

SUPERVISOR

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More than Spring Cleaning: The Importance of Housekeeping

Poor housekeeping can cause accidents, slow down production, bring down morale, and create extra work for everyone. Additionally, housekeeping, or lack thereof, sends a message to everyone who walks through your doors. This includes visitors, potential clients, your workers, and safety and health inspectors. Whether it's true or not, good housekeeping sends the message that management places a high value on safety and health; bad housekeeping sends the message that safety and health is an afterthought at best.

Signs of Poor Housekeeping

Do you recognize any of these signs of poor housekeeping in your work area or at your workplace?

1. Cluttered and poorly organized work areas.
2. Dangerous storage of materials. For example, items stacked haphazardly on shelves, or shoved into corners, overcrowded storage areas.
3. Dirty, cluttered floors and work surfaces.
4. Blocked aisles and exits.
5. Tools and equipment not properly put away and stored when not in use.
6. Trash bins overflowing, items not disposed of properly.
7. Spills and leaks.

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Long Dark Days Can Leave You Feeling SAD

Canadians spend almost one-third of the year in the cold and dark of winter. Cold and daylight hours are short and seasonal affective disorder (SAD) is a reality that can adversely affect employee well-being and productivity at work.

Seasonal affective disorder is a type of depression that's related to changes in seasons — SAD begins and ends at about the same times every year. Most people with SAD have symptoms starting in the fall and continuing into the winter months. SAD saps your energy and makes you feel moody. The months during which SAD is most prevalent are

August, October, November, January, February and March.

Risk Factors

Attributes that may increase your risk of SAD include:

- ✦ **Being female.** SAD is diagnosed four times more often in women than men.
- ✦ **Living far from the equator.** SAD is more frequent in people who live far north or south of the equator. For example, 1 percent of those who live in Florida and 9 percent of those who live in New England or Alaska suffer from SAD.

CONTINUED ON PAGE 12



Picture This!

Power Tools Aren't Lapdogs

Many workers use power tools, such as saws, on the job. These tools are very useful but also very dangerous. So, workers should take various safety measures when using power tools. For example, the worker in this picture should be:

- ✦ Wearing the proper personal protective equipment including, safety glasses to protect his eyes from dust and wood chips kicked up by the saw and hearing protection given the noise from the saw.
- ✦ Using a proper platform to cut the wood—not his leg!

SEVEN STATISTICS: HAND AND POWER TOOLS

Workers operating hand and power tools face a wide range of potential hazards throughout the course of any given day. Without the proper training and maintenance, they are at risk of injuries resulting from lacerations, flying objects, harmful dusts, electrical accidents and more.

1. Nail guns are powerful, easy to operate, and boost productivity for nailing tasks. They are also responsible for an estimated **37,000** emergency room visits each year – 68% of these involve workers and 32% involve consumers. Severe nail gun injuries have led to construction worker deaths. Fortunately, these injuries can be prevented, and more and more contractors are making changes to improve nail gun safety. Research shows that risk of injury is twice as high using “contact” trigger nail guns compared to “sequential” trigger nail guns.
2. Over **32,000** chainsaw injuries happen each year. A lot of these injuries occur when users fail to wear the correct protective gear. According to Anita Gambill at Stihl, one of the world’s leading chain-saw manufacturers, “Chain-saw chaps cost about as much money as one stitch in the emergency room. Unfortunately, if you have an accident with a chain saw, you’re never going to need just one stitch.” The truth is worse than you think. According to the Centers for Disease Control and Prevention, the average chain-saw injury requires 110 stitches.
3. A recent study by the American Journal of Preventative Medicine found that between 1990 and 2005, ladders sent **2.1 million** people to the hospital. 97 percent of those accidents happened in “non-occupational settings”—in other words, your backyard. These numbers translate into an average of 140,000 injuries a year, or one every 3 minutes and 45 seconds—that’s more than twice as many as a table saw. The study goes on to say that the most common injuries are likely to be fractures to the legs and feet.
4. Circular saws have faster blades than table saws, with an outer edge spinning at about **120 mph**, and they can cause some serious damage if used incorrectly or recklessly. A study in Australia’s Hazard Magazine found that of all reported saw injuries, circular saws make up the largest group at 30 percent. Of the recorded injuries, 56 percent involve DIYers, 99 percent of whom are male, with 68 percent of those blokes in the 20-to-39 age range.
5. Table saw accidents account for about **67,000** recorded injuries every year. While lacerations are the most common injury, around 4,000 accidents with table saws involve amputations because of direct contact with the rotating blade. The medical costs for treating table saw injuries have been estimated at more than **\$2.1 BILLION EVERY YEAR**. The National Electronic Injury Surveillance System says, of the 720,000 injuries in Canada associated with woodworking each year, 42 percent happened at the table saw. Five percent of these patients required hospitalization.
6. Every time you start your mower, you are dealing with a dangerous and potentially deadly piece of equipment. U.S. Consumer Product Safety Commission statistics are shocking: Each year, **800** children are run over by riding mowers or small tractors and more than 600 of those incidents result in amputation; 75 people are killed, and 20,000 injured; one in five deaths involves a child. For children under age 10, major limb loss is most commonly caused by lawn mowers. In Canada, 1161 patients with 1451 injuries were presented between 14 and 16 hospitals across Canada, between 1990 and 2006. Especially shocking is that a total of 48 percent of the patients were 15 years old and younger. This is a high number considering that children should not even be in the yard when it is being mowed.
7. Compared to chain saws, drills seem downright friendly, yet they put **5,800** people a year in the ER. In one particularly horrible incident, a 25-year-old man fell from a ladder while using a drill to install lights for a New Year’s Day celebration. The spinning bit entered through his jaw and skull bones and tore up an artery. He died after inhaling blood.



