or ill employee
during transportation to a medical facility

- The Workplace Manager determines the length of travel time from the workplace or work
  site to an open health care facility.
  - The travel time is classified as close (20 minutes), distant (20 to 40 minutes) or
    isolated (40 minutes or more).

- Based on the above findings, the Workplace Manager determines the supplies, equipment
  and number of employees to be trained in first aid using the following standard:
  - all employees assigned as first aiders have Standard First Aid
  - all employees performing field work have Standard First Aid
  - where there is one employee at a workplace, that employee has Standard First Aid
  - a #2 first aid kit and 3 blankets (at least one of which must be of a woven fabric
    such as wool, polyester or other material) are required at all low-hazard
    workplaces with up to 100 employees
  - the requirements in Schedule 2, Table 5 of the Occupational Health and Safety
    Code apply for all low-hazard workplaces with 100 or more employees
  - a #2 first aid kit and 3 blankets (at least one of which must be of a woven fabric
    such as wool, polyester or other material) are required at all medium-hazard
    workplaces with up to 50 employees
  - the requirements in Schedule 2, Table 6 of the Occupational Health and Safety
    Code apply for all medium-hazard workplaces with 50 or more employees
  - a #2 first aid kit and 3 blankets (at least one of which must be of a woven fabric
    such as wool, polyester or other material) are required at all high-hazard
    workplaces with up to 10 employees
  - the requirements in Schedule 2, Table 7 of the Occupational Health and Safety
    Code apply for all high-hazard workplaces with 10 or more employees
  - all vehicles must be equipped with a #2 first aid kit and 3 blankets (at least one of
    which must be of a woven fabric such as wool, polyester or other material),
    reflective triangles, and any other emergency equipment required in good
    condition.
GUIDELINE


- Use the Emergency Response Plan to develop plans for each type of potential emergency at the workplace.

- Use the templates in the Guide for Facility Emergency Response Planning to develop procedures specific to the workplace for the following potential emergencies:
  - fire
  - tornado/severe wind storm
  - severe winter storm
  - medical response
  - bomb threat
  - hazardous materials release
  - prolonged utility failure
  - hostage taking/workplace violence
  - suspicious person
  - suspicious letter or package

- Use the Emergency Report template to report the results of emergency exercises and actual emergencies at workplaces or modify it to make a report form for specific emergencies.
NOTES:
NOTES:
INTRODUCTION

When incidents occur at a workplace it is essential for employees, supervisors and managers to co-operate and address the incident in an appropriate manner.

It is crucial that there is a system in place to respond to and manage such events. This system is to help managers, supervisors and employees do everything that is reasonable to prevent a similar incident from recurring.

This system involves:

- An initial response provides the injured with first aid and sees that medical assistance is provided if required. This response also includes controlling access to the scene of the incident to prevent further incidents to the first responders and to preserve the scene for investigation.
- Employees conscientiously report incidents and near misses to their supervisor, and the manager reports to the appropriate investigating bodies that have jurisdiction over the incident.
- An investigation of the incident to:
  - determine the facts of what happened
  - identify the direct cause and contributing factors
  - recommend elimination or control measures to remove or reduce the risk of the hazards that caused the incident
- Implementing control measures.
- Effective documentation for record keeping, reporting and trend analysis.

As a result of an incident, employees and/or employee family members may require assistance dealing with what happened. The Employee and Family Assistance Program through Workplace Health, the Public Service Commission provides these services.

The Alberta Union of Provincial Employees also offers a counselling service for its members.

Within the Government of Alberta Occupational Health and Safety Program, the above incident management system is addressed in three components of this element:

- Incident Reporting
- Incident Investigation
- Employee Assistance

Training

- Complete the following Government of Alberta training courses:
  - Fundamentals in Occupational Health and Safety (eLearning)
  - Incident Management
INCIDENT REPORTING

INTRODUCTION

Various types of incidents may occur at the workplace. This component addresses the requirements for reporting two different sets of reportable incidents.

1) The first set includes incidents where employees were involved in near misses or were injured, including fatalities. Here, incident reporting requirements are based on the near miss, the type of treatment required or the loss sustained. Some of these incidents have legal reporting requirements to governing authorities with jurisdiction to compensate the loss, investigate the incident or enforce legislation, while others only involve internal reporting requirements.

2) The second set includes incidents where employees may or may not have been involved or injured. Here, incident reporting requirements are simply based on the type of incident. All incidents in the second set have legal reporting requirements to governing authorities with jurisdiction to mitigate the loss, investigate the incident or enforce legislation.

When an incident listed in set two involves a near miss or injury to an employee, the reporting requirements for both sets apply.

Employees should also be aware that departments may have internal reporting requirements additional to those listed in the Standard Process of this component.

The purpose of Incident Management is to prevent similar incidents from reoccurring. The employee’s responsibility to report all incidents to the supervisor is the first and most critical piece of Incident Management to achieve this result.

STANDARD

Incident Types

The following incidents must be reported:

1) Incidents that involve employees and have reporting requirements based on near miss, treatment or loss:
   - fatality
   - serious incidents
   - lost time
   - medical aid
   - personal property damage
   - first aid
   - near miss
2) Incidents that have reporting requirements based on the type of incident:

- damage to Government of Alberta property or to Government of Alberta owned or leased motor vehicles and mobile equipment

- **dangerous goods occurrence:**
  - accidental release
  - imminent accidental release
  - accident
  - incident

- **aviation occurrence:**
  - accident
  - incident

- release of a substance into the environment that may cause, is causing or has caused an adverse effect

- **radiation incident** and **radiation overexposure**

### Employee Responsibilities

- Follow *Emergency Preparedness* procedures.
- Seek first aid treatment for injuries.
- Do not disturb the incident scene.
- Report the incident to his or her immediate supervisor as soon as possible after the incident occurs.
- If an involved employee is medically unable to report the incident, any other employee involved or witnessing the incident reports the incident to the workplace supervisor.
- Follow all other reporting requirements listed in the Standard Process.
- Cooperate with all parties involved in *Incident Investigation*.

### Supervisor Responsibilities

- Follow *Emergency Preparedness* procedures.
- See that injured employees receive first aid treatment.
- Control access to the scene so it remains undisturbed.
- Immediately report serious incidents to his or her manager.
- At workplaces with contracted services, report serious incidents involving employees to the prime contractor.
- Follow all other reporting requirements listed in the Standard Process.
- Follow the standard process in Incident Investigation and refer to *Employee Assistance*.
- Cooperate with all parties involved in Incident Investigation.
Manager Responsibilities

- Follow Emergency Preparedness procedures.
- Report incidents to the appropriate governing authorities that have jurisdiction.
- Follow all reporting requirements in the Standard Process.
- Follow the standard process in Incident Investigation and refer to Employee Assistance.
- Retain all completed reports in the department for three years. The disposition of records is handled according to department standards.
- Make records available to the appropriate governing authorities upon request.

Department Human Resource Services Responsibilities

- Immediately report serious incidents and fatalities to Workplace Health, the Public Service Commission.
- Complete and submit reports indicated in the Standard Process.

STANDARD PROCESS

Reporting and Communication Procedure

When a reportable incident occurs at a workplace, it is essential that the incident is reported and managed.

For each of the incident types, the corresponding table defines the process that must be followed when an incident occurs at any Government of Alberta workplace. These tables specify how the incidents are to be reported, the required forms to be completed and where the forms must be submitted when an incident occurs.

More detailed instructions on completing, forwarding and retaining the report are described on each of the incident reports.
# Fatality and/or Serious Incident

<table>
<thead>
<tr>
<th>Who Reports</th>
<th>Manager or designate must immediately notify:</th>
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<tbody>
<tr>
<td></td>
<td>• the Department Human Resource Services, which then reports to:</td>
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<td></td>
<td>○ Workplace Health, the Public Service Commission which notifies</td>
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<td></td>
<td>○ Alberta Union of Provincial Employees president or designate</td>
</tr>
<tr>
<td></td>
<td>• Alberta Labour, Occupational Health and Safety Contact Centre (phone: 1-866-415-8690)</td>
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<tr>
<td></td>
<td>• local police (only in the event of a fatality)</td>
</tr>
<tr>
<td></td>
<td>• Treasury Board and Finance, Risk Management and Insurance Division (phone: 780-427-4134), in the event of</td>
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<tr>
<td></td>
<td>○ an unplanned or uncontrolled explosion, fire or flood</td>
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<tr>
<td></td>
<td>○ the collapse or upset of a crane, derrick or hoist</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms and Reports to be Completed and Submitted</th>
<th>Submit to the Department Human Resource Services:</th>
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</thead>
<tbody>
<tr>
<td>• <strong>Serious Incident, Fatality and Radiation Investigation Report</strong>, completed by the investigation team leader</td>
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<tr>
<td>• <strong>Explosives Incident Report</strong>, completed by the employee, in the event of an unplanned explosion involving explosives</td>
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</tr>
<tr>
<td>• <strong>Supervisor’s Incident Investigation Report</strong>, completed by the employee’s supervisor</td>
<td></td>
</tr>
<tr>
<td>• <strong>Automobile and Mobile Equipment Accident Report AT1195</strong>, completed by the employee, or by the supervisor in the employee’s absence, if the serious incident or fatality involves damage to GoA automobile and/or mobile equipment</td>
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</tr>
<tr>
<td>• <strong>Accident Loss Report AT1196</strong>, completed by the employee or by the supervisor in the employee’s absence, if the serious incident is:</td>
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<tr>
<td>○ an unplanned or uncontrolled explosion, fire or flood</td>
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<td>○ the collapse or upset of a crane, derrick or hoist</td>
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<thead>
<tr>
<th>Submit to Worker’s Compensation Board (fax: 780-427-5863):</th>
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<tbody>
<tr>
<td>• <strong>WCB Employers Report C-040</strong>, completed by the employee’s supervisor and submitted within 72 hours of the incident</td>
</tr>
<tr>
<td>• <strong>WCB Workers Report C-060</strong>, completed by the employee and faxed to WCB or given to the supervisor to fax with the WCB Employers Report C-040</td>
</tr>
<tr>
<td>• <strong>WCB Automobile Accident Report L-054</strong>, completed by the employee and faxed to WCB or given to the supervisor to fax with the WCB Employers Report C-040 and the WCB Workers Report C-060</td>
</tr>
</tbody>
</table>
Submit to Service Alberta, WCB Administration (fax: 780-644-5747 or email: goa.wcbadminreporting@gov.ab.ca):
- **Supervisor’s Incident Investigation Report**, completed by the employee’s supervisor
- **WCB Employers Report C-040**, completed by the employee’s supervisor

Submit to Workplace Health, the Public Service Commission (fax: 780-415-9438):
- **Incident Briefing Report the Public Service Commission**, completed by the Department Human Resource Services Consultant and **submitted within 48 hours of the incident**
- **Serious Incident, Fatality and Radiation Investigation Report**, completed by the investigation team leader

Submit to Treasury Board and Finance, Risk Management and Insurance Division (fax: 780-422-5271):
- **Supervisor’s Incident Investigation Report**, completed by the employee’s supervisor
  - NOTE: The SIIR is not sent to RMI where WCB is involved for the employee and no other party(s) is/are involved.
- **Serious Incident, Fatality and Radiation Investigation Report**, completed by the investigation team leader
- **Automobile and Mobile Equipment Accident Report AT1195**, completed by the employee, or by the supervisor in the employee’s absence, if the incident also involves damage to GoA automobile and/or mobile equipment
- **Accident Loss Report AT1196**, completed by the employee or by the supervisor in the employee’s absence, if the serious incident is:
  - an unplanned or uncontrolled explosion, fire or flood
  - the collapse or upset of a crane, derrick or hoist
  - the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

