

Health and Safety for Wineries and Orchards/Vineyards



About WorkSafe Saskatchewan

WorkSafe Saskatchewan is a partnership between the Saskatchewan Workers' Compensation Board and the Ministry of Labour Relations and Workplace Safety. Formed in 2002 out of a need to reduce the number of workplace injuries and fatalities, the partners work through an integrated provincial injury prevention strategy to deliver programs that move Saskatchewan towards zero workplace injuries. WorkSafe Saskatchewan is an advocate for Mission: Zero – an initiative that was launched in 2008 by the partners in response to Saskatchewan having the second worst injury rate in Canada. Mission: Zero is a call to action and goal for employers and companies to achieve zero workplace injuries, zero fatalities, and zero suffering by families.

Prevention information line

We provide information and assistance with health and safety issues in the workplace.

Call the information line 24 hours a day, seven days a week to report a serious injury.

If you have questions about workplace health and safety, unsafe working conditions or the occupational health and safety legislation, call during our office hours (8 a.m. to 4:30 p.m.) to speak to an occupational health officer. Your call can be made anonymously.

Call toll-free at 1.800.567.7233 (567-SAFE).

Health and Safety for Wineries and Orchards/Vineyards



Health and safety resources

You can find our health and safety resources on [WorkSafeSask.ca](https://www.worksavesask.ca). Find specific resources that set out your requirements for workplace safety. If at any time you have questions, we are here to help. [Contact us](#) anytime with any questions you may have.

© 2021 Saskatchewan Workers' Compensation Board. All rights reserved. The Saskatchewan Workers' Compensation Board encourages the copying, reproduction, and distribution of this document to promote health and safety in the workplace, provided that the Saskatchewan Workers' Compensation Board is acknowledged. However, no part of this guide may be copied, reproduced, or distributed for profit or other commercial enterprise, nor may any part be incorporated into any other publication, without written permission of the Saskatchewan Workers' Compensation Board.

Acknowledgments

This guide would not have been possible without the help of WorkSafeBC and various organizations and individuals involved with the wineries and orchards/vineyards industry in British Columbia and Saskatchewan. We thank them for their time and expertise.

Contents

Introduction	1
About this guide	2
Who should use this guide	2
Purpose of this guide	2
How this guide is organized	2
Responsibilities	3
Employers	3
Supervisors	4
Workers	4
Occupational health and safety programs	6
Components of a health and safety program	6
Annual program review	7
Managing health and safety risks	8
1. Identifying hazards	8
2. Assessing risks	8
3. Controlling risks	11
Hierarchy of controls	11
Monitoring control measures	12
Recording your findings	12
Common hazards in craft breweries and distilleries	13
Lifting, pushing, pulling, or carrying items	13
Work posture and repetitive movements	14
Slippery surfaces	15
Working at heights	15
Ladders	17
Cluttered areas	17
Confined spaces	19
Carbon dioxide (CO ₂)	21
Steam, boiling liquids, and hot surfaces	21
Hazardous chemicals	22
Flammable chemicals	24
Dust	25
Unguarded machinery	26
Troubleshooting, setting up, cleaning, or servicing machinery	27
Broken glass	28
Delivery operations	28

Mobile equipment	29
Noise	30
Compressed-gas cylinders	31
Working alone or in isolation	32
Impairment	32
Workplace violence	33
Bullying and harassment	34
Safe work procedures	35
When are written safe work procedures required?	35
What kinds of tasks require safe work procedures?	35
How to develop a written safe work procedure	36
Sample: Safe work procedure for manually feeding a grain mill	36
Orientation, education, training, and supervision	38
Orientations and ongoing education	38
Training	39
Supervision	40
Workplace inspections	41
When to inspect	41
Who should inspect	41
How to inspect	41
What to inspect	42
After the inspection	44
Incident investigation	45
Incident investigation report sample	45
Investigation of certain accidents (OHS REG 29)	45
Prohibition re: scene of accident (OHS REG 30)	46
Investigation of dangerous occurrences (OHS REG 31)	46
Participants	47
Goals	47
Examples of incidents requiring investigation	47
How to conduct an investigation	48
Reporting accidents and injuries to LRWS	50
Regular health and safety meetings	52
Occupational health and safety committees	52
Occupational health and safety representatives	52

First aid	53
First aid requirements for craft breweries and distilleries	53
First aid kits and attendants	56
Transportation of injured workers	56
Records and statistics	57
Documentation	57
Personal protective equipment (PPE)	58
Emergency response plans	60
How to develop and implement an emergency response plan	60
Questions and answers	61
Common questions from employers	61
Common questions from workers	62
WorkSafe Saskatchewan resources	64
Website	64
Health and safety programs	64
Registration	64
Prevention	64
Safety Association of Saskatchewan Manufacturers Inc. (SASM)	66
MSABC contact information	66

Introduction

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

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

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

This guide doesn't replace the Occupational Health and Safety Regulations

This guide is meant to give you a basic understanding of industry best practices for health and safety, but you should also refer to the occupational health and safety legislation to be sure you're meeting your legal responsibilities for workplace health and safety. This guide does not replace *The Saskatchewan Employment Act* or *The Occupational Health and Safety Regulations, 2020*.

About this guide

Who should use this guide

This guide is intended for small- and medium-sized wineries and orchards/vineyards. You'll find this guide useful if you're an owner, employer, manager, supervisor or worker. In this guide, the term wine industry includes wineries and orchards/vineyards.

Purpose of this guide

This guide contains health and safety information for the craft brewing and distilling industry. It will help you prevent injuries and other incidents by describing the following:

- Specific hazards faced by workers in craft breweries and distilleries
- How to eliminate these hazards, or control their impact
- How to develop specific procedures for doing tasks safely
- How to deal with workplace incidents

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

How this guide is organized

This guide describes the eight basic components that will form the backbone of your occupational health and safety program. Throughout this guide you'll find references on each page, which you can use for more information. For a list of other useful resources available from WorkSafe Sask, see pages 45–47.

Reference	What does it refer to?	Where do I look for more information?
Publication	Health and safety guide, booklet or poster	Go to WorkSafeSask.ca/resources and search for the publication name.
Legislation	<i>The Saskatchewan Employment Act</i> <i>The Occupational Health and Safety Regulations 2020</i> <i>The Workers' Compensation Act</i>	Go to Saskatchewan.ca . Go to Saskatchewan.ca . Go to Wcsask.com .
Website	Online information or tool	The website listed.
Forms and checklists	Sample materials you can adapt for your health and safety program	Pages 52–85 of this guide
Tip	Know and understand the minimum requirements set out in OHS legislation	—

Responsibilities

Reference

The Act

Sections 3-8 to 3-10 of the Act, General duties of employers, supervisors and workers

Section 3-14 of the Act, General duties of owners

Everyone has a role to play when it comes to health and safety. The following sections of *The Saskatchewan Employment Act* (the Act) provide a summary of the duties of employers, supervisors and workers.

Employers

- Ensure the health and safety of your workers and any other people on your worksite.
- Minimize or eliminate hazardous workplace conditions.
- Inform your workers about any remaining hazards.
- Make copies of the Regulations and the Act available to workers.
- Ensure that your workers comply with the requirements of the Act and Regulations.
- Ensure that your workers know their rights and responsibilities under the Act and Regulations and that they comply with them.
- Provide and maintain protective devices, equipment and personal protective equipment (PPE). Ensure that workers use them.
- Provide your workers with education, supervision and training specific to your workplace.
- Establish an occupational health committee (or occupational health and safety representative), if applicable.
- Consult and co-operate with your occupational health committee (or occupational health and safety representative), if applicable.
- Co-operate with the Ministry of Labour Relations and Workplace Safety (the Ministry) and its officers.

Due diligence

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

One way that employers can demonstrate due diligence is by implementing a health and safety program. Workers can demonstrate due diligence by following the requirements of that program — for example, by following safe work procedures and wearing PPE. Demonstrating due diligence will help ensure your safety and the safety of those around you. Due diligence can also be used to show your efforts to meet legal requirements if there are allegations of violations, or the possibility of prosecution and fines.

Tip

Keep all the documents that show what you've done to improve workplace safety and demonstrate due diligence. Documentation may include training, inspection, maintenance, meeting and incident records.

Supervisors

- Ensure the health and safety of workers under your direct supervision.
- Know the requirements of the OHS legislation that apply to the work you're supervising.
- Ensure that workers under your direct supervision are informed about all hazards in the workplace and that they comply with the OHS legislation.
- Consult and co-operate with the occupational health committee (or occupational health and safety representative), if applicable.
- Co-operate with Occupational Health and Safety division and its officers.

Workers

- Take reasonable care to protect your health and safety and that of others who may be affected by your actions.
- Comply with the OHS legislation and other legal requirements.
- Follow established safe work procedures.
- Use any required PPE.
- Refrain from horseplay or similar conduct that may endanger others.
- Don't work if you're impaired (for example, by drugs or medications, cannabis or alcohol).

- Report accidents and other incidents (such as near misses) to your supervisor.
- Report to your supervisor or employer any of the following:
 - A hazard that might endanger others
 - A problem with protective equipment or clothing
 - A violation of the OHS legislation or other legal requirements
- Co-operate with your occupational health committee (or occupational health and safety representative), if applicable.
- Co-operate with Occupational Health and Safety division and its officers.

Refuse and report unsafe work

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

If you discover an unusually dangerous condition or believe you're expected to perform an unusually dangerous act, you must immediately report it to a supervisor or your employer. A supervisor or employer who receives such a report must investigate the matter immediately. If there is an unusually dangerous condition, it must be corrected without delay.

Sometimes a supervisor or employer may not agree that a task is unusually dangerous. In this case, Sections 3-31 to 3-34 of the Act and Section 4-7 of the Regulations describe the steps to be followed. Additional information on refusals can be found in the committee manual.

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

Occupational health and safety programs

Regulation

Section 320 of the Act and Section 3-11 of the Regulations Occupational health and safety programs

Health and safety are legal requirements. Some must have an occupational health and safety program in place to prevent workplace injury and disease. Health and safety programs must meet certain standards. It is not a legal requirement for wineries to have a safety program, but it is a best practice.