SAFE SUPERVISOR

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New Safety Requirements for Government Forest Sector Contracts

VANCOUVER - Beginning April 1, 2017, the Ministry of Forests, Lands and Natural Resource Operations will be applying Safety Accord Forest Enterprise Certification Standard, known in the B.C. forest sector as SAFE, to specific contract areas.

Minister of Forests, Lands and Natural Resource Operations Steve Thomson made the announcement recently during his presentation to the annual Truck Loggers Association convention in Vancouver.

SAFE is an industry standard developed by those in the B.C. forest sector and administered by the BC Forest Safety Council. The program uses industry recognized audit protocols to improve participating companies' safety cultures and to evaluate their current safety programs.

Upon meeting the standard, companies receive SAFE certification numbers and are listed on the BC Forest Safety Council website.

Contractors interested in bidding on affected ministry contracts on or after April 1, 2017, should immediately begin preparing themselves to meet the standard by contacting the BC Forest Safety Council to get started: http://www.bcforestsafec.org/safe_companies/registration.html

For wildfire emergency and other emergency response, SAFE will be treated as a preferred requirement.

The ministry also holds itself to the same standard, achieving SAFE certification last year. BC Timber Sales has applied SAFE certification requirements for those bidding on contracts for almost seven years. Expansion of SAFE certification requirements across the ministry fulfills an action item in B.C.'s forest sector competitiveness agenda. 🍁



Momentum Builds for Domestic Violence Leave in Workplace Contracts – Steelworkers

United Steelworkers (USW) Local 1-405 reached a three-year agreement with Trickle Creek Resort and parent company Resorts of the Canadian Rockies that includes domestic violence leave provisions for the first time.

“For the first time, there is language that specifically deals with domestic and family violence,” said Jeff Bromley, lead negotiator for Trickle Creek Lodge employees. “In a workplace that is predominantly female, that process and protection outlined in their collective agreement is a good resource to draw on should the employee and the employer ever encounter it.”

The union was also able to negotiate wage increases of 5% over three years along with improvements in vacation, health-care coverage and bereavement leave.

“Steelworkers are having success and building momentum around domestic violence leave provisions,” said Steve Hunt, USW Western Canada Director. “Provincial governments will have to follow suit, so all employees will have these protections.”

Workplace domestic violence leave provisions provide those experiencing violence with time off for legal, medical, counselling or other appointments without jeopardizing their employment. Leave provisions maintain confidentiality while reducing the stigma often experienced by those in domestic violence situations.

The Province of Manitoba added domestic violence leave provisions to employment standards legislation in 2016. A private member's bill is under consideration in Ontario. Members of USW Local 1-207 at Rivercrest Care Centre in Fort Saskatchewan, Alta., [negotiated domestic violence leave provisions for the first time](#), ratifying their contract Jan. 18.

Since March 2016, Steelworkers have successfully negotiated domestic violence leave provisions in seven contracts in three provinces: B.C., Alberta and Ontario.