Submit to Alberta Labour, Occupational Health and Safety Contact Centre:
- **Explosives Incident Report**, completed by the employee, if the explosion involved explosives
### Lost Time, Medical Aid and Personal Property Damage

<table>
<thead>
<tr>
<th>Who Reports</th>
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<td>- <em>Accident Loss Report AT1196</em>, completed by the employee, or by the supervisor in the employee’s absence, if lost time or medical aid involves damage to any GoA property other than automobile and/or mobile equipment</td>
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<td><strong>Submit to Service Alberta, WCB Administration (fax: 780-644-5747 or email: <a href="mailto:goa.wcbadminreporting@gov.ab.ca">goa.wcbadminreporting@gov.ab.ca</a>):</strong></td>
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</tbody>
</table>
- **Automobile and Mobile Equipment Accident Report AT1195**, if lost time or medical aid involves damage to GoA automobile and/or mobile equipment
- **Accident Loss Report AT1196**, if lost time or medical aid involves damage to any GoA property other than automobile and/or mobile equipment
## Government of Alberta Property Damage, Incidents Involving Government Owned or Leased Motor Vehicle and Mobile Equipment

| Who Reports | Forms and Reports: [http://rmi.alberta.ca/claims/claims_forms.html](http://rmi.alberta.ca/claims/claims_forms.html)  
|             | Claims Information: [http://rmi.alberta.ca/claims/auto_claims.html](http://rmi.alberta.ca/claims/auto_claims.html)  
|             | Submit to Treasury Board and Finance, Risk Management and Insurance Division (fax: 780-422-5271):  
|             | - *Automobile and Mobile Equipment Accident Report AT1195*, completed by the employee, or by the supervisor in the employee’s absence, for damage to GoA automobile and/or mobile equipment  
|             | - *Accident Loss Report AT1196*, completed by the employee, or by the supervisor in the employee’s absence, for incidents involving GoA property, other than automobile and/or mobile equipment |

- The operator of the motor vehicle must immediately notify the local police in the event of a motor vehicle accident. If damages are above the required $2,000 damages amount, a police damage sticker will need to be obtained before repairs can be undertaken.  
- Manager or designate must notify Treasury Board and Finance, Risk Management and Insurance Division (phone: 780-427-4134)
# First Aid

<table>
<thead>
<tr>
<th>Who Reports</th>
<th>Employee reports to his or her immediate supervisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forms and Reports to be Completed and Submitted</strong></td>
<td>Submit to the employee’s supervisor for investigation:</td>
</tr>
<tr>
<td></td>
<td>• <strong>First Aid Record</strong></td>
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<tr>
<td></td>
<td>○ completed by the <em>first aider</em></td>
</tr>
<tr>
<td></td>
<td>○ completed any time first aid is administered</td>
</tr>
<tr>
<td></td>
<td>○ placed in a confidential file at the workplace</td>
</tr>
<tr>
<td></td>
<td>○ copied to the employee upon request</td>
</tr>
</tbody>
</table>
Near Miss

<table>
<thead>
<tr>
<th>Who Reports</th>
<th>Employee reports to his or her immediate supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms and Reports to be Completed and Submitted</td>
<td>Submit to Service Alberta, WCB Administration (e-mail: <a href="mailto:nearmiss.reports@gov.ab.ca">nearmiss.reports@gov.ab.ca</a>):</td>
</tr>
<tr>
<td></td>
<td>- <a href="#">Workplace Near Miss Incident Report</a>, completed by the employee</td>
</tr>
<tr>
<td></td>
<td>Submit to the Department Human Resource Services:</td>
</tr>
<tr>
<td></td>
<td>- <a href="#">Workplace Near Miss Incident Report</a>, completed by the employee</td>
</tr>
</tbody>
</table>
**Dangerous Goods Occurrence: Accidental Release, Imminent Accidental Release, Accident or Incident**

These incidents must be reported when they involve *dangerous goods* in the possession of the Government of Alberta.

<table>
<thead>
<tr>
<th>Who Reports</th>
<th>Manager or designate must immediately notify:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Alberta Transportation of Dangerous Goods and Rail Safety Branch (phone: 1-800-272-9600)</td>
</tr>
<tr>
<td></td>
<td>• local police</td>
</tr>
<tr>
<td></td>
<td>• consignor or shipper of the dangerous goods</td>
</tr>
<tr>
<td></td>
<td>• the owner, lessee or charterer of any road vehicles involved</td>
</tr>
<tr>
<td></td>
<td>• CANUTEC (phone: 613-996-6666) if any of the following are involved in the release:</td>
</tr>
<tr>
<td></td>
<td>○ aircraft, aerodrome, air cargo facility</td>
</tr>
<tr>
<td></td>
<td>○ Class 6.2 Infectious Substances.</td>
</tr>
<tr>
<td></td>
<td>• the Department Human Resource Services</td>
</tr>
<tr>
<td></td>
<td>• Treasury Board and Finance, Risk Management and Insurance Division (phone: 780-427-4134)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms and Reports to be Completed and Submitted</th>
<th>Submit to Alberta Transportation of Dangerous Goods and Rail Safety Branch (phone: 1-800-272-9600):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <em>Dangerous Goods Occurrence Immediate Report</em>, completed by the person who had possession of the dangerous goods and immediately submitted</td>
</tr>
</tbody>
</table>

**Submit to Transport Dangerous Goods:**

- *Dangerous Goods Occurrence Follow-up Report*, completed by the manager and submitted within 30 days of the occurrence

Mailing address:

The Director General  
Transport Dangerous Goods  
Place de Ville, Tower C  
9th Floor, 330 Sparks Street  
Ottawa, Ontario, K1A 0N5
Submit to the Department Human Resource Services:

- **Dangerous Goods Occurrence Immediate Report**, completed by the person who had possession of the dangerous goods and immediately submitted
- **Dangerous Goods Occurrence Follow-up Report**, completed by the manager and submitted within 30 days of the release
- **Automobile and Mobile Equipment Accident Report AT1195**, completed by the employee, or by the supervisor in the employee’s absence, if the incident involves damage to GoA automobile and/or mobile equipment
- **Accident Loss Report Form AT1196**, completed by the employee, or by the supervisor in the employee’s absence

Submit to Treasury Board and Finance, Risk Management and Insurance Division (fax: 780-422-5271):

- **Accident Loss Report AT1196**, completed by the employee, or by the supervisor in the employee’s absence
- **Supervisor’s Incident Investigation Report**, completed by the employee’s supervisor
- **Dangerous Goods Occurrence Immediate Report**, completed by the person who had possession of the dangerous goods
- **Dangerous Goods Occurrence Follow-up Report**, completed by the manager
## Aviation Accident and Aviation Incident

<table>
<thead>
<tr>
<th>Who Reports</th>
<th>Manager or designate must immediately notify:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Transportation Safety Board of Canada (phone: 780-495-3999)</td>
</tr>
<tr>
<td></td>
<td>• the Department Human Resource Services</td>
</tr>
<tr>
<td></td>
<td>• Treasury Board and Finance, Risk Management and Insurance Division (phone: 780-427-4134)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms and Reports to be Completed and Submitted</th>
<th>Submit to Transportation Safety Board of Canada (fax: 780-495-2079):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Aviation Occurrence Report, completed by the employee and immediately submitted</td>
</tr>
</tbody>
</table>

Submit to Department Human Resource Services:
- **Aviation Occurrence Report**, completed by the employee and immediately submitted
- **Automobile and Mobile Equipment Accident Report AT1195**, completed by the employee, or by the supervisor in the employee’s absence

Submit to Treasury Board and Finance, Risk Management and Insurance Division (fax: 780-422-5271):
- **Automobile and Mobile Equipment Accident Report AT1195**, completed by the employee, or by the supervisor in the employee’s absence
- **Aviation Occurrence Report**, completed by the employee
## Environmental Release

<table>
<thead>
<tr>
<th>Who Reports</th>
<th>Manager or designate must immediately notify:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• the Department Human Resource Services</td>
</tr>
<tr>
<td></td>
<td>• Alberta Environment and Sustainable Resource Development (phone: 1-800-222-6514)</td>
</tr>
<tr>
<td></td>
<td>• Treasury Board and Finance, Risk Management and Insurance Division (phone: 780-427-4134)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms and Reports to be Completed and Submitted</th>
<th>Submit to Alberta Environment and Sustainable Resource Development (fax: 780-427-3178):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <a href="#">Environmental Release Report</a>, completed by the employee and immediately submitted</td>
</tr>
<tr>
<td></td>
<td>• <a href="#">Environmental Release Follow-up Report</a>, completed by the manager and submitted within seven days of the release</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit to Department Human Resource Services:</th>
<th></th>
</tr>
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<td></td>
<td>• <a href="#">Environmental Release Report</a>, completed by the employee and immediately submitted</td>
</tr>
<tr>
<td></td>
<td>• <a href="#">Environmental Release Follow-up Report</a>, completed by the manager and submitted within seven days of the release</td>
</tr>
<tr>
<td></td>
<td>• <a href="#">Accidental Loss Report AT1196</a>, completed by the employee, or by the supervisor in the employee’s absence</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Submit to Treasury Board and Finance, Risk Management and Insurance Division (fax: 780-422-5271):</th>
<th></th>
</tr>
</thead>
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<tr>
<td></td>
<td>• <a href="#">Accidental Loss Report AT1196</a>, completed by the employee, or by the supervisor in the employee’s absence</td>
</tr>
<tr>
<td></td>
<td>• <a href="#">Environmental Release Report</a>, completed by the employee</td>
</tr>
<tr>
<td></td>
<td>• <a href="#">Environmental Release Follow-up Report</a>, completed by the manager</td>
</tr>
</tbody>
</table>
**Radiation Incident and Radiation Overexposure**

<table>
<thead>
<tr>
<th>Who Reports</th>
<th>Manager or designate must immediately notify:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Alberta Labour, Occupational Health and Safety Contact Centre (phone: 1-866-415-8690)</td>
</tr>
<tr>
<td></td>
<td>• the Department Human Resource Services</td>
</tr>
<tr>
<td></td>
<td>• Workplace Health, the Public Service Commission, in the event of overexposures</td>
</tr>
</tbody>
</table>

All licensees must identify a person in the role of a Radiation Safety Officer who must be familiar with their license, radiation safety and reporting requirements in accordance with the *Canadian Nuclear Safety Control Act* and Regulations and the Radiation Protection Regulations.

<table>
<thead>
<tr>
<th>Forms and Reports to be Completed and Submitted</th>
<th>Submit to Alberta Labour, Occupational Health and Safety Contact Centre (phone: 1-866-415-8690):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <a href="#">Serious Incident, Fatality and Radiation Investigation Report</a>, completed by the investigation team leader</td>
</tr>
</tbody>
</table>

Submit to the Department Human Resource Services:

- [Supervisors Incident Investigation Report](#), completed by the employee’s supervisor for radiation overexposure
- [Workplace Near Miss Incident Report](#), completed by the employee for radiation incident

Submit to Service Alberta, WCB Administration (fax: 780-644-5747) (e-mail: nearmiss.reports@gov.ab.ca):

- [Supervisor’s Incident Investigation Report](#), completed by the employee’s supervisor
- [Workplace Near Miss Incident Report](#), completed by the employee for radiation incident

Submit to Workplace Health, the Public Service Commission (fax: 780-415-9438):

- [Incident Briefing Report the Public Service Commission](#), completed by the Department Human Resource Services Consultant and submitted within 48 hours of the incident
- [Serious Incident, Fatality and Radiation Investigation Report](#), completed by the investigation team leader
REPORTING WORKPLACE VIOLENCE

INTRODUCTION

Refer to the Introduction for Workplace Violence for a clear understanding of workplace violence.