There are two general types of programs: formal and less formal (or informal). This publication focuses on the basics of a less formal program for smaller operations.

Publication

Understanding
[Occupational Health and Safety in Saskatchewan](#)

The scope of the program depends on the hazards at your particular workplace. Generally, a smaller winery or vineyard can state its health and safety policy and describe its program in a few pages. Use the “Health and Safety Program for Wineries and Orchards/ Vineyards” on pages 53–58 as a starting point for your program.

Don’t just copy the sample, though. Your health and safety program should be unique and specific to your winery or vineyard.

Tip

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

Components of a health and safety program

A health and safety program consists of the following components, which will help prevent incidents and help deal with any incidents that do occur:

- Hazard identification and risk control — Determine which hazards are present in the workplace and take steps to eliminate or minimize them.
- Safe work procedures — Describe in writing how to carry out specific tasks safely.
- Orientation, education, training and supervision — Prepare workers and contractors for the job, and make sure they continue to work safely. This is particularly important for young workers and new workers.
- Workplace inspections — Identify workplace hazards so they can be eliminated or controlled.
- Incident investigation — Find out why an accident or injury occurred, so the causes can be corrected.

Forms and checklists

- “Health and Safety Program for Wineries and Orchards/Vineyards,” pages 53–58
- “Annual Review of Health and Safety Program,” pages 59–62

- Health and safety meetings — Ensure ongoing communication between the employer, supervisors, and workers regarding health and safety.
- First aid and emergency response — Determine what level of first aid is required for your workplace. Make sure everyone knows how to deal with injuries on the job and what to do in an emergency.
- Records and statistics — Maintain documentation to help identify trends and to record inspections, equipment maintenance and confined space programs.

Annual program review

Once you’ve developed processes for worker health and safety, it’s best practice to review them at least once a year to make sure they continue to address current concerns effectively. Use the “Annual Review of Health and Safety Program” on pages 59–62 as a guide.

1. Hazard identification and risk control

Tip

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

This section (pages 8–19) describes common hazards in the wine industry and how to reduce the risks associated with these hazards. The most common hazards faced by workers in orchards/ vineyards and wineries include the following:

- Operating equipment on hillsides and uneven terrain
- Pushing and lifting heavy bins, tubs, barrels, pumps, hoses and mixers
- Using pruning shears and picking knives
- Working with and around hazardous chemicals, including potential exposure to carbon dioxide during fermentation
- Entering confined spaces

You can prevent most workplace incidents if you identify workplace hazards and take steps to control them. Risk control involves eliminating the hazard entirely or minimizing the risks as much as possible.

Hierarchy of risk controls

Some types of risk control methods are more effective than others. You may not always be able to use the more effective solution, but whenever possible you must implement controls in the following order:

1. Elimination or substitution

Whenever possible, eliminate the hazard entirely so there is no risk to workers. If that's not practicable, substitute materials or processes that are less hazardous. When purchasing or replacing equipment, select appropriate safety features.

2. Engineering controls

Consider physical changes to the work environment, equipment, or materials that will help minimize worker exposure to hazards.

3. Administrative controls

Consider changes to the way people work, such as task rotation or scheduling regular breaks. Administrative controls may include training, supervision and safe work procedures.

4. Personal protective equipment (PPE)

PPE is considered the least effective option because it doesn't keep workers away from the hazard and is only effective if used properly.

However, sometimes it's the only available option. Workers may need to use PPE to protect against a hazard even when other controls are already in place.

Overexertion (back injuries)

Hazard

Most often back injuries result from lifting, pushing, pulling, or carrying items that are heavy or awkward.

Prevention

Use the following safe lifting techniques:

- Place your feet apart for good balance.
- Bend your knees.
- Keep the load close to the centre of your body.
- Use smooth, gradual motions.
- Avoid twisting your back.
- Take micro-breaks.
- Rotate positions regularly, if possible.



Use safe lifting technique when lifting or handling heavy boxes or materials. Bend your knees, keep your feet apart for balance, and keep the load close to the centre of your body.

References

Regulation

Section 6-15 of the Regulations, Lifting and handling loads

Section 6-18 of the Regulations, Musculoskeletal injuries

Resources

Refer to the following for more information:

- [Back Talk: An Owner's Manual for Backs](#)
- [Ergonomics & Exertion](#) (web Information)
- [Musculoskeletal Injuries](#) (web information)
- [Sprains & Strains](#) (web information)
- [Lift With a Buddy](#) (poster)

Sprains and strains

Hazard

One-third of injury claims are related to sprains and strains that don't involve the back. Sprains and strains can result from manual handling of items, such as carboys, cases, barrels, fruit/ grape bins, or bags of fertilizer or chemicals. These injuries can involve the fingers, wrists, hands, shoulders, knees, ankles, toes, or feet.

Prevention

Reduce the risk of injury by following these guidelines:

- Organize storage areas by weight, with heavier items between knee and chest levels to minimize lifting.
- Use safe lifting techniques.
- Use dollies, or other suitable equipment, whenever possible.
- If an item is too heavy, ask for help.

Slippery surfaces

Hazard

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

Prevention

Reduce the risk of injury by following these guidelines:

- Wear well-fitting, non-slip footwear.
- Clean floors regularly.
- Clean up spills immediately.
- Post warning signs around spills or wet floors.
- Use dams around areas where spills or leaks are common to prevent liquid from entering walkways.
- Use rubber mats in areas where the floors are constantly wet.
- Install textured flooring, if possible.

References

Regulation

Regulation 64, Sanitation

Resource

- [Slips, Trips & Falls](#) (web information)

References

Regulation

Sections 9-2 to 9-5 of the Regulations, Protection against falling

Resources

- [Prevent Falls](#) (poster)
- [Fall Arrest Systems](#) (web information)
- [Falls](#) (web information)

Falls from heights

Hazard

A fall from any height can be dangerous, but a fall protection system is required for any work at heights of 3 m (9ft. 10 in.) or more for temporary structures and 1.2 to 3 m for permanent structures. Falls from elevation tend to cause more serious injuries than other hazards, such as fractures, contusions, abrasions, and sprains and strains.

Prevention

Reduce the risk of falls by following these guidelines:

- Try to eliminate tasks, if possible, or modify them so workers can do them from below.
- Tie off all ladders.
- Use platform ladders and scissor lifts for work at heights, if possible.
- Add guardrails to the work area, if possible (guardrails are required on permanent structures).
- Where required, make sure workers use a fall protection system.

References

Regulation

Sections 16-1 to 16-9 of the Regulations, Entrances, exits and ladders

Resources

- [Saskatchewan Construction Safety Association - Ladders](#) (web information)

Ladders

Hazard

Falls from elevation can happen when using ladders, including extension or straight ladders, orchard ladders, stepladders and stepstools.

Prevention

Reduce the risk of injury by following these guidelines:

- Use the right ladder for the job. Make sure it has the proper reach and weight capacity, and that it meets a standard.
- Use a ladder that has slip-resistant feet. Set it on a firm surface that is flat and even (except for orchard ladders, which are intended to be used on soft, uneven ground).
- Check for defects and damage, such as bent or broken rungs, or split side rails. If a defect is observed, remove from service.
- Ensure that rungs or steps are clean and dry before use.
- When climbing, face the ladder and maintain three-point contact at all times (one foot and two hands on the ladder, or one hand and two feet).
- Don't stand on the top two rungs or steps of any ladder.
- If using an extension or straight ladder, extend the top of the ladder at least 1 m (3 ft. 4 in.) above the edge of the landing. Set the ladder with a slope of four vertical to one horizontal (i.e., for every

4 ft. of height, the ladder should be 1 ft. out from the base of the structure).

- When using a ladder in a passageway or near a doorway, ensure that warning signs are in place for pedestrian traffic. Lock doors if working nearby.
- Get down from the ladder to move it. Don't try to "hop" it into place.
- Store ladders in a designated secure location.

Clutter

Hazard

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

Prevention

Reduce the risk of injury by following these guidelines:

- Perform regular site inspections of all areas in wineries and orchards/ vineyards.
- Wear non-slip footwear that fits well.
- Keep walkways and work areas clear of tools, boxes, and other clutter.
- Don't carry more than you can safely handle.
- Be sure you can see where you're going when carrying large items.
- Watch for hoses. If you're moving hoses, warn nearby workers.
- Travelways must be at least 900 mm wide.



Keep work areas clear of tripping hazards such as hoses, tools and boxes.

Unguarded machinery

Hazard

During regular operation, equipment such as electrical tools, tractor power takeoffs (PTOs), and conveyors can cause serious injuries. Guarding, when used properly, can protect workers from serious cuts, crushing injuries, fractures, and amputations.

Prevention

Reduce the risk of injury by following these guidelines:

- Make sure all guards are in place before using equipment.
- Don't wear loose clothing or jewelry near equipment with moving parts.
- Keep long hair contained.
- Check manufacturers' instructions for safe use.
- Retrofit older equipment with guards if there is a risk of injury to workers.

References

Regulation

- Section 10-4 of the Regulations, Safeguards
- Section 10-6 of the Regulations, Locking out

Resources

- [Hand & Finger Injuries](#)
- [Lockout Tagout](#) (SCSA web information)

Machinery not locked out

Hazard

Equipment with an energy source that can be released unexpectedly, especially during cleanup or maintenance, can cause serious injuries. These energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal and compressed gases.

Prevention

Reduce the risk of injury by following these guidelines:

- Unplug equipment before doing cleanup, maintenance, or repairs. Maintain control of the plug.
- If the equipment is hard-wired, follow the specific lockout procedure for that equipment.
- Use lockout devices to ensure the equipment can't be energized. Lockout devices include circuit-breaker locks, plug lockouts, steering-wheel lockout clubs and switch lockouts.