The focus on domestic violence leave provisions is the work of an anti-violence initiative by the USW National Women's Committee – Let's End Violence Against Women and Girls. The initiative includes a presentation, brochures, white ribbon pins and posters.

Members of the Steelworkers across the country are presenting the materials at membership meetings and in bargaining with employers to raise awareness, break the silence and take steps to end violence against women and girls.

Domestic violence against women and girls continues to be a problem in Canada, with one in three Canadian women over the age of 16 experiencing sexual assault in their lifetimes. Recent research found that domestic violence often follows people to work, putting safety and jobs at risk. Collective bargaining can play an important role in keeping people safe and supported at work. 🍁

Five Steps to Hand Protection



Various tasks and activities in the workplace can endanger workers' hands. For example, workers' hands could be cut by sharp materials, injured by hazardous substances or at risk of electrical shocks. If those hazards can't be eliminated, safety regulations may require employers to provide appropriate PPE to protect workers' hands. The types of available hand protection vary from basic leather or cotton work gloves to rubber gloves and metal mesh gloves. To ensure that your workers' hands are adequately protected and that you comply with the hand protection requirements, take these five basic steps.

Step #1: Determine if Hand Protection Is Required

Safety regulations typically require hand protection when workers' hands are at risk of injury or exposed to hazards such as:

- ✦ Punctures, cuts, irritations, burns or abrasions;
- ✦ Fractures or amputations;
- ✦ Contamination or infection;
- ✦ Contact with a hazardous, chemical or biological substance;
- ✦ Contact with an exposed energized electrical conductor;
- ✦ Exposure to work processes that result in extreme temperatures; and
- ✦ Injury arising from prolonged exposure to water.

Step #2: Select Appropriate Hand Protection

Many kinds of PPE, such as respiratory, hearing and eye protection, must comply with a designated standard. For example, if a worker may be exposed to electrical hazards, he may be required to use gloves that comply with a standard such as ASTM D120, "Standard Specification for Rubber Insulating Gloves."

As to other types of hazards that could injure a worker's hands, you should select the hand protection that's appropriate for that specific hazard. For example, if the hazard involves contact with hazardous substances, the gloves should be coated to prevent absorption of those substances. If the hazard is exposure to extreme cold, the gloves should keep workers' hands warm. In addition, consulting a voluntary standard such as ANSI/ISEA 105-2016 Hand Protection Classification is a good idea.

In addition to selecting hand protection that's appropriate for the hazard, also ensure that you select gloves that are the appropriate size for the workers who'll be wearing them. If gloves are too big, they won't adequately protect the worker and may get caught in machinery (more on this issue below). And if gloves are too small or are otherwise uncomfortable, workers may not use them. When selecting hand protection for your workers, keep in mind that you need to balance safety with productivity. That is, gloves should protect workers' hands, while still allowing them to do their jobs efficiently. For example, gloves shouldn't interfere with workers' dexterity or their ability to grip or hold tools and materials.

Step #3: Ensure Use of Hand Protection Doesn't Create a Hazard

In some cases, the use of hand protection may actually create a safety hazard for workers. For example, wearing gloves while using certain equipment could expose workers to the risk of the gloves getting entangled in the machinery and their hands or arms being injured. In such cases, workers should *not* wear gloves and the employer must implement alternate safety measures to protect workers' hands.

Step #4: Set Hand Protection Rules

You should have safety rules on the use of all PPE, including hand protection. These rules should cover, at a minimum:

- ✦ When the use of hand protection is required—and when not to use it. For example, bar workers from wearing gloves with metal parts near electrical equipment or wearing gloves when they could come into contact with a moving part of a machine;
- ✦ How to choose appropriate safety gloves, including properly fitting gloves;
- ✦ How to properly clean and care for gloves, which is usually specified by the manufacturer or supplier;
- ✦ How to inspect gloves before each use for damage that could make them ineffective. For example, rubber or synthetic gloves should be inflated to test for leaks; and
- ✦ How to put on and remove gloves to avoid contamination (if appropriate).

In addition to these PPE-related rules, you should also bar workers from wearing rings, which can get caught in machinery and result in various hand injuries, including fractures and amputations.

Step #5: Train Workers

Naturally, you should train workers on all of your PPE rules, including those relating to hand protection. Regularly reinforce such training with toolbox talks and quizzes to ensure that workers understand these rules and know how to apply them on the job when their hands are at risk of injury.