This document is to clarify what form(s) are used to report incidents of workplace violence. The information within this document supplements and must be used in conjunction with the content of Incident Reporting in the Government of Alberta Occupational Health and Safety Program. This element of the Government of Alberta Occupational Health and Safety Program includes reporting incidents of violence between the public and Government of Alberta employees. The form(s) used to report incidents of workplace violence is based on the outcome of the incident, for example, near miss, first aid treatment, medical aid, lost time or fatality.

Incidents of workplace violence between or among public servants are reported in accordance with the Respectful Workplace Policy and the Understanding Our Respectful Workplace Policy Guidebook.

STANDARD

Employees must notify their supervisor of all incidents of workplace violence even if there was no physical injury.

One or more of the following forms must be completed to report a specific type of workplace violence incident.

- A Workplace Near Miss Incident Report is completed to report incidents of threats or attempts of personal injury or behaviour that could have resulted in personal injury.
- A First Aid Record is completed to record treatment to an injured employee as a result of injuries incurred during a workplace violence incident.
- A Supervisor’s Incident Investigation Report is completed to report incidents of workplace violence that resulted in medical aid, lost time or fatality of an employee.
- A Serious Incident, Fatality and Radiation Investigation Report is completed to report the results of an investigation for an incident of workplace violence that resulted in a serious incident or fatality of an employee.
- An Incident Briefing Report the Public Service Commission is completed to brief the Public Service Commissioner on serious incidents and employee fatalities due to Workplace Violence.
- Additional forms as required in Incident Reporting.
GUIDELINE

Use the following flow chart to determine the appropriate form(s) to be completed.

Did the incident result in an injury?

- NO
  - The employee completes a Workplace Near Miss Incident Report

- YES
  - Did the injured employee receive First Aid treatment?
    - NO
      - The attending First Aider completes a First Aid Record
    - YES
      - Did the injury result in:
        - medical treatment by a physician OR
        - the injured employee losing time beyond the shift being worked OR
        - a serious incident or fatality?
          - NO
            - No Further Action Required
          - YES
            - Was this a serious incident or fatality?
              - NO
                - Department Human Resources completed an Incident Briefing Report Corporate Human Resources
              - YES
                - The manager initiates completion of a Serious Incident Fatality and Radiation Investigation Report

Additional forms as required in Incident Reporting

Departments may have additional internal reporting requirements including forms to complete for incidents of workplace violence. Employees should check with their department Human Resource Services for those reporting requirements.
INCIDENT INVESTIGATION

INTRODUCTION

Incident investigations are an important part of an effective occupational health and safety program. Incident investigations help determine what happened, how it happened and what needs to be done to prevent the incident from recurring without assigning blame or fault.

Prompt investigation lessens the chance that information or equipment will become lost or otherwise unavailable (e.g., vehicles towed away in a vehicular incident), that witnesses will compare events or perceptions related to the incident, or that memories will have faded.

All incident investigations involve a six-step process. The type of incident and its result dictate the extent of the investigation, the degree to which it is investigated and the parties to be involved in the investigation. Serious incidents and fatalities are to be investigated in collaboration with external third-party investigators.

STANDARD

- All incidents must be investigated and the relevant required reports completed.
- Incident investigations must begin as soon as it is safe to do so, but no more than 24 hours after the incident.
- Supervisors conduct investigations for all incidents except for serious incidents, fatality and radiation incidents.
- An investigation team, assigned by the manager, conducts investigations for serious incidents, fatality and radiation incidents.
- An investigation team must consist of:
  - a leader and
  - other employees with knowledge and skills specifically relating to the activities involved in the incident
- All incident investigations involve six steps.
  1. Initial Response
     - The scene must remain undisturbed except to perform the following:
       - administer first aid
       - protect property from further loss (e.g., if property is on fire)
       - report the incident according to Incident Reporting
  2. Investigate the Incident
     - Witness statements must be taken as written records or voice recordings.
       - Written witness statements must be legibly documented using the Witness Statement form.
Voice recorded statements must be:
- transcribed and compared to the recorded statement for accuracy
- retained along with the transcribed statement and investigation report

When a voice recording is used, the witness must be informed that the statement is being recorded.

3. Identify the Causes
Identify all incident causes.

4. Implement Corrective Measures
Implement corrective measures to address all incident causes in accordance with Hazard Assessment, Elimination and Control.

5. Report the Findings
Write the report using the report forms stipulated in Incident Reporting.

6. Evaluate Effectiveness
Evaluate the effectiveness of corrective measures introduced as result of the incident investigation.

- Hazard Assessment and Control Reports at the workplace must be reviewed and revised, as a result of completed incident investigations when:
  - new hazards were identified
  - new controls were implemented
  - controls for hazards already identified were modified

**Training**
- Investigation leaders and supervisors must have completed the Government of Alberta Incident Investigation training course.

**Manager Responsibilities**
- See that all incidents are fully investigated.
- Cooperate with all parties investigating the incident.
- Assign supervisors and potential investigation leads to complete the Government of Alberta Incident Investigation training course.
- Appoint an investigation lead to investigate serious incidents or fatalities.
- In consultation with the appointed investigation lead, assign members of the team to investigate serious incidents, fatalities and radiation incidents.
- Review and/or complete the required reports as stipulated in Incident Reporting.
- Signs the required reports stipulated in Incident Reporting. The signature acknowledges understanding the content of the report including the incident cause(s) and approval of the corrective/preventative action(s) reported.
• Review incident details and causes and assign corrective measures to be implemented. This action must be completed by the senior manager in the event of a serious incident, fatality or radiation incident.

• Verify that corrective measures have been implemented and evaluate their effectiveness. Determine if the corrective measures:
  o are appropriate to eliminate or control the identified hazard
  o have not created additional hazards

• Assign a hazard assessment lead to review and revise the *Hazard Assessment and Control Report* where new hazards are identified, new controls are implemented or controls for hazards are modified as a result of an incident investigation.
  o Revisions must be done in consultation with employees performing the task and in accordance with *Hazard Assessment, Elimination and Control*.

• Retain all original completed forms and investigation reports in the department for three years.

**Supervisor Responsibilities**

• Complete the Government of Alberta Incident Investigation training.
• Respond immediately to control access to the incident scene.
• Cooperate with all parties investigating the incident.
• Participate in the investigation team, if assigned.
• Conduct an incident investigation and complete applicable documentation stipulated in Incident Reporting.
• Assist in the implementation of corrective measures.

**Employee Responsibilities**

• Cooperate with all parties investigating the incident.
• Participate in the investigation team, if assigned by management.
• Assist in the implementation of corrective measures if assigned.

**Investigation Lead Responsibilities**

• Upon designation as a potential investigation lead, complete the Government of Alberta Incident Investigation training course.
• Recommend to the manager, employees to be assigned to participate in an incident investigation team.
• Coordinate incident investigations with the supervisor and manager at the workplace where the incident occurred.
• Assign responsibilities to members of the investigation team.
• Complete the incident investigation report.
• Review investigation reports with and recommend corrective measures to the manager.

GUIDELINE

1. Initial Response

• Identify and control hazards that could cause further damage or injury to responders.
• Control access to the incident scene by cordoning it off and restricting access to only the investigating body having jurisdiction over the incident.
• Make a note of what was done to render the incident scene safe.

2. Investigate the Incident

• Identify and make a list of all witnesses.
• Determine who was involved and who can provide advice on technical issues.
• Prepare a list of witnesses to interview.
• Collect the facts.
• Consider all possible causes. Make notes of ideas as they occur, but do not draw conclusions until all information is gathered.
• Gather physical information. Physical information is subject to rapid change and should be recorded first.
  ○ Take photographs before anything is moved (the general area and specific items).
  ○ Take written notes about the location of items at the incident scene.
  ○ Label and catalogue each photograph.
  ○ Identify equipment involved in the incident.
• Identify any new equipment, products or work procedures introduced before the incident.
• Compare what happened with accepted standards or procedures to identify gaps.
• If relevant, take note of the lighting, visibility, time of day and weather conditions.
• Gather product information, including the names and material safety data sheets of any substances involved.
• Take note of any broken equipment, debris or material samples.
  ○ These items may be removed and used for further analysis once the initial scene is documented.
  ○ Look at the pattern of debris and the location of each piece.
• Record the following information:
  ○ the exact location of the incident
  ○ the position of injured employees and others present
  ○ all equipment being used
  ○ the presence or absence of appropriate guards
• Obtain witness statements as soon as possible after the incident.
• Allow witnesses to write down the version of events. The investigator will read this statement and may have questions.
  ○ If the investigator asks questions, they should be recorded on the Witness Statement form along with the witness responses.
  ○ When a written record is used, move the witness to a quiet room to write out his or her statement.
  ○ The statement must be reasonably legible. If the witness cannot write a legible statement, one of the investigators should write out the statement for the witness using the witness’s own words.
  ○ Prepare a list of questions to ask, referring to the Witness Statement form.
  ○ Ask questions after the witness is finished giving his or her statement if more detail or clarification is required.

3. **Identify the Causes**

An incident rarely has a single cause.

• A number of factors generally contribute to the incident.
• Evaluate the role of each factor involved.

Determining the causes of incidents will allow investigators to determine corrective measures which will prevent the incident from reoccurring.

**Direct Causes**

• **Direct causes** usually occur immediately before the incident.
• Direct causes are defined as hazardous acts or hazardous conditions.
• Examples of hazardous acts:
  ○ improper lifting (e.g., manual lifting without using lifting/handling equipment)
  ○ failure to wear *personal protective equipment*
  ○ improper use of *equipment*
  ○ changes in equipment design not permitted by the *manufacturer’s specifications* or approved in specifications certified by a professional engineer
  ○ failure to follow procedure
  ○ use of defective equipment
• Examples of hazardous conditions:
  ○ *chemical* and *biological hazards*
  ○ inadequate guards and/or barriers
  ○ inadequate and/or improper procedures
  ○ *noise*
Contributing Factors

- Contributing factors of an incident can relate to people, equipment used, or other issues.
- Examples of people factors:
  - physical capability
  - mental stress
  - behaviours
  - knowledge and skill
  - leadership and supervision
  - fatigue (e.g., prolonged work hours and/or days of work)
- Examples of equipment and material factors:
  - engineering (e.g., the manner in which something was designed or manufactured guards on emergency shut offs)
  - purchasing (e.g., was the equipment used appropriate for the task involved in the incident?)
  - maintenance (e.g., was the equipment maintained according to manufacturer specifications?)
- Examples of other factors:
  - personal protective equipment
  - weather conditions
  - workplace conditions
  - visibility
  - noise
  - temperature extremes
  - safe work practices
  - training

4. Implement Corrective Measures

- The primary purpose of incident investigation is to prevent future similar occurrences. Implementing the recommended corrective measures aims to make it difficult, if not impossible, for the incident to happen again.
- Review the completed Hazard Assessment and Control Report with the following questions in mind:
  - Was there a completed hazard assessment?
  - Did it appropriately address the hazards employees would face?
• Recommend the appropriate elimination and control of hazards.
• Consider *engineering controls*, *administrative controls* or *personal protective equipment* controls as stated in *Hazard Assessment, Elimination and Control*.
• Document which corrective measures are immediately implemented and which are long term.