Sharp tools and broken glass

Hazard

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

Prevention

Reduce the risk of injury by following these guidelines:

- Wear cut-resistant gloves during pruning and picking, and to clean up broken glass.
- Use the right tool for the job. Make sure it's sharp.
- Cut away from your body when picking.
- Carry tools in a sheath or holster.
- Use safety utility knives with self-retracting blades.
- Clean up broken glass immediately.

Industrial and farm vehicle accidents

Hazard

Five per cent of worker injuries in wineries and orchards/vineyards are the result of accidents involving industrial equipment or farm motor vehicles, such as forklifts, tractors and front-end loaders.

Prevention

Reduce the risk of injury by following these guidelines:

- Perform a pre-use inspection.
- Ensure you understand the hazards and risk controls for the area where you'll be using the equipment (for example, slopes, narrow vehicle paths, or other workers or equipment).
- Use equipment that has a rollover protection system (ROPS).
- Wear your seat belt when operating equipment with ROPS and vehicles.
- Ensure you're rested and alert when driving.

Mobile equipment fuelling

Hazard

While fuelling mobile equipment, there is a risk of fire, explosions, and exposure to gas or diesel fuel. Mobile equipment includes vehicles, tractors, all-terrain vehicles (ATVs), utility vehicles, mowers and portable fuel containers.

Prevention

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

- Turn off the vehicle.
- Don't smoke while fuelling the vehicle.
- Ensure that fuel storage and transfer equipment is grounded and bonded to the equipment being filled.
- Use gloves while fuelling. If there is skin contact with gas, wash immediately with soap and water.
- If using propane fuel, ensure that operators are trained in fuelling with propane.
- Store fuel in a safe, secure location with appropriate warning signage in place. Protect fuel containers from impacts and other damage.

Raising Workers

- Section 12-27 of the Regulations 194, Forklifts
- Section 11-14 of the Regulations, Transporting workers

Forklifts

Hazard

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

Prevention

Operators can reduce the risk of injury by following these guidelines:

- Perform a mandatory pre-use inspection before every shift.
- Ensure loads are within the load rating of the forklift.
- Don't raise or lower the load while the forklift is moving.
- Drive with the forks approximately 5 cm (2 in.) above the ground to clear uneven surfaces.
- Drive at a walking pace. Stop slowly to prevent loads from shifting.
- Don't drive near any unguarded elevated surfaces.
- Sound the horn when approaching blind corners, doorways, or aisles to alert pedestrians and other operators.
- If the load is obstructing your vision, drive in reverse and use a signal person to guide you.
- When carrying a load, always drive forward when going up ramps and in reverse when driving down them.
- When driving without a load, drive in reverse when going up ramps and forward when driving down them.
- When finished, lower the mast completely, turn off the engine, set the parking brake, and remove the keys before leaving the forklift.

- Check truck beds to ensure decking is sufficient to handle the weight of the forklift and its load.
- When working after dark, ensure there is sufficient lighting to carry out the work safely.
- Don't leave a running forklift unattended, with or without a load.

References

Regulation

Sections 18-1 to 18-10 of the Regulations, Confined Space Entry Regulations

Resource

- [Confined Space](#) (SCSA web Information)

Confined spaces

Hazard

A confined space is an enclosed or partially enclosed area that is big enough for a worker to enter. It's not intended for human occupancy and may have a restricted entrance or exit. Confined spaces in wineries and orchards/ vineyards include vats, tanks, pressing equipment, dry wells, subterranean irrigation pumps, trenches and excavations.

Prevention

Hire a qualified person to develop and help implement a written confined space entry program for your workplace. Your program should include the following:

- Assign responsibility for administration of the program to a person or people who are trained to manage it.
- Identify and develop an inventory of all confined spaces.
- A competent person must assess the hazards for each confined space.
- Ensure that all workers entering a confined space are trained to do so. Training should include written rescue procedures.
- Post signs at the entry points to all confined spaces (post a copy of the hazardous confined space entry plan, if needed).



A confined space entry procedure must include testing by a qualified person before there is any entry into a confined space.

In addition, employers should ensure there are safe work procedures for entry into and work in confined spaces. You'll need a competent person to assess the hazards of all confined spaces and to help you develop a confined space entry procedure for hazardous confined spaces. The procedure should address the following:

- Locking out energy sources and isolating adjacent piping.
- Ventilating the space with clean respirable air using appropriate mechanical venting equipment.
- Verifying precautions and testing the atmosphere with appropriate testing equipment before entry.
- Cleaning, purging, or venting the atmosphere, as appropriate.
- Using standby workers to check on the well-being of workers entering the confined space.
- Ensuring the area around fermentation tanks is free from hazardous levels of carbon dioxide. Use fixed monitoring equipment to monitor carbon dioxide levels.

Employers should also develop a rescue plan that specifies the following:

- Equipment for rescue of workers.
- Number and duties of personnel.
- PPE, location and proper use.
- Coordination of rescue activities.
- Testing and evaluation of the rescue plan.
- Rescue plan practices at least once a year.

Reference

Regulation

Section 3-24 of the Regulations, Working alone or at isolated place of employment

Working alone

Hazard

When working alone, relatively minor injuries can result in major problems, or even death, if the worker can't get help quickly.

Prevention

Reduce the risk of incidents by following these guidelines:

- Implement a no-work-alone policy for high-risk activities, such as working with the public, working with compressed gases, handling chemicals, and working at heights of 3 m (10 ft.) or more.
- Implement a person-check procedure for anyone who works alone, or in isolation.
- Ensure that workers know the early warning signs of a potentially hazardous situation.

- Ensure that workers are able to get help quickly if an incident occurs. Ensure workers have a means of communication.
- Develop and make available to workers written safe work procedures for working alone, or in isolation. Train workers in those procedures.

Thermal exposure

Hazard

Outdoor workers face increased risks from heat and cold stress.

Prevention

Reduce the risk of overexposure by following these guidelines:

- Minimize exposure to extreme heat and cold.
- Use appropriate clothing and PPE, depending on the season.

References

Regulations

Part 22 of the Regulations, Workplace Hazardous Materials Information System

Sections 21-1 to 21-13 of the Regulations, Chemical and Biological Substances

Resources

- WHMIS information can be found on www.worksafesask.ca/prevention/whmis/
- [Online WHMIS 2015 education course](#)

Chemical exposure

Hazard

Many chemicals used in wineries and orchards/ vineyards (for example, pesticides, cleaning solvents, and fuel) may cause conditions ranging from minor skin irritation to serious injury or disease.

All workplaces that use hazardous products are required to follow the Workplace Hazardous Materials Information System (WHMIS). The system uses labels and safety data sheets (SDSs) to provide specific information on handling, storing, and disposing of hazardous products. Workers must be trained in WHMIS 2015 and informed of any hazardous products they're expected to work with.

Prevention

Reduce the risk of exposure by following these guidelines:

- Follow safe work procedures.
- Read labels and SDSs for hazardous products.
- Update the SDS for each product every three years.
- Ensure that all containers have proper labelling that identifies the contents.
- Store products in a properly ventilated, locked area. Post warning signs.
- Use PPE (for example, clothing, rubber gloves, goggles, and face shields) as recommended by the manufacturer and required by safe work procedures.

- Before removing gloves, wash them under water. Wash your hands after removing the gloves.
- Work in an adequately ventilated area with approved fire protection.
- Adhere to pesticide restricted-entry intervals.

References

Regulation

Sections 8-1 to 8-6 of the Regulations, Noise Control and Hearing Conservation

Resource

- Sound Advice: A Guide to Hearing Conservation Programs (WorkSafeBC resource)

Noise exposure

Hazard

Noise from bottling lines, open-air tractors, and some equipment (for example, crusher destemmers) can reach harmful levels and cause hearing loss. Noise-induced hearing loss is the most common occupational disease. You can sustain hearing loss by being exposed to a single loud noise or repeated exposure to a consistent noise. Hearing loss can be gradual and may happen over a number of years.

Prevention

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

- Determine whether noise levels are likely to result in overexposure. For more information on exposure limits, see Section 8-5 of the Regulations.
- Provide workers with education and training related to hearing protection.
- Control noise wherever possible.
- Provide hearing protection for workers exposed to hazardous noise levels.
- Post notices of noise hazard areas.
- Provide hearing tests as required by the Regulation.

Workers can reduce the risk of injury by wearing approved hearing protection when entering areas posted as having noise high levels, whether or not it's noisy when they enter.



Workers should wear hearing protection in noisy areas, such as bottling lines.

2. Safe work procedures

References

Regulations

- Section 25-2 of the Regulations, Fire Safety Plans
- Section 3-24 of the Regulations, Working alone or at isolated place of employment
- Section 21-9 of the Regulations, Accumulations, spills and leaks
- Sections 18-1 to 18-10 of the Regulations, Confined Space Entry
- Section 10-6 of the Regulations, Locking out

A safe work procedure is a step-by-step description of how to carry out a task safely. Safe work procedures identify hazards and specify what to do to eliminate or minimize risks.

When are written safe work procedures required?

The Regulations require written procedures for certain tasks or situations. Examples common to most wineries and orchards/vineyards include the following:

- Lockout
- Harassment
- Chemical spills
- Confined space entry (by competent person)
- Fire safety plan

In general, safe work procedures are written for the following:

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

What kinds of tasks require safe work procedures?

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

- Operating bottling equipment
- Operating forklifts
- Entering tanks
- Fuelling tractors
- Operating power tools
- Pruning
- Working with the public
- Cleanup
- Office ergonomics

Written procedures must specify any required PPE, when to use it, and where to find it. Safe work procedures must be available to all relevant workers at the locations where they work. Supervisors and managers should use them for training workers and assessing competency.

Workers are then responsible for following the procedures.