BOTTOM LINE

Thousands of times a year, individuals' hands are injured, disabled or lost because of workplace injury. Failing to ensure that workers wear appropriate hand protection can result in such injuries. So, ensure your safety program's PPE rules comply with the hand protection requirements and adequately protect workers' hands from injury. ✦

Employer Fined \$115,000 After Worker Suffers Crushing Injury

A company providing sales and service of tractors and other equipment used in the construction industry pleaded guilty and has been fined \$115,000 after a worker suffered injuries from a falling piece of equipment.

On August 21, 2015, a worker at Toromont Industries Ltd., was injured when one hand became trapped between the concrete floor and a 4,900-pound drive assembly (axle) that had fallen from its support stands in the company's heavy equipment maintenance shop.

The device had been placed on three support stands and tested to see if it was safely balanced on the support stands; however, the test was done while it was still attached to an overhead crane, and it was not solidly secured after part of the drive unit was removed. The weight distribution of the remaining axle assembly changed, resulting in the axle assembly becoming unstable and falling off the support stands. As a result of the incident, the worker suffered serious injuries.

Section 46 of Ontario Regulation 851 (the Industrial Establishments Regulation) requires that machinery, equipment or material that may tip or fall and endanger any worker shall be secured against tipping or falling. The failure to ensure compliance with the regulation was also contrary to the *Occupational Health and Safety Act*.

The company pleaded guilty to failing to ensure that the measures and procedures prescribed by the regulation were carried out in the workplace, and was fined \$115,000 by Justice of the Peace Anna Hampson in London court on January 5, 2017. [Ministry of Labour, Court Bulletin.]

Fines & Additional Penalties Imposed on 3 Companies for Fisheries Violations

Three companies were charged with violating the *Fisheries Act* as to logging and road construction that resulted in the harmful alteration, destruction or disruption of fish habitat. The court convicted them, rejecting their argument that the project supervisor they'd hired had exceeded his directions. At sentencing, the Crown asked the court to fine each defendant \$300,000. The court fined one defendant \$300,000 because it was the "main player" and the most responsible for the damage, but fined the other two \$180,000 and \$120,000. In addition, the court ordered the defendants to pay \$400,000, \$800,000 and \$400,000 to the government for the purposes of promoting the proper management and control of fisheries or fish habitat or the conservation and protection of fish or fish habitat on Haida Gwaii [*R. v. Gwaii Wood Products Ltd.*, [2017] BCPC 6 (CanLII), Jan. 9, 2017].

Company Fined \$77,500 for Separate Amputation Incident

A worker's right index finger was amputated while resting a steel tube on the clamping device of a machine used to bore out the centre of tubes to pre-set specifications. The company pleaded guilty to failing to design, construct, install, use and maintain any safeguard in accordance with CSA Standard Z432-04, Safeguarding of Machinery, and was fined \$30,000. In a separate incident, another worker had his left middle finger amputated while placing rod caps on the clamping fixture of a different machine. The company pleaded guilty to another safety violation and was fined \$47,500, \$7,500 of which is going to the Manitoba Workplace Safety and Health Branch to be used to educate the public on matters relating to workplace safety and health [*Monarch Industries Ltd.*, Govt. News Release, Dec. 15, 2016].

Metal Recycling Company Fined \$105,000 for Fatal Excavator Incident

A worker was in a metal recycling company's yard cutting apart the bucket portion of a front-end loader. A co-worker affixed the rear bumper of a city bus to an excavator and proceeded to reverse the excavator along a roadway, moving the bumper to another location. While reversing, the excavator struck and crushed the first worker, causing fatal injuries. An MOL investigation determined that the worker operating the excavator didn't have a clear view of the intended path of travel, there wasn't a signaler to assist with the task and the excavator didn't have a working travel alarm. The company pleaded guilty to an OHS violation and was fined \$105,000 [*Peterborough Iron & Metal Inc.*, Govt. News Release, Jan. 23, 2017].

TSB Issues Report on Nova Scotia Lobster Boat Fatality

The Transportation Safety Board released its investigation report on the Nov. 2015 death of a worker who went overboard on the opening day of lobster season in Nova Scotia. The TSB investigation found that while the crew was setting lobster traps, one of the traps got caught on a rail. A deckhand tried to free the caught trap with his feet and, while doing so, he stepped into the coils of rope attached to the traps. When he got the trap free, it quickly went over the stern, dragging him with it. The TSB found that although it was commonly known and understood by the crew that stepping in the coils of rope was a significant safety risk and shouldn't be done, this point wasn't reinforced or addressed at regular safety meetings. In addition, the crew didn't conduct emergency drills.