5. **Report the Findings**

• Determine how the causes contributed to the incident.
• Write the report using the report forms stipulated in Incident Reporting.
• Communicate the results of the investigation and the corrective measures being implemented.

6. **Evaluate Effectiveness**

• The manager may choose to involve additional services, such as the incident investigation lead, in this process.
• When the corrective measures implemented are determined to be ineffective, the manager should review the process to determine alternative controls that will be effective.
EMPLOYEE ASSISTANCE

INTRODUCTION

The Government of Alberta and the Alberta Union of Provincial Employees provide programs that assist employees who are coping with the results of incidents and who may need support recovery and help with their return to work. These programs are in addition to provincial and employer compensation and benefit plans that medically care for and compensate employees for lost income because of illness or injury.

Confidential counseling services are offered to employees and family members who are affected by work-related injuries or fatalities. Counseling services are also available for employees and their families to cope with issues because of work or personal reasons that may lead to an employee’s absence or to performance issues, including those related to safety and health at work.

Employees injured at work receive complete medical care, including assessment, treatment and rehabilitation to speed up recovery and return to work. Voluntary health services provided by the Government of Alberta give employees the best care possible and help them understand and be involved in their own treatment plans to promote recovery and return to work.

EMPLOYEE SUPPORT PROGRAMS

Employee and Family Assistance Program (EFAP)

EFAP is a prevention-focused program that provides voluntary, confidential counseling and Work Life Solution services to employees and their immediate family members. The key goal of the Employee and Family Assistance Program is to connect Government of Alberta (GoA) employees and family members with specialized counseling, support resources and information needed to help them through personal issues occurring in and outside the workplace. EFAP provides professionally qualified and confidential counseling, referral, support and information to GoA employees and family members. Personal and family counseling may be done face to face, by telephone or electronically. Information and support services includes telephone assessment, consultation, information and coaching related to personal health, family care, well-being, nutritionally balanced diet and physically fit lifestyle. Additional information is available from your department Human Resource Services and Workplace Health, the Public Service Commission.

AUPE Member Assistance Program (MAP)

The Member Assistance Program is available Government of Alberta employees who are members of the Alberta Union of Provincial Employees. Their Confidential Counselling Services provides similar services to EFAP.
NOTES:
INTRODUCTION

The operation of the Government of Alberta Occupational Health and Safety Program needs continuous evaluation in order to improve health and safety at the workplace. Formal methods exist for such an evaluation and to provide recommendations for change.

Formal evaluations accomplish the following:

- reinforce management commitment to the health and safety of employees
- reinforce management leadership for continuous improvement in health and safety
- confirm that Government of Alberta Occupational Health and Safety Program standards are met and standard processes are followed
- identify the strengths and the opportunities for improvement in health and safety at the workplace
- promote acceptance of Health and Safety Responsibilities, goals and plans
- promote a health and safety culture that engages employees in the continuous improvement process

Although, there are different programs that may be considered to evaluate the effectiveness of health and safety at the workplace, at present Workplace Health, the Public Service Commission offers:

- Partnerships in Injury Reduction Program
- Certificate of Achievement in Safety Excellence Program

Partnerships in Injury Reduction is a provincial program managed through Alberta Labour and administered by “Certifying Partners” that promote and implement the program in Alberta. Partnerships in Injury Reduction award a Certificate of Recognition (COR).

The Certificate of Achievement in Safety Excellence was developed within the Government of Alberta and was designed to promote the implementation and evaluation of health and safety in government operations. The Certificate of Achievement of Safety Excellence (CASE) is both the name of the program and the certificate awarded.

Both programs recognize workplaces and/or departments that implement and operate formal health and safety programs that meet Government of Alberta Occupational Health and Safety Program standards.

STANDARD

- Annual evaluations of the implementation of the Government of Alberta Occupational Health and Safety Program are conducted on department business operations.

• Evaluations and evaluation methods and tools must be registered with Workplace Health, the Public Service Commission.

• Departments must establish an occupational health and safety plan based on program evaluations to continuously improve health and safety of their business operations.

Workplace Health, The Public Service Commission Responsibilities

• Administer Partnerships in Injury Reduction within the Government of Alberta.

• Administer the Certificate of Achievement in Safety Excellence within the Government of Alberta.

• Advise department Human Resources Services and managers on the implementation of acceptable formal evaluation methods and tools.

Department Human Resource Services Responsibilities

• Consult with Workplace Health, the Public Service Commission on an acceptable evaluation tool that meets it needs and evaluates the implementation of the Government of Alberta Occupational Health and Safety Program within department operations.

• Coordinate annual evaluations on the implementation of the Government of Alberta Occupational Health and Safety Program within the department.

• Coordinate the development of an annual occupational health and safety plan for the department based on results and recommendations of annual program evaluations.

Manager Responsibilities

• Arrange annual evaluations with the department Human Resource Services of the implementation of the Government of Alberta Occupational Health and Safety Program within the business unit.

• Evaluate the operation of the Government Occupational Health and Safety Program within the business unit.

• Provide feedback and recommendations to improve the program through the Department Workplace Health and Safety Committee.

• Review the results produced from formal evaluations.

• Incorporate results and recommendations from the program evaluation into the development of occupational health and safety plans for the business units.

• Develop individual performance plans for supervisors and employees based on the business unit's occupational health and safety plan.

• Communicate the results of program evaluations and consult with employees in the development of the occupational health and safety plan established for the business unit.
Supervisor Responsibilities

- Assist in implementing the occupational health and safety plan for the business unit.
- Monitor occupational performance plans with employees and provide feedback to the manager.

Employee Responsibilities

- Assist in implementing the occupational health and safety plan for the business unit.

GUIDELINE

Partnerships in Injury Reduction – Certificate of Recognition (COR)

*Partnerships in Injury Reduction* involves auditing workplaces against standards and processes established within the Government of Alberta Occupational Health and Safety Program.

Auditing involves evaluating the documentation used in health and safety program records of results, observing health and safety practices and conducting employee interviews to confirm their knowledge and the use of those practices at the workplace.

Audit reports identify recommendations for improvement to meet program standards.

The Public Service Commission – Certificate of Achievement of Safety Excellence (CASE)

*Certificate of Achievement of Safety Excellence* involves answering two web-based questionnaires:

- The first survey, answered by management or the department occupational health and safety committee, is in regards to the implemented health and safety processes at the workplace.
- The second survey, sent via email to all employees of the workplace, determines the employees’ perception of the effectiveness of those health and safety processes to meet established standards.

The two assessments are compared to confirm agreement or to identify inconsistencies or gaps in the implementation of the Government of Alberta Occupational Health and Safety Program at the workplace.

Action plans are electronically generated based on identified inconsistencies.
INTRODUCTION

A question that must be asked is how we measure the success and effectiveness of the Government of Alberta Occupational Health and Safety Program. The purpose of every health and safety program is to establish a system within an organization that reduces injury and prevents loss. Recent research has indicated that employee engagement through health and safety programs results in fewer injuries and less lost time. Leading organizations also now focus on demonstrated behaviour of specific health and safety practices for performance measures, rewards and recognition. These practices result in positive outcomes and reinforce the values and goals of the organization instead of the result itself.

The Government of Alberta’s occupational health and safety goal is the following:

We promote a culture that values health and safety by proudly working together and integrating Alberta’s Public Service values in all our work activities and environments.

Effective implementation and operation of the Government of Alberta Occupational Health and Safety Program is only the foundation for a health and safety culture. It establishes standards for accountability, but a positive health and safety culture is much more.

A health and safety culture exists when everyone within the organization has a shared belief in the importance of health and safety and when it is a part of everyday activities and business operations. This culture needs to be promoted and reinforced at every opportunity and sustained by ongoing communication founded on mutual trust.

In order to promote and advance a culture that values health and safety in the Government of Alberta, performance measures must be based on the following:

- behaviours that demonstrate management’s commitment to working together to continuously improve health and safety
- behaviours that demonstrate the Alberta Public Service values of respect, integrity, excellence and accountability
- reinforcing the implementation of the following:
  - Government of Alberta Occupational Health and Safety Program accountability
  - established behavioural performance measures that are managed in accordance with our Performance Excellence Directive and through our existing Performance Excellence approach

Examples of employee behaviour performance measures reflected in employee, supervisor and manager Performance Agreements include the following:

- participation in Health and Safety Committees and attendance at scheduled meetings
• participation in workplace inspection teams and completing the number of assigned inspections
• participation in hazard assessments
• attendance in and successful completion of assigned Health and Safety Training based on completed training needs assessments

Examples of executive manager behaviour performance measures that demonstrate commitment to health and safety and may be included in performance plans include the following:

• implementing Department Health and Safety Committees
• implementing recommendations or alternative solutions to issues made by a Department Health and Safety Committee
• communicating to employees the importance of completing and reviewing workplace inspections and hazard assessments in accordance with the Government of Alberta Occupational Health and Safety Program

Behaviour performance measures for senior managers would be related to the implementation and operation of these behaviours within their business units and workplaces, for example, Workplace Health and Safety Committees, workplace inspections and hazard assessment processes at their workplace.

STANDARD

Workplace Health, The Public Service Commission Responsibilities

• In consultation with the department Human Resource Services, establish one or two corporate behavioural health and safety performance measures. The measures are based on opportunities to implement, improve or reinforce the operation of a component or element of the Government Occupational Health and Safety Program within departments.
• Develop behavioural performance excellence methods and tools to measure behaviours demonstrated by employees, supervisors, managers and executive that promote, advance and reinforce a health and safety culture.
• Recommend to the Public Service Commissioner behavioural performance measures and measurement tools for use in departments.
• Upon approval of the performance measures by the Public Service Commissioner and Deputy Ministers, communicate the behavioural measures and the method and tools to collect and report on department results to department Human Resource Services.
• Provide the Public Service Commissioner and Deputy Ministers a status report that includes statistics on the behavioural health and safety performance measures and health and safety results by department and for the Government of Alberta.
Public Service Commissioner and Deputy Minister Responsibilities

- Support the implementation of behavioural performance measures for departments and employees.

Department Human Resource Services Responsibilities

- Communicate and promote the annual corporate behavioural health and safety performance measures to department employees, supervisors and managers.
- Recommend and reinforce health and safety performance measures in department occupational health and safety plans.
- Advise management on the implementation of the behavioural occupational health and safety performance measures through the Government of Alberta performance excellence system.
- Recommend that management include behavioural occupational health and safety performance measures in employee performance agreements.
- In consultation with Workplace Health, the Public Service Commission, use the behavioural performance measurement methods and tools to collect and report department results to the Public Service Commission and employees.
- Report department results to the Deputy Minister upon request.

Manager Responsibilities

- Implement the annual corporate behavioural performance measures into occupational health and safety plans for business units.
- Assign responsibilities and include behavioural health and safety measures in development and performance plans for supervisors and employees.
- Participate and support department Human Resource Services and the behavioural performance measurement methods and tools.

Supervisor Responsibilities

- Support inclusion of behavioural performance measures and measurement methods and tools in workplace and employee performance plans.

Employee Responsibilities

- Support inclusion of behavioural performance measures and measurement methods and tools in workplace and employee performance plans.
NOTES:
NOTES:
GLOSSARY OF TERMS

Notes

Some terms listed in this glossary have synonyms. A “see” cross-reference redirects the user to the more commonly used synonym, under which you will find the glossary definition.