How to develop a written safe work procedure

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

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

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

Sample: Safe work procedure for manual pruning

Pruners are not only at risk of injury from incidents such as cuts from blades, but also from the long and repetitive use of pruning shears. Using pruning shears for long periods can cause injuries to the hands, arms and shoulders. Injuries can occur for a number of reasons:

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

Before you start

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

While you're working

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

After you finish

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

3. Orientation, education, training and supervision

References

Regulations

- Section 3-7 of the Regulations, Duty to inform workers
- Section 3-8 of the Regulations, Training of workers
- Section 3-6 of the Regulations, Supervision

Resources

- [Foundational Pillars of a Solid Health and Safety System](#)
- [WorkSafe Saskatchewan - Youth](#)

Forms and checklists

“New Worker Orientation Checklist,” pages 63–68

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

Orientations and ongoing education

Orientations are important because they provide an opportunity to establish health and safety guidelines and requirements before a worker starts at a new job or location. Health and safety education should also be an ongoing process. Provide instruction to workers whenever there are changes in the workplace, such as a new work process or piece of equipment.

What to include in an orientation

Orientations may occur on first day of employment, before work begins, or as ongoing training. Orientations should include the following:

- Explain that workers should not perform any task they’re not trained to do safely.
- Encourage workers to ask questions whenever they’re unsure of anything.
- Tell workers who their direct supervisor will be.

In addition, Section 3-8(2) of the Regulations requires the following:

- Procedures to be taken in the event of a fire or other emergency.
- The location of first aid facilities.
- Identification of prohibited or restricted areas.
- Precautions to be taken for the protection of the worker from physical, chemical or biological hazards.
- Any procedures, plans, policies and programs that the employer is required to develop pursuant to the Act, or any regulations made pursuant to the Act that apply to the worker’s work at the place of employment.
- Any other matters that are necessary to ensure the health and safety of the worker while the worker is at work.

Tips

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

Training

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

1. Prepare the worker

- Explain the job in detail, including any safety precautions or required PPE.
- Encourage the worker to ask questions. Take the time to answer them fully.

2. Train the worker

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



When training workers, demonstrate how to do a task safely, and then have the worker do the task while you observe.

3. Check progress and observe the worker on the job

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

Tip

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

Supervision

If you're directing another worker, you're a supervisor. Supervisors are responsible for ensuring the health and safety of workers under their supervision. Supervision includes the following:

- Explain the hazards of the job.
- Ensure that workers have been trained for their assigned tasks, including safety precautions and safe work procedures. Document this training.
- Ensure that safety equipment and PPE is used when required and maintained in good working order. Document safety equipment and PPE maintenance.
- Ensure that workers handle and store all materials safely.
- Instruct new workers on how to report safety hazards and their right to refuse unsafe work.
- Enforce health and safety requirements.
- Implement risk controls for identified hazards.
- Correct unsafe acts or conditions that you observe, or that workers bring to your attention. Document any steps taken.
- Monitor worker safety behaviours and well-being.
- Set a good example in areas such as following safe work procedures and using PPE (competently supervise).

4. Safety inspections

References

Regulations

- Section 3-12 of the Regulations, Examination of plant
- Section 3-17 of the Regulations, Inspection of place of employment
- Section 3-14 of the Regulations, Maintenance and repair of equipment

Resources

- [Foundational Pillars - Inspections](#)

Forms and checklists

- “Inspection Checklist,” pages 69–75
- “Inspection Report,” pages 76–77

Besides correcting any hazards that you observe from day to day, set aside time for regular workplace safety inspections. Control any hazards you find during inspections. It’s far better, and less costly, to prevent incidents than to deal with their consequences. Because safety inspections are preventive in nature, they’re an important part of your occupational health and safety program.

When to inspect

Inspect your workplace at regular intervals to prevent unsafe working conditions from developing. In wineries and orchards/ vineyards this should be at least once a month. Also inspect your workplace when you’ve added a new process or when there has been an incident. Inspection is an ongoing task, because the workplace is always changing.

Who should inspect

Inspections should be conducted by a supervisor and a worker. If possible, involve the worker health and safety representative.

How to inspect

During an inspection, identify unsafe conditions and acts that could result in an incident, so you can implement risk controls. Follow these guidelines:

- Use a checklist to ensure your inspection is thorough and consistent with previous inspections. See the inspection checklist on pages 69–75.
- Ask yourself what hazards are associated with the job you’re observing, or that would be performed in the work area.
- Observe how workers perform tasks. Do they follow safe work procedures and use PPE as required?
- Ask workers how they perform their tasks.
- Talk to workers about what they’re doing. Ask about safety concerns.
- Record any unsafe actions or conditions that you observe.
- Keep inspections on file for two years.

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

What to inspect

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

Check whether workers are following safe work procedures. For example:

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

Inspection topics

Topic	Things to consider
Environment	Dust, gases, noise, temperature, ventilation, lighting
Floors	Slipping and tripping hazards, cluttered aisles
Building	Windows, doors, floors, stairs, roofs, walls, elevators, fire exits, docks, ramps
Containers	Scrap bins, disposal receptacles, barrels, carboys, gas cylinders, solvent cans
Electrical	Switches, cables, outlets, grounding, extension cables, ground fault circuit interrupters
Fire protection	Fire extinguishers, hoses, hydrants, sprinkler systems
Hand tools	Wrenches, screwdrivers, power tools, hydraulic tools, explosive actuated tools, pressurized tools
Hazardous materials	Flammables, explosives, acids, corrosives, toxic chemicals
Materials handling	Conveyors, cranes, hoists, hoppers, manual lifting, forklifts
Pressurized equipment	Boilers, vats, tanks, piping, hoses, couplings, valves, cylinders

Production equipment	Mills, cutters, drills, presses, lathes, saws
Support equipment	Ladders, scaffolds, platforms, catwalks, staging, aerial lifts
Powered equipment	Engines, electrical motors, compressor equipment
Storage facilities	Racks, bins, shelves, cabinets, closets, yards, floors, lockers, store rooms, mechanical rooms, flammable substances cabinets
Walkways and roads	Aisles, ramps, docks, vehicle ways, catwalks, tunnels
Personal protective equipment	Hard hats, safety glasses, respirators, gloves, harnesses, lifelines
Protective guards	Gear covers, pulleys, belts, screens, workstations, railings, drives, chains
Devices	Valves, emergency devices, warning system limit switches, mirrors, sirens, signage, cover plates, lighting systems, interlocks, local exhaust systems
Controls	Startup switches, steering mechanisms, speed controls, manipulating controls
Lifting devices	Handles, eyebolts, lifting lugs, hooks, chains, ropes, slings
Hygiene and first aid	Drinking fountains, washrooms, safety showers, eyewash facilities, toilets, fountains, first aid supplies
Offices	Workstations, chairs, computer equipment, ventilation, floors, stairs, equipment, emergency equipment, storage cupboards, filing cabinets
Work processes	Working safely, using PPE, following safe work procedures

After the inspection

Follow these guidelines:

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

Tip

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

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

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

5. Incident investigation

References

Regulations

- Section 2-2 of the Regulations, Accidents causing serious bodily injury
- Section 2-3 of the Regulations, Dangerous occurrences
- Section 3-18 of the Regulations, Investigation of certain accidents
- Section 3-19 of the Regulations, Prohibition re: scene of accident
- Section 3-20 of the Regulations, Investigation of dangerous occurrences

Resources

- [Foundational Pillars - Investigations](#)

Forms and checklists

<http://pillars.worksafesask.ca/investigations.html#wssask-pillar-content-4>

Incident investigations help determine the causes of an incident so you can take steps to ensure it won't happen again. Employers are required to immediately investigate any incident that involves the following:

- Accidents causing serious bodily injury (Section 2-2 of the Regulations)
- Dangerous occurrences (Section 2-3 of the Regulations)
- Work refusals and harassment

It is best practice to investigate:

- Medical aid incidents
- First aid incidents
- Property/equipment damage incidents
- Near miss incidents
- Work refusals

Incident investigation report sample

WorkSafe Saskatchewan has developed an incident investigation report sample you can use to create all seven reports that may be required following an incident in your workplace. This template will help you collect all the necessary information and reduce the work associated with completing separate reports.

For a copy of this template and a guide on how to complete it, go to <http://pillars.worksafesask.ca/investigations.html#wssask-pillar-content-4>.

Investigation of certain accidents (Section 3-18 of the Regulations)

3-18(1) Subject to section 3-19, an employer shall ensure that every accident that causes or may cause the death of a worker, or that requires a worker to be admitted to a hospital as an in-patient for a period of 24 hours or more, is investigated as soon as is reasonably possible by:

- (a) the co-chairpersons or their designates;
- (b) the employer and the representative; or
- (c) where there is no committee or representative, the employer.

(2) After the investigation of an accident, an employer, in consultation with the co-chairpersons or their designates, or with the representative, shall prepare a written report that includes:

- (a) a description of the accident;
- (b) any graphics, photographs or other evidence that may assist in determining the cause or causes of the accident;
- (c) an explanation of the cause or causes of the accident;
- (d) the immediate corrective action taken; and
- (e) any long-term action that will be taken to prevent the occurrence of a similar accident or the reasons for not taking action.

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

Prohibition re scene of accident (Section 3-19 of the Regulations)

3-19(1) Unless expressly authorized by statute or by subsection (2), no person shall, except for the purpose of saving life or relieving human suffering, interfere with, destroy, carry away or alter the position of any wreckage, article, document or thing at the scene of or connected with an accident causing a death, until an officer has completed an investigation of the circumstances surrounding the accident.

(2) Where an accident causing a death occurs and an officer is not able to complete an investigation of the circumstances surrounding the accident, an officer may, unless prohibited by statute, grant permission to move the wreckage, articles and things at the scene or connected with the accident to any extent that may be necessary to allow the work to proceed, if:

- (a) graphics, photographs or other evidence showing details at the scene of the accident are made before the officer grants permission; and
- (b) the co-chairpersons of a committee or the representative for the place of employment at which the accident occurred or their designates have inspected the site of the accident and agreed that the wreckage, article or thing may be moved.

Investigation of dangerous occurrences (Section 3-20 of the Regulations)

3-20(1) An employer, contractor or owner shall ensure that every dangerous occurrence described in subsection 2-3(1) is investigated as soon as is reasonably possible by:

- (a) the co-chairpersons or their designates;
- (b) the employer, contractor or owner and the representative; or
- (c) where there is no committee or representative, the employer, contractor or owner.