PPE Checklist

Before you can know if workers need PPE, you must assess your workplace for hazards, which will help you select the appropriate PPE for any hazards present or likely to be present. Adapt this checklist for your safety program, workplace and PPE safety regulations. Use it to assess your workplace and identify the hazards by the body parts affected.

Head	YES	NO	Comments
Is work performed around beams, pipes, falling objects or electrical wires?			
Is machining performed, or equipment used with rotating parts?			
Eye and Face	YES	NO	Comments
Are there flying particles, dust, hazardous chemicals, extreme heat or light?			
Is proper PPE used (e.g. safety goggles, face shields, weld masks), does it fit properly and is it in good condition?			
Ears and Hearing	YES	NO	Comments
Is there exposure to elevated noises or sudden loud noises?			
Is proper PPE used (e.g. ear plugs, ear muffs), does it fit properly and is it in good condition?			
Respiratory	YES	NO	Comments
Is there a respirator training and fit testing program in place?			
Is exposure to radiation possible?			
Is there dust, vapors, fumes or mist in the air?			
Is there potential for exposure to asbestos?			
Does respiratory equipment fit properly and is it in good condition?			
Body	YES	NO	Comments
Is work performed at elevated heights where a person could be injured by a fall?			
Does the work require continuous lifting, twisting or bending?			
Is the proper PPE used (e.g. fall restraint harnesses, lanyards), does it fit properly and is it in good condition?			
Hands, Arms, Feet, Legs	YES	NO	Comments
Does the work include pinch-points, irritating chemicals or extreme hot/cold?			
Is there heavy lifting or slippery surfaces?			
Is the proper PPE used (e.g. sleeves, chaps, work gloves, steel-toed boots), does it fit properly and is it in good condition?			
Person(s) Conducting Assessment:			
Date:			
Work Area/Job/Task:			

Safety Issues & Regulation in the Healthcare Industry

At first glance, it may seem surprising to hear the healthcare industry described as hazardous for workers. But according to the [Association of Workers' Compensation Boards of Canada \(AWCBC\)](#), workers in the health and social services industries suffered 41,111 time-loss injuries in 2015—more injuries than any other industry sector. So, although working in healthcare may not be as deadly as other industries, it's most certainly one of the most dangerous overall. That's why it's surprising that the healthcare industry isn't as highly regulated in terms of workplace health and safety as other sectors such as construction and mining. This article looks at the safety hazards workers in the healthcare industry typically face and explains how the jurisdictions regulate healthcare safety and hazards in their OHS laws.

The Safety Hazards

Healthcare workers face a variety of safety hazards on the job, including:

Violence. Workplace violence has become an increasing concern in the healthcare industry. Patients may act aggressively due to their medical condition, medication they're taking, difficulty communicating their needs or frustration with their circumstances. Family and friends of patients may similarly act out with violence. According to the AWCBC, there were more than 4,000 reported incidents of workplace violence against nurses between 2008 and 2013. And in the past decade in BC, nurses had more than 40% of all injuries as a result of violence in the workplace—and more than 80% of these injured nurses were female.

Government is starting to respond to this concern. For example, on Jan. 20, 2017, Nova Scotia announced that it had accepted 12 recommendations to improve safety and security in community emergency rooms, including having the Nova Scotia Health Authority and unions work together on ways to reduce workplace violence and implementing a provincial workplace violence prevention program. Other jurisdictions such as MB, NT, NU and SK have specifically addressed healthcare workplaces in their workplace violence requirements.

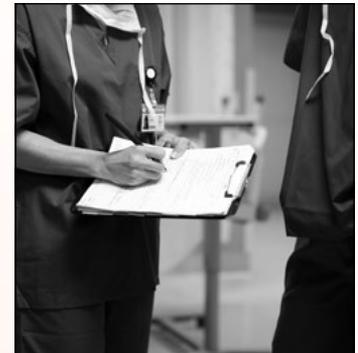
Needlesticks. One hazard that's unique to the healthcare industry is exposure to "needlesticks," that is, the danger of being stuck by a needle or "medical sharp," particularly one that's been used on a patient with a bloodborne infectious disease, such as hepatitis C or HIV.