A “see also” cross-reference lists a related term or terms that may assist in your understanding of the word or phrase.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Accident</td>
<td>See “Incident.”</td>
</tr>
<tr>
<td>Accidental Release</td>
<td>An unplanned or accidental</td>
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<tr>
<td></td>
<td>1) discharge, emission, explosion, outgassing or other escape of dangerous goods, or any component or compound evolving from dangerous goods</td>
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<tr>
<td></td>
<td>2) emission of ionizing radiation that exceeds a level established under the Nuclear Safety and Control Act</td>
</tr>
<tr>
<td>Activity</td>
<td>See “Task.”</td>
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<tr>
<td>Activity Inventory</td>
<td>See “Task Inventory.”</td>
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<tr>
<td>Administrative Control</td>
<td>A process developed by the Government of Alberta to control hazards not eliminated by engineering controls (i.e., safe work policies, practices and procedures, job scheduling, job rotations, and training).</td>
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<tr>
<td></td>
<td>See also “Hazard Control.”</td>
</tr>
<tr>
<td>Administrative Workplace</td>
<td>A workplace where the employees normally undertake office or administrative tasks that may involve public contact, which is typically limited to information exchange and travel to other locations to perform similar tasks.</td>
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<tr>
<td></td>
<td>See also “Workplace.”</td>
</tr>
<tr>
<td>Adverse Health Effect</td>
<td>Impairment of or damage to the environment, human health or safety, or property.</td>
</tr>
<tr>
<td>Alberta Public Service</td>
<td>APS (abbreviation). See “Government of Alberta.”</td>
</tr>
<tr>
<td><strong>Audit</strong></td>
<td>An evaluation of an organization’s health and safety management system against an approved standard. Audit results are used to identify strengths and improvement opportunities at a workplace or in a department, and they help with continuous improvement in the implementation of the Government of Alberta Occupational Health and Safety Program. Partnerships in Injury Reduction includes the following audit types:</td>
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<td>1. Baseline Audit</td>
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<td>2. Certification Audit</td>
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<td>3. Maintenance Audit</td>
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<td>4. Qualification Audit</td>
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<tr>
<td>See also “Partnerships in Injury Reduction.”</td>
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<tr>
<td><strong>Auditor</strong></td>
<td>An individual certified by the Public Service Commission to conduct health and safety audits within the Government of Alberta.</td>
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<tr>
<td><strong>Aviation Accident</strong></td>
<td>An accident resulting directly from the operation of an aircraft, where:</td>
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<tr>
<td>1) a person sustains a serious injury or is killed as a result of:</td>
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<tr>
<td>a) being on board the aircraft</td>
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<td>b) coming into contact with any part of the aircraft or its contents</td>
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<tr>
<td>c) being directly exposed to the jet blast or rotor downwash of the aircraft</td>
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<tr>
<td>2) the aircraft sustains damage or failure that adversely affects the structural strength, performance or flight characteristics of the aircraft and that requires major repair or replacement of any affected component part</td>
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<td>3) the aircraft is missing or inaccessible</td>
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<tr>
<td>See also “Aviation Incident,” “Incident.”</td>
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</tr>
<tr>
<td><strong>Aviation Incident</strong></td>
<td>An incident resulting directly from the operation of an airplane having a maximum certificated takeoff weight greater than 5,700 kg or a rotorcraft having a maximum certificated takeoff weight greater than 2,250 kg, where:</td>
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<tr>
<td>1) an engine fails or is shut down as a precautionary measure</td>
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<td>2) a transmission gearbox malfunction occurs</td>
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<tr>
<td>3) smoke or fire occurs</td>
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<tr>
<td>4) difficulties in controlling the aircraft are encountered owing to any aircraft system malfunction, whether phenomena, wake turbulence, uncontrolled vibrations or operations outside the flight envelope</td>
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<tr>
<td>5) the aircraft fails to remain within the intended landing or takeoff area, lands with all or part of the landing gear retracted, or drags a</td>
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</tbody>
</table>
wing tip, an engine pod or any other part of the aircraft

6) any crew member whose duties are directly related to the safe operation of the aircraft is unable to perform his or her duties as a result of a physical incapacitation that poses a threat to the safety of any person, property or the environment

7) depressurization occurs that necessitates an emergency descent

8) a fuel shortage occurs that necessitates a diversion or requires approach and landing priority at the destination of the aircraft

9) the aircraft is refueled with the incorrect type of fuel or contaminated fuel

10) a collision, a risk of collision or a loss of separation occurs

11) a crew member declares an emergency or indicates any degree of emergency that requires priority handling by an air traffic control unit or the standing by of emergency response services

12) a slung load is released from the aircraft unintentionally or as a precautionary or emergency measure

13) any dangerous goods are released in or from the aircraft

See also “Aviation Accident,” “Incident.”

<table>
<thead>
<tr>
<th><strong>Aviation Occurrence</strong></th>
<th>For the purpose of reporting, an Aviation Accident or Aviation Incident. See also “Aviation Accident”, “Aviation Incident.”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baseline Audit</strong></td>
<td>An evaluation using the standard audit instrument and intended as a preliminary review of the implementation of the Government of Alberta Occupational Health and Safety Program. See also “Audit.”</td>
</tr>
<tr>
<td><strong>Behavioural Health and Safety Measure</strong></td>
<td>Observable behaviour performed with a health and safety purpose including performing a task in a safe and healthy manner, completing health and safety assignments and training and participating in events to promote or recognize health and safety.</td>
</tr>
<tr>
<td><strong>Best Practice</strong></td>
<td>An agreed-upon method for conducting a specified task established and used by industries, trades or groups of peers.</td>
</tr>
<tr>
<td><strong>Biological Hazard</strong></td>
<td>An agent (e.g., viruses, bacteria, fungi and moulds, and parasites) that acts in or on the body to produce disease or infection. See also “Hazard,” “Routes of Entry.”</td>
</tr>
<tr>
<td><strong>Business Activity</strong></td>
<td>See “Operation.”</td>
</tr>
<tr>
<td><strong>Business Operation</strong></td>
<td>See “Operation.”</td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td>An organizational unit (e.g., division, branch, region, area or office) with the purpose of carrying out operations.</td>
</tr>
<tr>
<td><strong>Cause</strong></td>
<td>The reason why an incident occurred. Identifying the cause is necessary to determine what corrective actions can prevent similar incidents from occurring in the future. Causes include direct causes and contributing factors. See also “Contributing Factors,” “Direct Cause.”</td>
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<tr>
<td><strong>Certificate of Achievement for Safety Excellence</strong></td>
<td>CASE (abbreviation). A tool to evaluate the implementation of the Government of Alberta Occupational Health and Safety Program. See also “Health and Safety Program.”</td>
</tr>
<tr>
<td><strong>Certificate of Recognition</strong></td>
<td>COR (abbreviation). An award presented by the Public Service Commission, as the Certifying Partner, to workplaces that successfully pass an audit and maintain their occupational health and safety program to the requirements of the Partnerships in Injury Reduction program. See also “Partnerships in Injury Reduction.”</td>
</tr>
<tr>
<td><strong>Certification Audit</strong></td>
<td>A formal health and safety evaluation conducted by a certified auditor external to the workplace or department that seeks a Certificate of Recognition. See also “Audit.”</td>
</tr>
<tr>
<td><strong>Certifying Partner</strong></td>
<td>Under the Partnerships in Injury Reduction program, Certifying Partners are responsible for assessing the quality of health and safety programs in Alberta. They train and certify auditors and issue Certificates of Recognition to employers. the Public Service Commission is the Certifying Partner for the Government of Alberta. See also “Certificate of Recognition,” “Partnerships in Injury Reduction.”</td>
</tr>
<tr>
<td><strong>Chemical Hazard</strong></td>
<td>A chemical substance that can have immediate or long-term health effects and can be inhaled, absorbed, ingested or injected. See also “Hazard,” “Routes of Entry.”</td>
</tr>
<tr>
<td><strong>Close Call</strong></td>
<td>See “Near Miss.”</td>
</tr>
<tr>
<td><strong>Code of Ethics</strong></td>
<td>A statement that defines the ethical behaviours expected from a group or individual.</td>
</tr>
<tr>
<td><strong>Code of Practice</strong></td>
<td>Practical guidance on the requirements of the regulations or the adopted code applicable to the workplace, and on safe working procedures in respect of the workplace.</td>
</tr>
<tr>
<td><strong>Competent Employee</strong></td>
<td>A person who is adequately qualified, suitably trained and has sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Component</td>
<td>A part within an element of the Government of Alberta Occupational Health and Safety Program. For example, the Hazard Management element has three components: Hazard Assessment, Elimination and Control; Ergonomics; and Workplace Violence. See also “Element,” “Occupational Health and Safety Program.”</td>
</tr>
<tr>
<td>Concern</td>
<td>A matter of interest. See also “Health and Safety Concern.”</td>
</tr>
<tr>
<td>Consensus</td>
<td>General agreement on an issue; the agreement of all or most of the people consulted. Health and Safety Committees in the Government of Alberta operate by consensus. A decision or recommendation may not be an individual’s ideal choice, but each individual agrees to support and defend the choice of the group.</td>
</tr>
<tr>
<td>Contaminated</td>
<td>Affected by the presence of a harmful substance on employees or at the workplace in a quantity sufficient to pose a risk to health. See also “Harmful Substance.”</td>
</tr>
<tr>
<td>Continuous Improvement</td>
<td>Always striving to innovate current practices and implement new practices to improve on current conditions.</td>
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<tr>
<td>Contract Manager</td>
<td>An employee who signs a contract or agreement on behalf of the Government of Alberta. When no written contract or agreement exists, the contract manager is the employee who authorizes the arrangement for services to be provided by another employer.</td>
</tr>
<tr>
<td>Contracted Employer</td>
<td>An employer hired under agreement to provide services to the Government of Alberta.</td>
</tr>
<tr>
<td>Contracted Worker</td>
<td>A contracted employer’s employee.</td>
</tr>
<tr>
<td>Contractor</td>
<td>A person, partnership or group of persons who, through a contract, agreement or ownership, directs the activities of one or more employers involved in work at a workplace.</td>
</tr>
<tr>
<td>Contributing Factors</td>
<td>The underlying indicators detailing why an incident occurred. Identifying contributing factors can help determine long-term preventative actions. See also “Cause,” “Direct Cause.”</td>
</tr>
<tr>
<td>Control Measures</td>
<td>See “Hazard Controls.”</td>
</tr>
<tr>
<td>Controlled Environment</td>
<td>In relation to a workplace, an environment where the Government of Alberta can control a hazard (e.g., poor indoor lighting). See also “Environment,” “Uncontrolled Environment.”</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Controlled Product</td>
<td>A product indicated in the Hazardous Products Act and classified in the Controlled Products Regulations. See also “Product.”</td>
</tr>
<tr>
<td>Controls</td>
<td>See “Hazard Controls.”</td>
</tr>
<tr>
<td>Dangerous Goods Accident</td>
<td>An occurrence associated with and related to the transport of dangerous goods by air that results in fatal or serious injury to a person or in major property damage. See also “Accidental Release,” “Dangerous Good,” “Dangerous Goods Incident,” “Imminent Accidental Release,” “Incident.”</td>
</tr>
<tr>
<td>Dangerous Goods Incident</td>
<td>An occurrence (other than a dangerous goods accident) associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, that results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation, or other evidence that the integrity of the packaging has not been maintained. Any occurrence relating to the transport of dangerous goods that seriously jeopardizes an aircraft or its occupants is also deemed to be a dangerous goods incident. See also “Accidental Release,” “Dangerous Good,” “Dangerous Goods Accident,” “Dangerous Goods Occurrence,” “Imminent Accidental Release,” “Incident.”</td>
</tr>
</tbody>
</table>
| Defective Equipment | Equipment that:  
- is in a condition that compromises the health and safety of the employee using or transporting it  
- will not perform the function for which it is intended or was designed  
- is not strong enough for its purpose  
- has obvious defects |
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **Degree of Risk** | The chance of injury or loss from a hazard is determined by the following formula:  
Frequency of exposure to the hazard  
\[ \times \]  
Incident probability (likelihood that exposure will result in loss)  
\[ \times \]  
Probable consequence (severity of the resulting loss)  
See also “Risk Classification.” |
| **Department** | A business unit established by the Lieutenant Governor in Council under the Government Organization Act.  
See also “Ministry.” |
| **Direct Cause** | The immediate cause of why an incident occurred.  
See also “Cause,” “Contributing Factors.” |
| **Direct Supervision** | Under the supervision of a competent employee who is personally and visually supervising an employee and is able to communicate readily and clearly with that employee. |
| **Directive** | The documented principles established by the Public Service Commission. |
| **Document** | See “Record.” |
| **Documentation Review** | Part of a health and safety audit, a documentation review determines if an employer has the required written policies, plans and procedures in place, and if adequate records are being kept. |
| **Due Diligence** | The level of judgment, care, prudence, determination and activity that a person would reasonably be expected to show under particular circumstances. Due diligence requires a person to take every reasonably practicable precaution in the circumstances for the protection of the health and safety of employees. It is the level of safety that is expected, provided and practiced by employees, supervisors and managers, as well as others working for the Government of Alberta, to complete work without loss. |
| **Element** | A part of the Government of Alberta Occupational Health and Safety Program. An element may contain parts called components.  
See also “Component,” “Occupational Health and Safety Program.” |
| **Emergency** | Actual or potential danger where the loss of human life or property is imminent and where immediate response is required to reduce the risk and the probable consequence of an incident.  
See also “Human Emergency,” “Natural Emergency,” “Technological Emergency.” |
<table>
<thead>
<tr>
<th>Emergency Response Plan</th>
<th>A written document for a workplace that includes the following:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• the identification of potential emergencies</td>
</tr>
<tr>
<td></td>
<td>• procedures for dealing with the identified emergencies</td>
</tr>
<tr>
<td></td>
<td>• the identification of, location of and operational procedures for emergency equipment</td>
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<tr>
<td></td>
<td>• emergency response training requirements</td>
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<tr>
<td></td>
<td>• the location and use of emergency facilities</td>
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<td></td>
<td>• the fire protection requirements</td>
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<td></td>
<td>• the alarm and emergency communication requirements</td>
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<tr>
<td></td>
<td>• the first aid services required</td>
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<tr>
<td></td>
<td>• procedures for rescue and evacuation</td>
</tr>
<tr>
<td></td>
<td>• the employees designated for rescue and evacuation</td>
</tr>
</tbody>
</table>