(2) After the investigation of a dangerous occurrence, an employer, contractor or owner, in consultation with the co-chairpersons or their designates or with the representative, shall prepare a written report that includes:

- (a) a description of the dangerous occurrence;
- (b) any graphics, photographs or other evidence that may assist in determining the cause or causes of the dangerous occurrence;
- (c) an explanation of the cause or causes of the dangerous occurrence;
- (d) the immediate corrective action taken; and
- (e) any long-term action that will be taken to prevent the occurrence of a similar dangerous occurrence, or the reasons for not taking action.

Near misses

A *near miss* is an incident in which there is no injury or damage but that could have resulted in an injury or death, or damage to equipment or property.

Near misses may indicate hazardous conditions or acts that need to be corrected.

Participants

Everyone has a role to play. Workers must report incidents to their supervisors. Owners, employers, or supervisors must initiate incident investigations promptly. If possible, investigations should include at least one employer representative and one worker representative who is knowledgeable about the workplace operations. If your company has an occupational health and safety committee, the OHC co-chairs must investigate Section 2-2 and 2-3 incidents. They should also be involved in hazard identification and inspections.

Goals

The purpose of a root cause incident investigation is to:

- Gather information about all contributing factors to incident.
- Analyze factors to determine direct, indirect and root causes of incident.
- Identify and implement corrective actions to prevent a recurrence.

Examples of incidents requiring investigation

The following are some examples of incidents you would need to investigate:

- the structural failure or collapse of:
 - a structure, scaffold, temporary falsework or concrete formwork; or
 - all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation.
- the failure of a crane or hoist or the overturning of a crane or unit of powered mobile equipment;
- an accidental contact with an energized electrical conductor;
- the bursting of a grinding wheel;
- an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- a premature detonation or accidental detonation of explosives;
- the failure of an elevated or suspended platform; and
- the failure of an atmosphere-supplying respirator.

How to conduct an investigation

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

Questions to ask

The investigation should answer the following questions:

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

Note: To help remember these questions, you can think of them as the “5 Ws and 1 H” questions or Who-What-When-Where- Why-and-How.

Factors to consider

Usually there are several factors that cause or contribute to an incident. Try to identify as many causes as possible. Following are some example questions to ask when identifying contributing factors within the five categories:

Equipment

- Was regular maintenance carried out?
- Were regular safety inspections carried out?
- Was there an equipment failure?
- Is the machine design consistent with ergonomic principles?
- Was a safety guard off the machine?
- Was the right tool being used for the task?
- Was the tool damaged in any way?
- Could the tool have a better ergonomic design?

Material

- Were hazardous substances involved?
- Were hazardous substances clearly identified?
- Was the raw material in some way substandard?
- What was the weight of the materials being lifted and/or carried?
- Are the materials an awkward shape or size?
- Where were the materials being stored?
- Were pallets in good condition?
- Was the material on the pallets properly secured?

Task

- Was the proper safe work procedure being used?
- Was the appropriate PPE available and used?
- Was there adequate supervision?
- Have job hazard analyses been done?
- Were the appropriate tools and materials available and used?
- Was a proper lockout procedure used?
- Have job tasks been ergonomically assessed?
- Has work flow design been evaluated?

Environment

- Were there any sudden changes to that environment?
- What were the weather conditions?
- Was poor housekeeping a problem?
- Was it too hot or too cold?
- Was noise a problem?
- Was there adequate light?
- Were toxic gases, dusts, or fumes present?
- Had conditions changed to make a normal safe work procedure unsafe?
- Is the workspace crowded?

People

- Was there direct and adequate supervision?
- What instructions were the workers given at the time of the incident?
- Were the workers experienced in the work being done?
- Had the workers been adequately trained?
- Could the workers have been tired?
- Did the physical demands exceed the worker's functional capacity?
- Was there pressure to complete tasks under a deadline, or to bypass safety procedures?

Reporting incidents and injuries to LRWS

Employers must immediately report serious incidents to LRWS by phone. To report a serious incident, call 1-800-567-7233 toll-free in Canada.

Accidents causing serious bodily injury (Section 2-2 of the Regulations)

2-2(1) An employer or contractor shall give notice to the division as soon as is reasonably possible of every accident at a place of employment that:

- (a) causes or may cause the death of a worker; or
- (b) will require a worker to be admitted to a hospital as an in-patient for a period of 72 hours.

(2) The notice required by subsection (1) must include:

- (a) the name of each injured or deceased worker;
- (b) the name of the employer of each injured or deceased worker;
- (c) the date, time and location of the accident;
- (d) the circumstances related to the accident;
- (e) the apparent injuries; and
- (f) the name, telephone number and fax number of the employer or contractor or a person designated by the employer or contractor to be contacted for additional information.

(3) An employer or contractor shall provide each co-chairperson or the representative with a copy of the notice required by subsection (1).

Dangerous occurrences (Section 2-3 of the Regulations)

2-3(1) In this section, “dangerous occurrence” means any occurrence that does not result in, but could have resulted in, a condition or circumstance set out in subsection 2-2(1), and includes:

- (a) the structural failure or collapse of:
 - i. a structure, scaffold, temporary falsework or concrete formwork; or
 - ii. all or any part of an excavated shaft, tunnel, caisson, coffer dam, trench or excavation;
- (b) the failure of a crane or hoist, or the overturning of a crane or unit of powered mobile equipment;
- (c) an accidental contact with an energized electrical conductor;
- (d) the bursting of a grinding wheel;
- (e) an uncontrolled spill or escape of a toxic, corrosive or explosive substance;
- (f) a premature detonation or accidental detonation of explosives;
- (g) the failure of an elevated or suspended platform; and
- (h) the failure of an atmosphere-supplying respirator.

(2) An employer, contractor or owner shall give notice to the ministry as soon as is reasonably possible of any dangerous occurrence that takes place at a place of employment, whether or not a worker sustains injury.

(3) A notice required by subsection (2) must include:

- (a) the name of each employer, contractor and owner at the place of employment;
- (b) the date, time and location of the dangerous occurrence;
- (c) the circumstances related to the dangerous occurrence; and
- (d) the name, telephone number and fax number of the employer, contractor or owner or a person designated by the employer, contractor or owner to be contacted for additional information.

(4) An employer, contractor or owner shall provide each co-chairperson or the representative with a copy of the notice required by subsection (2).

6. Regular health and safety meetings

Forms and checklists

“Monthly Health and Safety Meeting Record,” pages 80–83

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

Bring the following to each meeting:

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

Occupational health committees

Occupational health committees (OHCs) help create safer work environments by recommending ways to improve workplace health and safety and promoting compliance with the Regulations and the Act.

Workplaces with 10 or more employees must establish and maintain an occupational health committee. The committee must consist of two to 12 members, including the worker co-chair and the employer co-chair. At least half of the members must be worker representatives. The OHC must meet every three months.

7. First aid

Reference

Regulations

Sections 5-5 to 5-14, First Aid Personnel

All workplaces must meet the first aid requirements in Sections 5-5 to 5-14 of the Regulations. Effective first aid treatment can reduce the severity of work-related injuries. This will help minimize the financial costs associated with extensive medical treatment or the need to replace employees who are unable to work.

All businesses must keep a first aid kit on site, and many will also need a first aid attendant. The type of kit and the need for a first aid attendant depends on three factors:

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

First aid requirements for wineries

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

Workers	Close (1/2 hour or less to medical facility)	Distant (1/2 - 2 hours to medical facility)	Isolated (more than two hours' surface transport to medical facility, or normal mode of transport is aircraft)
1	Minimum	Minimum	Minimum
2-4	Minimum	Minimum plus: <ul style="list-style-type: none">• Blankets, stretcher and splints• Class A attendant and supplies for high hazard work	Minimum plus: <ul style="list-style-type: none">• Blankets, stretcher and splints• Class A attendant and supplies for high hazard work

5-9	Minimum plus: <ul style="list-style-type: none"> • Class A attendant and supplies for high hazard work 	Minimum plus: <ul style="list-style-type: none"> • Blankets, stretcher and splints • Class A attendant and supplies for high hazard work 	Minimum plus: <ul style="list-style-type: none"> • Blankets, stretcher and splints • Class A attendant and supplies
10-20	Minimum plus: <ul style="list-style-type: none"> • Class A attendant and supplies 	Minimum plus: <ul style="list-style-type: none"> • Blankets, stretcher and splints • Class A attendant and supplies 	Minimum plus: <ul style="list-style-type: none"> • Blankets, stretcher and splints • Class A attendant and supplies
21-40	Minimum plus: <ul style="list-style-type: none"> • Class A attendant and supplies 	Minimum plus: <ul style="list-style-type: none"> • Blankets, stretcher and splints • Class A attendant and supplies 	Minimum plus: <ul style="list-style-type: none"> • Blankets, stretcher and splints • Class B attendant and supplies for high hazard work • Class A attendant and supplies for other work

Reference

Resource

[First Aid in Saskatchewan Workplaces](#)

First Aid in Saskatchewan Workplaces Guide

First aid kits and attendants

Follow these requirements:

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



Make sure workers know where first aid kits are located and how to call the first aid attendant, if one is required in your workplace.

Transportation of injured workers

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

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

Employers are responsible for the cost of transporting an injured worker from the workplace to the nearest source of medical treatment. You should also maintain records of all workplace injuries or diseases.

8. Records and statistics

Employers are required to keep health and safety records and statistics on file. Written records and statistics can help:

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

Documentation

Maintain records and statistics for the following:

- Health and safety program reviews (see pages 59–62), to track the progress of your program.
- Worker orientation and training records (see pages 63–68), to ensure that workers are getting the education and training they need.
- Inspection reports (see pages 76–77), to provide historical information about hazards your business has encountered and how you've dealt with them.
- Monthly meeting records (see pages 80–83), to monitor how promptly and how well action items have been carried out.
- Incident investigation reports (see pages 84–85), to identify which hazards have caused incidents and how they were controlled.
- First aid records (see pages 38–40), to provide injury statistics that will help prioritize health and safety efforts.
- Confined space entry permits.
- Equipment maintenance.

Statistics that may be of value include the following:

- Number of incidents and injuries each year.
- Number of work days lost each year.
- Cost to your business from workplace injuries each year.

Reference

Regulation

Sections 7-1 to 7-22 of the Regulations, Personal Protective Equipment

Personal protective equipment (PPE)

PPE should be the last line of defense in a health and safety program. Before considering PPE, first try to eliminate or minimize the risks using other means. For example, use less hazardous chemicals or modify work processes or equipment.

If PPE is required, ensure that it's available to all workers who need it. Employers must also ensure that workers are trained in the use of any relevant PPE, and that they use it according to their training. The following table lists various types of PPE and their uses in the wine industry.

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

Typical PPE used in wineries

Body part	Type of PPE	Uses
Eyes and face	Safety glasses	General eye protection
	Safety goggles and face shields	Working with chemicals that may splash
Ears	Hearing protection	In bottling areas and around machinery
Hands	Work gloves	Working in storage areas, handling garbage, or landscaping
	Chemical-resistant gloves	Cleaning with or handling chemicals (check SDSs for specific glove requirements)
	Cut-resistant gloves	Handling glass, pruning, or cleaning equipment

Feet	Non-slip footwear	Working on wet floors or other slippery surfaces
	CSA-approved steel toe boots	Operating mobile equipment and working in storage and warehouse areas
	Footwear with ankle support	Working outdoors
Body	Seat belts	In vehicles, including forklifts and tractors
	Hazmat suits	Spraying pesticides
Lungs	Tight fitting air-purifying respirator	Spraying pesticides and handling sulfur dioxide gas
	Half-mask respirator	Mixing chemicals and painting

Emergency response plans

Wineries and orchards/ vineyards should be prepared to respond to emergencies, such as fires, explosions, chemical spills, or natural disasters. If an emergency occurs, you will need quick decisions to minimize injuries and damage. Such decisions are easier if you've already developed an emergency response plan.

How to develop and implement an emergency response plan

Follow these guidelines:

- List all possible events (for example, serious injuries, fires, explosions, and natural disasters, such as severe weather and earthquakes).
- Identify the major consequences associated with each event (for example, casualties, equipment damage, or facility damage).
- Determine the necessary measures to deal with those consequences (for example, first aid, notification of medical authorities, rescue, firefighting, or equipment evacuation).
- Determine what resources will be required (for example, medical supplies or rescue equipment).
- Store emergency equipment where it will be accessible in an emergency.
- Ensure that workers are trained in emergency procedures and shown where equipment is stored.
- Establish a muster point. Ensure that all workers know the muster point location and what to do once evacuated. If the company has multiple sites, there should be a muster point for each one.
- Hold periodic drills (at least annually) to ensure that employees will be ready to act if an emergency occurs. Evaluate each drill's effectiveness, and identify areas for improvement.
- Communicate the plan to everyone involved.

Questions and answers

Reference

Resource

Saskatchewan Workers' Compensation Board registration

Find out more about registration requirements or register online at

wcbsask.com

Online incident and injury reporting

You can report injuries on wcbsask.com, including online filing of W1 Forms

[About WCB](#)

Common questions from employers

I operate a winery or vineyard. Do I need to register with Saskatchewan Workers' Compensation Board?

Probably. Most wineries and orchards/ vineyards in Saskatchewan are required to register with Saskatchewan Workers' Compensation Board (WCB) and pay assessments (insurance premiums). For more information on registration or assessments, call the Employer Service Centre at 306-787-4370, or 1-800-667-7590 toll-free in Canada.

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

Yes. Employers hiring contractors or subcontractors should check with the Ministry of Labour Relations and Workplace Safety (LRWS) Occupational Health and Safety Division to determine their health and safety obligations. It's also a good idea to check with Saskatchewan Workers' Compensation Board to make sure the contractors or subcontractors you hire are registered. If they aren't, your company could be liable for their insurance premiums if there's an incident. A clearance letter will tell you whether a business, contractor, or subcontractor is registered with WCB and up to date on their payments. To get a clearance letter, apply online, or by calling Employer Services at 306-787-4370 or 1-800-667-7590 toll-free in Canada.

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

No. You must report all work-related injuries to Workers' Compensation Board.

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

Yes, you still have a duty to tell workers about the hazards, etc., and regular monthly meetings are a good practice so workers have an opportunity to discuss health and safety matters, and to correct unsafe conditions or procedures. You must also keep records of the meetings and what was discussed. For a sample monthly health and safety meeting record, see the Appendix - Forms and Checklists.

Can I or my employees smoke at work?

The owner or employer must control the exposure of workers to environmental tobacco smoke by prohibiting smoking in the workplace or restricting smoking to a designated smoking area. For more information, see Section 6-14 of the Regulations, Smoking.

Common questions from workers

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

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

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

There is no specific maximum allowable lifting weight. However, if you're required to lift heavy boxes, your employer must ensure that you can do so safely. This includes training you in safe lifting techniques and providing dollies or carts, if necessary. For more information see Section 6-15 of the Regulations, Lifting and handling loads.

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

You have the right to refuse work if you have reasonable grounds to believe that the act or series of acts is unusually dangerous to your health or safety, or the health or safety of any other person at the place of employment. The first thing you should do is tell your supervisor or employer you think the task is dangerous. Together, you may be able to find a safe solution. If the two of you can't find a solution, involve the occupational health committee if you have one. If a solution still can't be found, the refusal must be investigated by the occupational health committee. If you or your employer are not satisfied with the decision of the occupational health committee, either can call LRWS at 1-800-567-7233 toll-free in Canada.

I often work alone. What safety precautions should my employer take to protect me?

Your employer must have a procedure and safeguards for working alone. Your supervisor must review these procedures with you as part of your training. It is best practice to have these safe work procedures in writing and included in the health and safety program for your workplace. For more information, see Section 3-24 of the Regulations, Working alone or at isolated place of employment.

WorkSafe Saskatchewan resources

Website

WorkSafe Saskatchewan provides a number of services and materials that will help you meet your health and safety requirements:

Go to worksafesask.ca for forms, publications, videos, and other resources.

Go to publications.saskatchewan.ca for free downloadable versions of *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*.

The rest of this section lists some WorkSafe Saskatchewan publications you may find useful for improving health and safety in your winery or vineyard.

Health and safety programs

- [Foundational Pillars of a Solid Health and Safety System](#)
- [Occupational Health & Safety – Employer & Supervisor Responsibilities](#)
- [Occupational Health & Safety – Worker Rights & Responsibilities](#)

Registration

- [Register your business](#)
- [Create Online Account](#)

Prevention

- [Asbestos](#)
- [Cannabis in the Workplace](#)
- [Contact, Crush & Collision Injuries](#)
- [Environmental Risks](#)
- [Ergonomics & Exertion](#)
- [Falls](#)
- [Hazard Control](#)
- [Motor Vehicle Collisions](#)

- [Hand and Finger Injuries](#)
- [Psychological Health and Safety](#)
- [Serious Injuries and Fatalities](#)
- [WHMIS](#)
- [Workplace Violence and Acts of Aggression](#)
- [Asbestos guidelines for managing asbestos in buildings](#)
- Back Talk
- First Aid in Saskatchewan Workplaces
- Guide for New Workers – English
- Guide for New Workers – French
- Hand injury prevention toolbox talk
- [Impairment in the Workplace Toolbox Talk](#)
- OHC Training
- Prevention Services Brochure
- Ready for Work
- Return to Work: A Foundational Approach to Return to Function
- Safe Operation of Forklifts
- Small Business Log Book
- [Understanding the WCB](#)
- Workplace Strategies: Risk of Impairment from Cannabis
- Young and New Worker Safety Orientation – A resource for employers

Other resources

Safety Association of Saskatchewan Manufacturers Inc (SASM)

Founded in 2011, the Safety Association of Saskatchewan Manufacturers Inc. (SASM) is a non-profit corporation dedicated to the prevention of injuries in the manufacturing sector. SASM provides cost-effective safety training, advising, occupational hygiene services, and offers a highly effective Safety Management System (SMS) Certificate of Recognition (CoR) program in Saskatchewan.

SASM members and direct members receive preferred pricing on SASM services, training, occupational hygiene testing and CoR audits. As one of the key safety training and advising organizations in Saskatchewan, SASM's course content meets or exceeds:

- All legislative requirements;
- Industry best practices; and
- Includes excerpts from applicable CSA standards.

Each year SASM strives to help organizations attain their safety goals by training and educating over 2,000 workers, conducting gap analyses and certification audits, and providing a range of services at facilities throughout the province.

- Phone: 306-525-7276 (SASM)
- Web: sasm.ca
- Email: safety@sasm.ca



Appendix: Forms and checklists

This section includes forms and checklists that you can use to develop, implement, and maintain your health and safety program. These forms can either be printed and filled in, or you can complete the forms on your computer and print out and/or save them.

Health and safety program for wineries and orchards/vineyards	53
Annual review of health and safety program	59
New worker orientation checklist	63
Inspection checklist	69
Inspection report	76
Employer incident investigation report (Form 52E40).	78
Monthly health and safety meeting record	80
Incident report form	84

Health and safety program for wineries and orchards/vineyards

Use this guideline to help prepare your written health and safety program.

You can use the following framework to help you meet the health and safety needs of your winery, orchard or vineyard. You'll find space below where you can add specific information on safe work procedures, additional training and orientation topics, and first aid and emergency procedures.

Health and safety policy

(Name of firm)

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

Signed: _____ Date: _____

Employer responsibilities include the following:

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

Supervisor responsibilities include the following:

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

Worker responsibilities include the following:

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

Written safe work procedures

You may need to have written procedures for high-risk or complex tasks. List these high-risk tasks here. List them in the space below.