| Employee | Anyone who works for the Government of Alberta and is included in the Public Service Act (e.g., senior managers, managers, supervisors and employees, including wage employees and employees with Contracts of Employment or Fee for Service). See also “Employer.” |

<table>
<thead>
<tr>
<th>Employer</th>
<th>An employer may be any of the following:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• a person who is self-employed in an occupation</td>
</tr>
<tr>
<td></td>
<td>• a person who employs one or more employees</td>
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<tr>
<td></td>
<td>• a person designated by the employer as the employer’s representative</td>
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<tr>
<td></td>
<td>• a director or officer of a corporation who oversees the occupational health and safety of that corporation’s employees.</td>
</tr>
</tbody>
</table>

The Government of Alberta is considered a single employer for occupational health and safety purposes. Departments, executive managers, senior managers and managers are designated representatives of the Government of Alberta at their workplaces. Supervisors and bargaining unit employees may be designated representatives of the Government of Alberta at their workplaces. Departments and employees may also be employers when representing the department in the performance of their responsibilities.

| Engineering Control | This type of control is the preferred method of hazard control because it may eliminate a hazard by modifying the equipment, chemical or process, or by substituting, isolating, enclosing, guarding or ventilating the hazard. See also “Hazard Controls.” |

<p>| Environment | The surrounding conditions, influences and forces to which an employee is exposed at the workplace. See also “Controlled Environment,” “Uncontrolled Environment.” |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
<td>Something that equips employees at a workplace, including tools supplies, machinery and sanitary facilities.</td>
</tr>
<tr>
<td><strong>Ergonomics</strong></td>
<td>The applied science that studies the interaction between people and the work environment. The focus of ergonomics is to make the job fit the employee.</td>
</tr>
<tr>
<td><strong>Environmental Release</strong></td>
<td>For the purpose of reporting, the release of a substance into the environment that may cause, is causing, or has caused an adverse effect. See also “Adverse Health Effect.”</td>
</tr>
<tr>
<td><strong>Excessive Noise</strong></td>
<td>Noise volumes that exceed $85 \text{ dBA}_{\text{Leq}}$ and Occupational Exposure Limits in Schedule 3, Table 1 of the Occupational Health and Safety Code.</td>
</tr>
<tr>
<td><strong>Explosives Incident</strong></td>
<td>An unplanned or uncontrolled explosion.</td>
</tr>
<tr>
<td><strong>Exposed Employee</strong></td>
<td>In relation to harmful substances, an employee who may reasonably be expected to work in a restricted area at least 30 workdays in a 12-month period. See also “Harmful Substance.”</td>
</tr>
<tr>
<td><strong>Fall Protection System</strong></td>
<td>A personal fall arrest system, a travel restraint system, a safety net, a control zone or another system approved by an Alberta Labour designated Director of Inspection.</td>
</tr>
<tr>
<td><strong>Fatality</strong></td>
<td>An incident that results in the death of an employee. See also “Serious Incident.”</td>
</tr>
<tr>
<td><strong>Field Work</strong></td>
<td>Work performed away from the employee’s base workplace and is a normal or regular part of the position’s assigned duties.</td>
</tr>
<tr>
<td><strong>First Aid</strong></td>
<td>Treatment to sustain life, to prevent a condition from becoming worse and to promote recovery.</td>
</tr>
<tr>
<td><strong>First Aid Certificates</strong></td>
<td>Certificates awarded by approved training agencies in accordance with Part 11 of the Occupational Health and Safety Code. There are three certificates:</td>
</tr>
<tr>
<td></td>
<td>- Emergency First Aid Certificate</td>
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<tr>
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<td>- Standard First Aid Certificate</td>
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<tr>
<td></td>
<td>- Advanced First Aid Certificate</td>
</tr>
<tr>
<td><strong>First Aid Incident</strong></td>
<td>An incident that resulted in an injury requiring first aid treatment only. The services of a physician (or licensed medical practitioner) were not required and/or no work time was lost by the injured employee beyond the shift or day of the incident. See also “First Aid,” “Incident.”</td>
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<td>Term</td>
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</tr>
<tr>
<td>First Aider</td>
<td>A person with a certificate from an approved training agency who gives immediate and temporary care to an injured or ill person at a workplace using available equipment, supplies, facilities or services. See also “First Aid.”</td>
</tr>
<tr>
<td>Form</td>
<td>A required, standardized document completed in accordance with a standard process of the Government of Alberta Occupational Health and Safety Program (e.g., Supervisor Incident Investigation Report, Hazard Assessment and Control Report). The Government of Alberta uses forms to facilitate the consistent recording of information. See also “Template.”</td>
</tr>
<tr>
<td>Formal</td>
<td>Written and documented. A formal process includes using a checklist or form in workplace inspections, audits, incident reporting and investigations, training records, and Health and Safety Committee meeting minutes.</td>
</tr>
<tr>
<td>Frequency Rate</td>
<td>See “Injury Frequency Rate.”</td>
</tr>
<tr>
<td>Function</td>
<td>There are five functions: Prime Contractor, Contractor, Employer, Supplier and Employee.</td>
</tr>
<tr>
<td>Government of Alberta</td>
<td>Includes all departments, agencies, boards and commissions whose employees are appointed and administered under the Public Service Act. See also “Department,” “Ministry.”</td>
</tr>
<tr>
<td>Guideline</td>
<td>The recommended approach, steps or tasks that describe how to complete or implement a standard within an element or component in the Government of Alberta Occupational Health and Safety Program. See also “Standard Process.”</td>
</tr>
<tr>
<td>Harmful Substance</td>
<td>A substance that, because of its properties, application or presence, creates or could create a danger, including a chemical or biological hazard, to the health and safety of an employee exposed to it.</td>
</tr>
<tr>
<td>Hazard</td>
<td>A condition or behaviour that has the potential to cause injury or loss. Hazards may be physical, chemical, biological or psychological. See also “Biological Hazard,” “Chemical Hazard,” “Health Hazard,” “Physical Hazard,” “Psychological Hazard,” “Safety Hazard.”</td>
</tr>
<tr>
<td>Hazard Assessment</td>
<td>A process used to identify the health and safety hazards and evaluate the risk associated with job tasks.</td>
</tr>
<tr>
<td>Hazard Controls</td>
<td>Measures designed to eliminate or reduce the risk of hazards and to eliminate or control loss. See also “Engineering Control,” “Administrative Control,” “Personal Protective Equipment.”</td>
</tr>
<tr>
<td><strong>Hazard Level</strong></td>
<td>See “Risk Classification.”</td>
</tr>
<tr>
<td><strong>Hazardous Act</strong></td>
<td>An action or behaviour taken or failed to be taken that could result in loss.</td>
</tr>
<tr>
<td><strong>Hazardous Condition</strong></td>
<td>A physical state of a facility, vehicle, equipment, environment, procedure, training course, etc. that could result in loss.</td>
</tr>
<tr>
<td><strong>Hazardous Energy</strong></td>
<td>Electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, gravitational or any other form of energy that could cause injury. The injury could arise from unintended motion, energizing or the start up or release of such stored or residual energy in machinery, equipment, piping, pipelines or process systems.</td>
</tr>
<tr>
<td><strong>Hazardous Material</strong></td>
<td>See “Harmful Substance.”</td>
</tr>
<tr>
<td><strong>Hazardous Work</strong></td>
<td>See “High Hazard Work,” “Medium Hazard Work,” “Low Hazard Work.”</td>
</tr>
<tr>
<td><strong>Health and Safety Concern</strong></td>
<td>An employee’s perception of a hazardous act or condition; a matter of interest in the Government of Alberta Occupational Health and Safety Program or its implementation or operation. See also “Concern,” “Health and Safety Issue,” “Health and Safety Program.”</td>
</tr>
<tr>
<td><strong>Health and Safety Issue</strong></td>
<td>An employee health and safety concern validated by a Workplace Health and Safety Contact or by a Health and Safety Committee as per Issue Resolution within the Government of Alberta Occupational Health and Safety Program.</td>
</tr>
<tr>
<td><strong>Health and Safety Management System</strong></td>
<td>See “Occupational Health and Safety Program.”</td>
</tr>
<tr>
<td><strong>Health and Safety Program</strong></td>
<td>See “Occupational Health and Safety Program.”</td>
</tr>
<tr>
<td><strong>Health and Safety System</strong></td>
<td>See “Occupational Health and Safety Program.”</td>
</tr>
<tr>
<td><strong>Health Care Facility</strong></td>
<td>A hospital, medical clinic or physician’s office that can dispense emergency medical treatment during the time employees are at a workplace.</td>
</tr>
<tr>
<td><strong>Health Hazard</strong></td>
<td>A physical, chemical, biological or psychological hazard that may cause acute or chronic health effects in exposed employees (e.g., noise, dust, heat, ergonomics, etc.). See also “Hazard,” “Safety Hazard.”</td>
</tr>
<tr>
<td><strong>Hearing Protection Device</strong></td>
<td>See “Hearing Protectors.”</td>
</tr>
</tbody>
</table>
### Hearing Protectors
Personal protective equipment worn by an employee to reduce his or her exposure to noise volume or frequency (e.g., ear plugs, ear muffs).