Examples include:

- Hazardous confined spaces
- Biological/chemical exposure plans
- Emergency plan
- Lockout process

Personal protective equipment (PPE)

List any PPE required, when it must be used, and where it can be found. For example, workers may be required to wear eye or hearing protection when using certain equipment. List them in the space below.

Education and training

A supervisor will orient new workers immediately upon hiring. Orientation will include the following topics:

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

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

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

Inspections

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

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

Inspections will be performed on a _____ basis.

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

Hazardous products and substances

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

First aid

This workplace keeps a (classification) _____ first aid kit in the (location) _____.

(Give the name of your first aid attendant if one is required. Also provide ambulance and hospital phone numbers.)

Emergency preparedness

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

Fire extinguishers are located at (list locations).

(Names of employees)

are trained to use them.

- Tornado — An annual inspection will be conducted, focusing on objects that may pose a hazard during a tornado. The exit and marshalling procedures are the same as for fires. *(Or, if not, note the location of tornado procedures here.)*

Investigating incidents

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

Records and statistics

Accurate health and safety records provide an excellent gauge to determine how we are doing. We maintain the following records and review them annually:

- Claims statistics
- First aid records
- Completed inspection lists
- Occurrence investigations
- Safety data sheets
- Labour Relations and Workplace Safety (LRWS) inspection reports

These records are kept at *(location)*.

Medical records will be handled in a manner that respects confidentiality.

Annual review of health and safety program

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

Purpose

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

How to use this checklist

- If you answer “no” to any of these questions, take action to correct the deficiency in your program.
- If you are unsure what a question means, refer to the Occupational Health and Safety Regulation, or contact the LRWS by calling 1-800-567-7233 toll-free in Canada.

Company name:

Date of review:

Conducted by:

Written program	Yes	No
1. Do you have a written program?		
2. Is a copy easily accessible?		
3. Have you posted a copy of your program?		
4. Does your written program include a policy statement?		
5. Does your policy clearly state the responsibilities of:		
- The employer?		
- Managers and supervisors?		
- Workers?		

Safe work procedures	Yes	No
6. Does your written program list all the written safe work procedures that you have developed for your craft brewery or distillery?		
7. Have you reviewed these safe work procedures in the last year?		
8. Have you posted safe work procedures near any hazardous equipment or machinery used at your craft brewery or distillery?		
9. If any employee works alone, have you developed written procedures for safeguarding the worker's well-being?		
10. Have you conducted a risk assessment and developed procedures for preventing violence in the workplace?		
11. Do you have written rules prohibiting horseplay and the use of drugs and alcohol at work?		
12. Do you enforce rules prohibiting horseplay and the use of drugs and alcohol at work?		
13. Do you keep records when you discipline workers for not following these rules?		
Identifying hazards and assessing risks	Yes	No
14. Do you have a method of identifying hazards?		
15. When hazards have been identified, do you conduct a risk assessment to help determine the best way to eliminate or control the risks?		
Education and training	Yes	No
16. Does your orientation of new workers include information and instruction on your health and safety program?		
17. Does your orientation of new workers include training on the safe work procedures used at your craft brewery or distillery?		
18. Do you inform new workers about work rules prohibiting horseplay and the use of drugs at work?		
19. Have you observed workers to determine if they need refresher training in safe work procedures?		
20. Did you provide instruction and training for any new procedures, processes, equipment, or machinery that you introduced in the last year?		
21. Have supervisors and workers received training on how to conduct safety inspections and incident investigations?		

Safety inspections	Yes	No
22. Do you inspect your workplace regularly?		
23. Do a supervisor and a worker conduct the inspection?		
24. Do you observe workers during inspections?		
25. Do you have a method of reporting hazards between inspections?		
26. Do you have a system for rating hazards?		
27. Do you discuss the results of inspections at monthly safety meetings?		
28. Do you have a system of following up on identified hazards to ensure they have been corrected?		
Hazardous materials	Yes	No
29. Do you have an inventory of hazardous products used in your workplace?		
30. Does each hazardous product have a corresponding SDS?		
31. Are SDSs readily available to workers, and do workers know where to get them?		
32. Do you have a way to check that new hazardous products include SDSs?		
33. Do workers understand how to read SDSs and know what they mean?		
34. Do you check all hazardous products for supplier labels when received?		
35. Are decanted products labelled?		
36. Are labels legible?		
37. Do workers know what hazardous products are used at your craft brewery or distillery?		
38. Do workers know how to handle, store, and dispose of hazardous products safely?		
Investigating incidents	Yes	No
39. Do you have a method for workers to report accidents and near misses?		
40. Do you investigate all accidents and near misses?		
41. Do you focus on finding the root causes during incident investigations?		
42. Do you take recommended corrective action identified during investigations?		

First aid	Yes	No
43. Have you confirmed that all workers know the location of the first aid kit?		
44. Do workers know who the first aid attendant is, how to contact first aid, and how to get help in emergencies?		
45. Have you instructed workers to report all injuries?		
46. Do you record all injuries?		
Records and statistics	Yes	No
47. Do you keep records of the following?		
- Orientation of new workers		
- Education and training		
- Injuries and other incidents		
- Inspection reports		
- Incident investigation reports		
- Monthly health and safety meetings		
48. Do you review accident statistics to see if trends are developing?		
Monthly meetings	Yes	No
49. Do you hold monthly safety meetings?		
50. Do workers attend most of these meetings?		
51. Do you include an educational topic on your agenda?		

New worker orientation checklist

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

Employee name:

Position (tasks):

Date hired:

Date of orientation:

Person providing orientation (name and position):

Company name:

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: Telephone #:			
2. Rights and responsibilities (a) General duties of employers, workers, and supervisors			
(b) Worker right to refuse unsafe work and procedure for doing so			
(c) Worker responsibility to report hazards and procedure for doing so			

Topic	Initials (trainer)	Initials (worker)	Comments
3. Workplace health and safety rules (a) (b) (c) (d) (e)			
4. Known hazards and how to deal with them (a) Confined spaces (b) Carbon dioxide (c) Hot surfaces and boiling liquids (d) (e) (f) (g)			

Topic	Initials (trainer)	Initials (worker)	Comments
5. Safe work procedures for carrying out tasks (a) (b) (c) (d) (e) (f)			
6. Procedures for working alone or in isolation			
7. Measures to reduce the risk of violence and harassment in the workplace, and procedures for dealing with harassment situations			

Topic	Initials (trainer)	Initials (worker)	Comments
<p>8. Personal protective equipment (PPE) — what to use, when to use it, where to find it, and how to care for it</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p>			
<p>9. First aid</p> <p>(a) First aid attendant name and contact information</p>			
<p>(b) Locations of first aid kits and eye wash facilities</p>			
<p>(c) How to report an illness, injury, or other accident (including near misses)</p>			

Topic	Initials (trainer)	Initials (worker)	Comments
10. Emergency procedures			
(a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and fire alarms			
(c) How to use fire extinguishers			
(d) What to do in an emergency situation			
11. Where applicable, basic contents of the health and safety program			
12. Hazardous materials and WHMIS			
(a) Hazardous products in the workplace			
(b) Hazards of the products used by the worker			
(c) Purpose and significance of hazard information on product labels			

Topic	Initials (trainer)	Initials (worker)	Comments
(d) Location, purpose, and significance of safety data sheets (SDSs)			
(e) How to handle, use, store and dispose of hazardous products			
(f) Procedures for an emergency involving hazardous products, including cleanup of spills			
13. Where applicable, contact information for the health and safety committee or the worker health and safety representative			

Inspection checklist

Use this checklist for your regular safety inspections. Go over every aspect of your winery or vineyard to identify possible hazards. Add or delete items as necessary for your particular winery, orchard or vineyard.

Floors and walkways	Yes	No
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles?		
Other:		
Other:		
Other:		
Other:		
Stairs, ladders, and platforms	Yes	No
Are ladders safe and in good condition?		
Are stair handrails fastened to the wall securely?		
Are stairwells clear of materials and equipment?		
Are stairs and handrails in good condition?		
Are ladders and stairs provided with anti-slip treads?		
Other:		
Other:		
Other:		
Other:		

Walls	Yes	No
Are signs and fixtures securely fastened to the wall?		
Other:		
Other:		
Other:		
Other:		
Lighting	Yes	No
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive lighting contrast?		
Is task lighting provided in areas of low light or high glare?		
Does emergency lighting work?		
Other:		
Other:		
Other:		
Other:		
Storage	Yes	No
Are supplies and materials stored safely so they will not fall?		
Are trolleys, dollies and wheelbarrows available to move heavy items?		
Are floors around shelves clear of rubbish?		
Are racks and shelves in good condition?		
Other:		
Other:		
Other:		
Other:		

Electrical	Yes	No
Are electrical cords in good repair?		
Is there clear access to electrical panels and switch gear?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets, and switches in good condition?		
Are ground fault circuit interrupters available, if required?		
Are portable power tools in good condition?		
Other:		
Other:		
Other:		
Other:		
Equipment and machinery	Yes	No
Are equipment and machinery kept clean?		
Is the equipment regularly maintained?		
Are operators of all equipment properly trained?		
Are motor start-stop switches clearly marked and in easy reach?		
Is machinery adequately guarded (for example, grain mill hopper access)?		
Is there enough work space?		
Are noise levels controlled?		
Are fumes and exhaust controlled?		
Do you have a lockout procedure in place for operational equipment and electrical switch gear?		
Other:		
Other:		
Other:		
Other:		

Ergonomics	Yes	No
Is equipment seating properly adjusted for the operator?		
Are computer display screens positioned at a comfortable viewing level?		
Other:		
Other:		
Other:		
Other:		
Fire safety and security	Yes	No
Are fire extinguishers clearly marked?		
Are fire extinguishers properly installed on walls?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids properly stored?		
Will space heaters shut off automatically if tipped over?		
Are emergency phone numbers close to phones?		
Are smoke, fire, and burglar alarms in place?		
Are emergency exits clearly marked?		
Are emergency lights in working condition?		
If sprinkler systems are in place, have they been inspected regularly?		
Other:		
Other:		
Other:		
Other:		

Entrances and exits	Yes	No
Is there safe access for workers and visitors?		
Are emergency exits clear of materials or equipment?		
Are emergency exit signs working?		
Are emergency lighting units provided? Are they working?		
Are confined space procedures in place where workers are required to enter a confined space that has been identified and provided with warning signage by the employer?		
Other:		
Other:		
Other:		
Other:		
First aid	Yes	No
Is the first aid kit accessible and clearly labelled?		
Is the first aid kit adequate and complete?		
Is the first aid kit clean and dry?		
Are emergency numbers displayed?		
Do workers know where to go in an emergency and who to call for first aid?		
Are injury report forms readily available?		
Do workers know who the first aid attendant is?		
Other:		
Other:		
Other:		
Other:		

Garbage	Yes	No
Are bins located at suitable points?		
Are bins emptied regularly?		
Other:		
Other:		
Other:		
Other:		
Hazardous products	Yes	No
Are safety data sheets (SDSs) provided for all hazardous products?		
Are containers clearly labelled?		
Are hazardous products properly stored?		
Are hazardous products disposed of properly?		
Other:		
Other:		
Other:		
Other:		
Environment	Yes	No
Are workers protected from the cold or excessive heat?		
Are workers protected from excessive or irritating noise?		
Other:		
Other:		
Other:		
Other:		

General worker questions	Yes	No
Do workers know where to find SDSs for chemical products?		
Do workers know where to find PPE (for example, gloves or eye protection)?		
Do workers know how to use PPE?		
Do workers use PPE properly?		
Eye/face protection		
Footwear		
Gloves		
Protective clothing		
Aprons		
Respirators		
Other PPE:		
Other PPE:		
Other PPE:		
Other:		
Other:		
Other:		
Safe work practices	Yes	No
Do workers use proper manual lifting techniques?		
Are wastes disposed of properly?		
Do workers know the procedures for working alone or in isolation?		
Do workers know how to work safely when handling and moving kegs?		
Do workers operate forklifts and machinery safely, following safe work procedures?		
Other:		
Other:		
Other:		
Other:		

Inspection report

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

Company name:

Date:

Inspectors' names:

Type of hazard (high risk, medium risk, low risk)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied

Type of hazard (high risk, medium risk, low risk)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied

Employer incident investigation report

The employer incident investigation report is provided to employers for documenting the employer's investigation into a workplace incident.

INCIDENT INVESTIGATION		
Date of incident:	Time of incident: <input type="checkbox"/> AM <input type="checkbox"/> PM	Location of incident:
Investigation Completed by: (Check <input checked="" type="checkbox"/> all that apply)		
<input type="checkbox"/> Supervisor	<input type="checkbox"/> OHC Co-chairs	<input type="checkbox"/> Other (Specify)
Type of Incident: (Check <input checked="" type="checkbox"/> all that apply):		
Type of incident:		
<input type="checkbox"/> Near miss	<input type="checkbox"/> Property/equipment damage	<input type="checkbox"/> First-aid injury
<input type="checkbox"/> Dangerous occurrence Regulations 9 & 31	<input type="checkbox"/> Serious accident Regulations 8 & 29	<input type="checkbox"/> Medical aid injury <input type="checkbox"/> Fatality Regulation 8, 29 & 30
<input type="checkbox"/> Work refusal SEA 3-31		
Name(s) of deceased or injured worker(s):		
Injury details (if applicable):		
Witnesses? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, list names below and attach witness statements:		
Description of events (Describe in detail and list sequence of events. Attach additional pages if required):		
Date and who reported incident to LRWS (if applicable): Regulations 8 & 9		
NOTE: If being sent to LRWS, attach copies of graphics, photographs or other evidence.		

Incident Investigation Results (Attach additional paper if required)

Direct cause of incident (What happened immediately before the incident and directly caused the incident) Degree of risk

Indirect cause(s) of incident (Substandard acts and conditions that set the stage for the incident) Degree of risk

Root cause(s) of incident (The underlying problem(s) that allowed substandard acts and conditions to exist) Degree of risk

Corrective actions taken to protect the health and safety of workers	Completion target date	Date completed
Corrective actions taken to prevent the recurrence of incident	Completion target date	Date completed

Monthly health and safety meeting record

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

Company name:

Date:

Inspectors' names:

1. Incidents

List all incidents that have occurred since your last meeting, or attach copies of incident reports to this record.

2. Results of monthly inspection

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

	Year to date	Previous year
Number of accidents	_____	_____
Number of near misses	_____	_____
Number of WCB claims	_____	_____

Type of hazard (high risk, medium risk, low risk)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied

Type of hazard (high risk, medium risk, low risk)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied

3. Education and training

List new safe work procedures and other matters discussed.

4. Other concerns

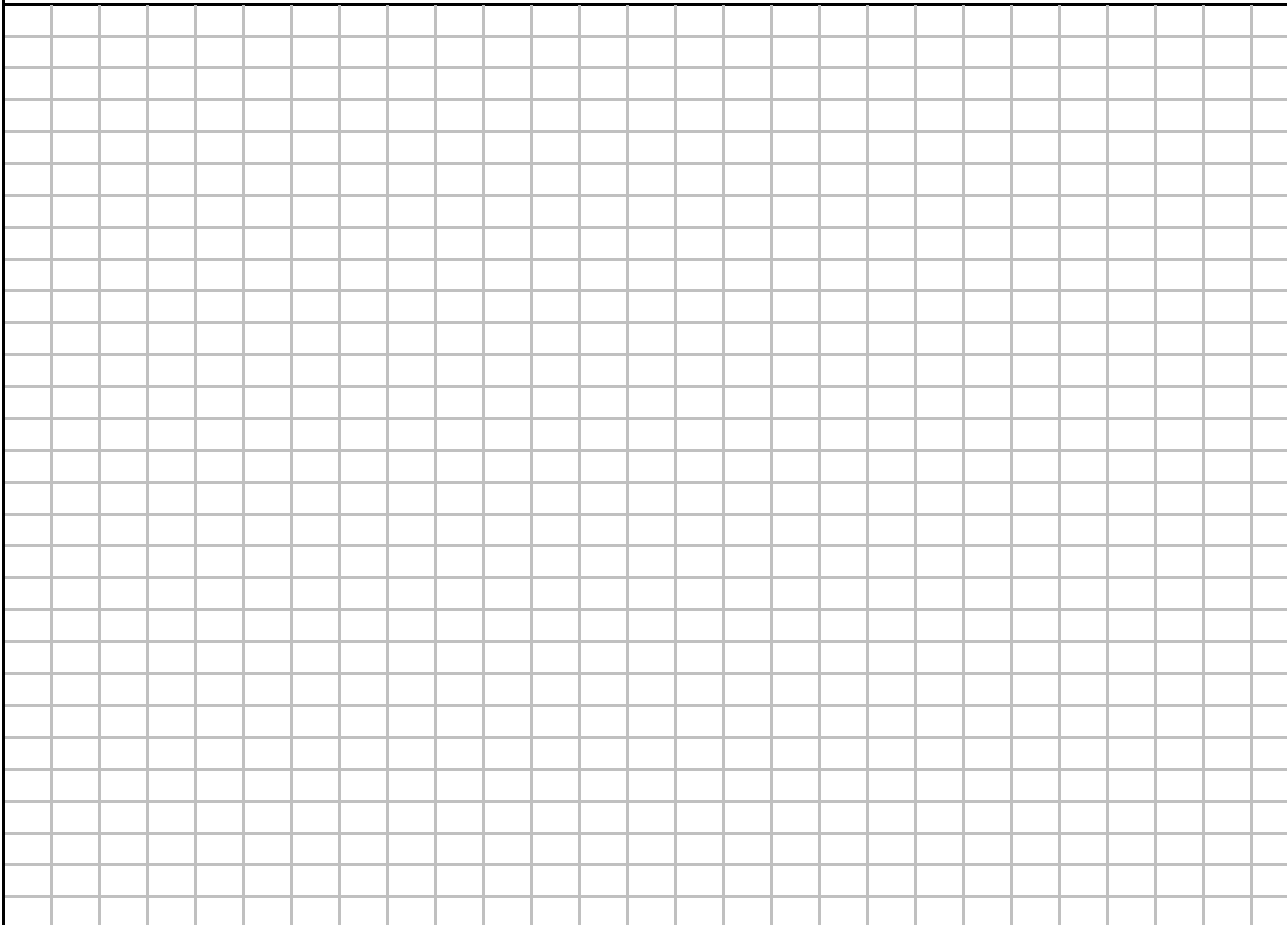
List other health and safety concerns discussed.

5. Next meeting

- Date and time of next meeting:
- List any matters that need to be followed up at the next meeting:

Incident report

INCIDENT REPORT	
Name of worker:	Date of incident:
Position:	Time of incident:
Phone:	Date reported:
Witnesses? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, list names below and attach witness statements:	
Type of incident: <input type="checkbox"/> Near miss <input type="checkbox"/> Dangerous occurrence <small>Regulations 9 & 31</small>	
<input type="checkbox"/> Property/equipment damage <input type="checkbox"/> Serious accident <small>Regulations 8 & 29</small>	
<input type="checkbox"/> First-aid injury <input type="checkbox"/> Fatality <small>Regulation 8, 29 & 30</small>	
<input type="checkbox"/> Medical-aid injury <input type="checkbox"/> Work refusal <small>SEA 3-31</small>	
Was there an injury? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, describe injury below and submit WCB forms if required:	
Description of incident (including events leading up to incident):	
Immediate action taken:	
Suggestions to correct hazard or prevent recurrence:	

Location of incident:	
Draw out the incident scene. Include the locations of all witnesses, equipment, machinery, buildings, etc., in relation to the incident site. Attach photographs if applicable.	
	
Please describe the details of your drawing.	
Signature:	Date:
Supervisor name/signature:	Date:

All serious accidents (regulation 8) and dangerous occurrences (regulation 9) must be reported to LRWS.

All injuries requiring medical aid administered by a physician or registered health care professional must be reported to WCB.