### High Hazard Work
Work where most of the primary tasks have a high risk classification, and where an employee performs those tasks in an uncontrolled environment.

Examples of high hazard work:
- field work involving investigation, enforcement or apprehension
- field work handling wild animals
- working alone in the field doing monitoring or inspection for compliance purposes
- working alone at isolated locations using powered equipment
- counseling unpredictable or troubled people or people with a history of violence in Government of Alberta offices
- institutional care, custody or control of people
- food processing
- biological or chemical laboratory analysis or research
- construction and trade work performed outside

See also “Hazardous Work.”

### High Risk Work
See “High Hazard Work.”

### Highway
Any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.

### Human Emergency
May be accidental or hostile, including chemical spills, leaks, emissions, fires, explosions, transportation incidents (e.g., automobile, airplane, train, boat), riots, acts of terrorism and workplace violence.

See also “Emergency.”
An accidental release is imminent for dangerous goods in transport in a large means of containment, if there has been an incident and any of the following conditions exist:

1. There is likely to be a need to remove or transfer all or a portion of the dangerous goods to another large means of containment.
2. There is damage to the means of containment which, if not corrected, could result in an accidental release of the dangerous goods in a quantity or emission level that exceeds those set out in the table to subsection 8.1(1) of Part 8, Accidental Release and Imminent Accidental Release Report Requirements.
3. The large means of containment is lost in navigable waters.


In relation to any occupation, an imminent danger is either
- a danger that is not normal for that occupation
- a danger under which a person engaged in that occupation would not normally carry out the work

An undesired, unplanned, unexpected event that results in, or has the potential to result in, physical harm to a person or damage to property (with or without loss). Incidents are of the following types:
- Aviation Accident
- Aviation Incident
- Dangerous Goods Accident
- Dangerous Goods Incident
- Dangerous Goods Accidental Release
- Dangerous Goods Imminent Accidental Release
- Environmental Release
- First Aid
- Lost Time
- Medical Aid
- Near Miss
- Personal Property Damage
- Property Damage
- Radiation Overexposure

The process of systematically gathering and analyzing information to identify the causes of an incident, and of making recommendations to prevent a similar incident from happening in the future.
### Injury Frequency Rate
The number of compensable injuries per 100 employees for the year.
Equal to: \((\text{number of compensable injuries}) \times \frac{200,000 \text{ hours}}{	ext{total annual hours worked}}\)

### Injury Severity Rate
The number of work days lost per 100 employees for the year.
Equal to: \((\text{number of work days lost}) \times \frac{200,000 \text{ hours}}{	ext{total annual hours worked}}\)

### Inspection
A planned, systematic evaluation or examination of an activity or workplace, checking or testing against established standards to identify hazards and to recommend corrective action.

### Interview
Part of a health and safety audit. An interview is used to gather and verify information about an organization’s health and safety system. Includes either a formal discussion using standard questions or a questionnaire.

### Isolate
Use a mechanical device to restrain, regulate, direct or dissipate hazardous energy.

### Job
A total complement of tasks performed by an employee.
See also “Occupation Inventory.”

### Job Hazard Analysis
See “Task Hazard Assessment.”

### Job Inventory
See “Work Inventory.”

### Job Safety Analysis
See “Task Hazard Assessment.”

### Legislation
Provincial or federal government standards in the form of written acts, regulations and codes.

### Lost Time
An incident that results in an injury requiring treatment by a physician or licensed medical practitioner, and because of which the injured employee loses work time beyond the shift or day of the injury.
See also “Incident.”

### Low Hazard Work
Work where most tasks are performed in controlled environments and most hazards are classified as medium and low risk.
Examples of low hazard work:
- administrative
- clerical
- records management
- visitor or informational services
See also “Hazardous Work.”

### Low Risk Work
See “Low Hazard Work.”
<table>
<thead>
<tr>
<th><strong>Maintenance Audit</strong></th>
<th>A formal health and safety evaluation conducted to maintain a Certificate of Recognition. See also “Audit.”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manager</strong></td>
<td>A person accountable for the health and safety of the work performed at a workplace. See also “Workplace Manager.”</td>
</tr>
<tr>
<td><strong>Materials Handling</strong></td>
<td>Lifting, lowering, pushing, pulling, carrying, handling or transporting materials.</td>
</tr>
<tr>
<td><strong>Medical Aid Incident</strong></td>
<td>An incident that results in an injury requiring treatment by a physician or licensed medical practitioner, and because of which the injured employee loses no work time beyond the shift or day of the incident.</td>
</tr>
</tbody>
</table>
| **Medium Hazard Work** | Work where the primary tasks are performed in controlled environments and have hazards classified as medium and low risk. Medium hazard work may include some tasks with hazards classified as high risk that are performed in uncontrolled environments. Examples of medium hazard work:  
  - material handling  
  - the operation of powered mobile equipment  
  - equipment repair  
  - driving, travel or transportation to external locations for business, conferences or instruction  
  See also “Hazardous Work.” |
| **Medium Risk Work**  | See “Medium Hazard Work.” |
| **Ministry**          | Comprises departments established by the Lieutenant Governor in Council, as well as agencies, boards and commissions established by a minister to act in an advisory or administrative capacity under the Government Organization Act. |
| **Motor Vehicle**     | A vehicle propelled by any power other than muscular power, or a moped, but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry or a motor vehicle that runs only on rails. A device in, on or by which a person or thing may be transported or drawn, including a combination of vehicles. |
| **Natural Emergency** | Severe storms (e.g., thunder, lightning, wind, snow, ice), tornadoes, floods, earthquakes, drought, hurricanes, lightning-caused wild fires, viral outbreaks, epidemics, etc. See also “Emergency.” |
## Near Miss
An incident that had the potential to cause personal injury but did not.

## Noise Exposed Employee
An employee exposed to noise in excess of the noise exposure limits in Schedule 3, Table 1 of the Occupational Health and Safety Code.

## Observation
Part of a health and safety audit designed to allow an auditor to observe and verify specific conditions and practices at a workplace.

## Occupation Inventory
A form listing all occupations and individual jobs performed at a workplace.

See also “Job.”

## Occupational Health and Safety Program
A set of interrelated elements that together form the whole administrative and procedural plan for identifying hazards, implementing controls and maintaining their effectiveness. The Government of Alberta Occupational Health and Safety Program includes the following elements:

1. Occupational Health and Safety Management
2. Hazard Management
3. Occupational Health and Safety Training
4. Inspections
5. Emergency Preparedness
6. Incident Management
7. Occupational Health and Safety Program Evaluation

## Operation
The primary work of a business unit or the nature of work within a department (e.g., construction, safety consulting, planning, auditing, administration, etc.).

## Partnerships in Injury Reduction
PIR (abbreviation). A provincial program in Alberta to promote health and safety through partnerships with safety associations, industry groups, educational institutions and labour organizations.

See also “Audit,” “Certificate of Recognition,” “Certifying Partner.”

## Personal Property Damage
Loss or damage to an employee’s personal property (e.g., clothing, eye glasses, false teeth, prosthetic device) worn at the time of the incident.

## Personal Protective Equipment
PPE (abbreviation). Equipment used or clothing worn by a person (e.g., gloves, safety glasses, fall protection, etc.) for protection from health or safety hazards associated with conditions at a workplace. Personal protective equipment is used when engineering or administrative methods cannot fully control the hazards. Personal protective equipment does not directly control the hazard, but it reduces the employee’s exposure to the hazard when maintained and used correctly. Often referred to as the “last line of defense.”

See also “Hazard Controls.”
| **Physical Hazard** | A hazard arising from slipping, tripping, being struck by or against, falling, pinch points, being caught in, under or between, lifting, pushing, pulling, ergonomic conditions (bodily reaction injuries), heat, cold, vibration, noise, ionizing radiation (x-rays, gamma rays, beta rays, beta particles), non-ionizing radiation (microwaves, radio waves, infra-red, lasers, ultra-violet), etc. 
See also “Hazard.” |
| **Policy** | The documented principles and standards established by departments. |
| **Powered Mobile Equipment** | A self-propelled machine or combination of machines, including a prime mover or motor vehicle, designed to manipulate or move material or to provide a powered aerial device for employees. |
| **Prime Contractor** | The contractor, employer or other person who enters into an agreement with the owner of the workplace to be the prime contractor. The owner of the workplace is the prime contractor if no agreement is in force. Every workplace must have a prime contractor if two or more employers are involved in work at the workplace. |
| **Product** | In addition to restricted, controlled and prohibited products, products also include pesticides, cosmetics, foods or drugs, hazardous waste, wood, wood products and manufactured articles. 
See also “Restricted Product,” “Controlled Product,” “Prohibited Product.” |
| **Professional** | A person who is adequately qualified, is suitably trained, has sufficient experience in occupational hygiene and is eligible for membership in one of the following: 
- American Board of Industrial Hygiene 
- Canadian Registration Board of Occupational Hygienist 
- Council on Certification of Health, Environmental and Safety Technologist |
| **Prohibited Product** | A product not advertised or permitted for sale in Canada under the Hazardous Products Act. 
See also “Product.” |
| **Property Damage** | Loss or damage to any owned or leased Government of Alberta property as a result of an incident. |
| **Psychological Hazard** | Stress, anxiety, depression and other behavioural health conditions. 
See also “Hazard.” |
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Audit</td>
<td>A formal health and safety evaluation conducted by an auditor candidate who is pursuing auditor certification. See also “Audit.”</td>
</tr>
<tr>
<td>Radiation Incident</td>
<td>An incident that has the potential to cause overexposure of a person to radiation.</td>
</tr>
<tr>
<td>Radiation Overexposure</td>
<td>The exposure of a person, other than a patient undergoing medical examination or treatment, to radiation in excess of the maximum exposure limit of that form of radiation.</td>
</tr>
<tr>
<td>Record</td>
<td>Employer records retained on file include completed forms, checklists, reports, memos and minutes. Records create a history of events and activities used in the operation and maintenance of a health and safety program.</td>
</tr>
<tr>
<td>Regulations</td>
<td>Any legislated requirements.</td>
</tr>
<tr>
<td>Responsibility</td>
<td>One’s duty to do what is assigned, expected and understood.</td>
</tr>
<tr>
<td>Restricted Area</td>
<td>An area of a workplace where a reasonable chance exists that the airborne concentration of asbestos, silica, coal dust or lead exceeds or may exceed the occupational exposure limit.</td>
</tr>
<tr>
<td>Restricted Product</td>
<td>A consumer product indicated in the Hazardous Products Act and classified in the Consumer Chemicals and Containers Regulations. See also “Product.”</td>
</tr>
<tr>
<td>Risk</td>
<td>See “Degree of Risk.”</td>
</tr>
<tr>
<td>Risk Classification</td>
<td>The degree of risk is converted to a high, medium or low risk classification, which indicates the priority for implementing hazard control measures or evaluating existing controls. See also “Degree of Risk.”</td>
</tr>
<tr>
<td>Root Cause</td>
<td>See “Cause.”</td>
</tr>
<tr>
<td>Routes of Entry</td>
<td>The ingestion, inhalation, injection or absorption of a chemical or biological hazard.</td>
</tr>
<tr>
<td>Safe Job Procedure</td>
<td>See “Safe Work Procedure.”</td>
</tr>
<tr>
<td>Safe Operating Procedure</td>
<td>See “Safe Work Procedure.”</td>
</tr>
<tr>
<td>Safe Work Practice</td>
<td>A written guideline that helps in the safe performance of a task that may not always be done in a specific way.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Safe Work Procedure</td>
<td>Written, step-by-step instruction required to safely perform a task from beginning to end, including the use of tools and operation of equipment. See also “Code of Practice.”</td>
</tr>
<tr>
<td>Safeguard</td>
<td>A guard, shield, guardrail, fence, gate, barrier, toe board, protective enclosure, safety net, handrail or other device designed to protect employees operating equipment or machinery. Does not include personal protective equipment.</td>
</tr>
<tr>
<td>Safety Hazard</td>
<td>A substance, process, action or condition that may immediately endanger employees (e.g., chemical burns, shear points, slips and falls, etc.). See also “Hazard,” “Health Hazard.”</td>
</tr>
<tr>
<td>Serious Incident</td>
<td>An incident that results in:</td>
</tr>
<tr>
<td></td>
<td>• fatality</td>
</tr>
<tr>
<td></td>
<td>• an injury or accident requiring an employee’s admission to a hospital for more than two days</td>
</tr>
<tr>
<td></td>
<td>• an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury</td>
</tr>
<tr>
<td></td>
<td>• the collapse or upset of a crane, derrick or hoist</td>
</tr>
<tr>
<td></td>
<td>• the collapse or failure of any component of a building or structure necessary for the structural integrity of that building or structure</td>
</tr>
<tr>
<td>Severity Rate</td>
<td>See “Injury Severity Rate.”</td>
</tr>
<tr>
<td>Site Familiarization</td>
<td>A brief, escorted tour or discussion to allow an auditor to become familiar with a workplace and any areas requiring special caution.</td>
</tr>
<tr>
<td>Standard Process</td>
<td>The required approach, steps or tasks that describe how to complete or implement a component or element within the Government of Alberta Occupational Health and Safety Program.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Anyone with the authority to direct the activities of another person.</td>
</tr>
</tbody>
</table>
### Supplier
A person who rents, leases, erects, installs or provides any tools, appliances or equipment, or who sells or otherwise provides any designated substance or hazardous material to be used by an employee in respect of any occupation, project or workplace. In respect to a controlled product, the supplier is a manufacturer, processor or packager of the controlled product or a person who, in the course of business, imports or sells controlled products.

### Task
A segment of work that requires a set of specific actions for completion.

### Task Analysis
See “Task Hazard Assessment.”

### Task Hazard Assessment
A systematic breakdown of a task within a job into the step by step actions followed to complete the task, for the purpose of identifying all the hazards within the steps.

### Task Inventory
A form on which all the tasks performed in an occupation or an individual job are listed.

### Team Audit
Where more than one auditor participates in an audit.
See also “Audit.”

### Technological Emergency
May be human caused but technology related, including communication failures, utility or power outages, engineering design or material failures related to structures or equipment (e.g., structural collapse), and biological, chemical and pollution incidents.
See also “Emergency.”

### Telecommuting
Using information technologies (such as telecommunications and computers) for work purposes to replace travel requirements.

### Telework
See “Telecommuting.”

### Template
A document with recommended content and format that may be completed as is or modified by managers to meet their needs in accordance with a guideline of the Government of Alberta Occupational Health and Safety Program (e.g., inspection checklists, emergency response plans, etc.).
See also “Form.”

### Travel Status
An employee is away from their place of residence and their work location on approved travel for government business purposes; or when an employee is travelling for government business that necessitates overnight accommodation away from their place of residence.

### Uncontrolled Environment
In relation to a workplace, an environment where the Government of Alberta can’t directly control a hazard (e.g., weather conditions).
See also “Controlled Environment,” “Environment.”
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsafe Act</td>
<td>See “Hazardous Act.”</td>
</tr>
<tr>
<td>Unsafe Condition</td>
<td>See “Hazardous Condition.”</td>
</tr>
<tr>
<td>Vehicle</td>
<td>A device in, on or by which a person or thing may be transported or drawn, including a combination of vehicles.</td>
</tr>
<tr>
<td>Violence</td>
<td>Threatened, attempted or actual conduct of a person that causes or is likely to cause physical harm.</td>
</tr>
<tr>
<td>Visitor</td>
<td>Any person present at a workplace who does not regularly work at that workplace.</td>
</tr>
<tr>
<td>Work</td>
<td>Tasks performed by an employee for the Government of Alberta.</td>
</tr>
<tr>
<td>Worker</td>
<td>A person engaged in an occupation.</td>
</tr>
<tr>
<td>Work Area</td>
<td>A place at a workplace where an employee is, or may be, during work or during a work break.</td>
</tr>
<tr>
<td>Work Inventory</td>
<td>A comprehensive list of tasks produced from a systematic review of all jobs or work carried out at a workplace.</td>
</tr>
<tr>
<td>Work Location</td>
<td>Any point within the metropolitan area or within 25 km of their central place of work or place of residence.</td>
</tr>
<tr>
<td>Workplace</td>
<td>A general location where employees or an employee works, such as a building, facility, business unit (e.g., branch, area or region) or a work site within a business unit.</td>
</tr>
<tr>
<td></td>
<td>See also “Administrative Workplace,” “Business Unit,” ”Work site.”</td>
</tr>
<tr>
<td>Workplace Manager</td>
<td>The most senior manager at a workplace or a designated manager assigned a specific health and safety responsibility for the workplace.</td>
</tr>
<tr>
<td></td>
<td>See also “Manager.”</td>
</tr>
<tr>
<td>Work site</td>
<td>A location where an employee is, or is likely to be, engaged in any occupation. A work site includes any vehicle or mobile equipment used by an employee in an occupation.</td>
</tr>
</tbody>
</table>
# ABBREVIATIONS

<table>
<thead>
<tr>
<th>AASP</th>
<th>Alberta Association of Safety Partnerships</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACSA</td>
<td>Alberta Construction Safety Association</td>
</tr>
<tr>
<td>AFPA</td>
<td>Alberta Forest Products Association</td>
</tr>
<tr>
<td>AHSA</td>
<td>Alberta Hotel Safety Association</td>
</tr>
<tr>
<td>AMTA</td>
<td>Alberta Motor Transport Association</td>
</tr>
<tr>
<td>AMHSA</td>
<td>Alberta Municipalities Health and Safety Association</td>
</tr>
<tr>
<td>ASC</td>
<td>Alberta Safety Council</td>
</tr>
<tr>
<td>ACIGH</td>
<td>American Congress of Government Industrial Hygienists</td>
</tr>
<tr>
<td>ANSI</td>
<td>American National Standards Institute</td>
</tr>
<tr>
<td>APS</td>
<td>Alberta Public Service; Government of Alberta</td>
</tr>
<tr>
<td>ASHRAE</td>
<td>American Society of Heating, Refrigerating and Air-Conditioning Engineers</td>
</tr>
<tr>
<td>ASSE</td>
<td>Alberta Society of Safety Engineers</td>
</tr>
<tr>
<td>AUPE</td>
<td>Alberta Union of Provincial Employees</td>
</tr>
<tr>
<td>BSI</td>
<td>British Standards Institute</td>
</tr>
<tr>
<td>CASA</td>
<td>Canadian Agriculture Safety Association</td>
</tr>
<tr>
<td>CASE</td>
<td>Certificate of Achievement in Safety Excellence</td>
</tr>
<tr>
<td>CCOHS</td>
<td>Canadian Centre for Occupational Health and Safety</td>
</tr>
<tr>
<td>CDC</td>
<td>Centers for Disease Control and Prevention</td>
</tr>
<tr>
<td>CGSB</td>
<td>Canadian General Standards Board</td>
</tr>
<tr>
<td>PSC</td>
<td>the Public Service Commission/the Public Service Commissioner</td>
</tr>
<tr>
<td>COR</td>
<td>Certificate of Recognition</td>
</tr>
<tr>
<td>CSA</td>
<td>Canadian Standards Institute</td>
</tr>
<tr>
<td>CCOHS</td>
<td>Canadian Centre for Occupational Health and Safety</td>
</tr>
<tr>
<td>CFIA</td>
<td>Canadian Food Inspection Agency</td>
</tr>
<tr>
<td>CSSE</td>
<td>Canadian Society of Safety Engineering</td>
</tr>
<tr>
<td>EFAP</td>
<td>Employee and Family Assistance Program</td>
</tr>
<tr>
<td>ERP</td>
<td>Emergency Response Plan</td>
</tr>
<tr>
<td>ESRA</td>
<td>Employee Support and Recovery Assistance Program</td>
</tr>
<tr>
<td>FOIP</td>
<td>Freedom of Information and Protection of Privacy Act</td>
</tr>
<tr>
<td>GoA</td>
<td>Government of Alberta</td>
</tr>
</tbody>
</table>
GOVERNMENT OF ALBERTA
OCCUPATIONAL HEALTH AND SAFETY PROGRAM

IAPA  Industrial Accident Prevention Association

ISO   International Standards Organization

JWHSC Joint Workplace Health and Safety Committee

MHSA  Manufacturers’ Health and Safety Association

MSDS  Material Safety Data Sheet

NIOSH National Institute of Health and Safety

NFPA  National Fire Protection Association

OEL   Occupational Exposure Limit

OHS   Occupational Health and Safety

OSHA  Occupational Safety and Health Association

PPE   Personal Protective Equipment

QA    Quality Assurance

SAE   Society of Automotive Engineers

SDS   Safety Data Sheet

SIIR  Supervisor’s Incident Investigation Report

SOP   Safe Operating Procedure; Standard Operating Procedure

SWP   Safe Work Practice

TDG   Transportation of Dangers Goods

TRIA  Textile Rental Industry Association

UL    Underwriters’ Laboratory

ULC   Underwriters’ Laboratories of Canada

WCB   Workers’ Compensation Board

CITATION / REFERENCES

About the Occupational Health and Safety Directive

Authority:  
Public Service Act  
Article 43 of the Master Agreement  
Occupational Health and Safety Act, Regulation and Code  

Application:  Departments, agencies and employees under the Public Service Act  
Effective Date:  07 July 2008  
Contact:  Workplace Health

About the GoA OH&S Program

Authority:  
Public Service Act  
Occupational Health and Safety Act, Regulation and Code  
Collective Agreement  
Hazardous Material Information Review Act  
Alberta Fire Code  
Transportation of Dangerous Goods Regulation  
Transport Canada Aeronautical Information Manual  
Radiation Protection Act  
Environmental Protection and Enhancement Act  
Release Reporting Regulation  
Workers Compensation Act  
Public Service Employee Regulation  

Application:  Departments, agencies and employees under the Public Service Act  
Contact:  Workplace Health