Infectious diseases. Needlesticks aren't the only way that healthcare workers can be exposed to infectious diseases. Such workers also face the risk of infection from various diseases due to their exposure to blood and other bodily fluids from direct contact with patients, their dirty linens and medical equipment. Workers can also be exposed to airborne infections, such as tuberculosis and the flu, simply by breathing the air in the workplace.

Ergonomics-related hazards. Healthcare workers face a number of ergonomics hazards, most notably when handling or moving patients, which can result in musculoskeletal injuries. For example, improperly lifting a patient from a hospital bed and onto a gurney can cause back strains. In fact, the most common injuries healthcare workers suffer are related to patient handling. OHS regulators are focusing more on safe patient handling. For instance, from March to June 2016, the OHS Division of Nova Scotia's Department of Labour and Advanced Education conducted targeted inspections of 36 facilities providing long-term healthcare with a focus on patient lift and transfer.

Radiation. The use of certain equipment, such as X-ray machines, can expose healthcare workers to radiation—a particular hazard for pregnant workers.

Lasers. Lasers are being used more and more in healthcare. The laser beam shining on a person's body can cause eye and skin burns. In addition, workers may be exposed to hazardous substances released from the laser equipment and fumes emitted from materials exposed to laser beams, such as laser-plumes produced during surgery.



Regulation

Canadian jurisdictions take a few different approaches to regulating the OHS hazards that healthcare workers are exposed to:

Regulation devoted to healthcare. Ontario has a regulation devoted to workplace safety in healthcare and residential facilities as well as a separate regulation on needle safety. Nova Scotia's *Safer Needles in Healthcare Workplaces Act* and related regulation addresses the use of safety-engineered needles in healthcare workplaces.

Healthcare section of general regulations. A few jurisdictions have sections in their general OHS regulations specifically devoted to healthcare safety and hazards. For example, in Alberta, Part 36 of the *OHS Code, 2009* applies to healthcare and industries with biological hazards. And Part 31 of the newly adopted *OHS Regulations* for Nunavut and the Northwest Territories provides additional protections for healthcare workers.

Some of the areas addressed in the healthcare-specific regulations and healthcare-specific sections of the general regulations include:

- ✦ Ventilation;
- ✦ Hygiene facilities;
- ✦ Compressed gas cylinders, such as oxygen tanks;
- ✦ Anesthetic gases;
- ✦ Cytotoxic drugs;
- ✦ Laundry and waste;
- ✦ Needles and "medical sharps";
- ✦ Infectious or biohazardous materials;
- ✦ Patient handling; and
- ✦ Lasers.

Specific requirements for healthcare workplaces. Several jurisdictions have safety requirements scattered throughout their OHS laws that specifically reference healthcare or apply to healthcare-specific hazards. For example, BC's *OHS Regulation* addresses specific healthcare industry hazards in its sections on safety-engineered needles and medical sharps, and cytotoxic drugs.

General OHS regulations. Although the remaining jurisdictions don't specifically address healthcare safety and hazards in their OHS laws, healthcare employers in these jurisdictions still have a duty to take reasonable steps to ensure the health and safety of their workers and to protect them from workplace safety hazards.

Bottom Line

According to [Statistics Canada](#), there were 2,339,300 people employed in the healthcare and social services industry in 2016. This industry accounts for a high percentage of workplace injuries, although not fatalities. So, if you're the safety coordinator of a healthcare workplace, it's critical that you're familiar with any OHS requirements that specifically relate to healthcare hazards and take adequate measures to ensure compliance with these requirements and protect workers from these hazards. ✦

Areas of Focus

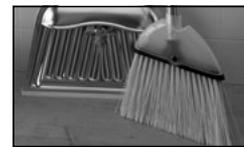
While every location is different, there are common areas in almost every workplace that should be focused on with regards to housekeeping. These are:

- 1. Fire Safety:** Walkways, stairways and exits must be clear of clutter and debris. This not only prevents slips and falls, but allows for the safe evacuation in the event of an emergency.
- 2. Flammable Hazards:** Dust accumulation is a significant fire and explosion hazard; ensure adequate ventilation and cleanup procedures are in place and being used. Store all flammable and combustible liquids in approved and properly labeled containers and only in designated storage areas.
- 3. Clutter:** Keeping floors and work surfaces free of clutter and debris helps reduce the risk of slips, trips and falls and makes it easier to find things.
- 4. Lighting:** Ensure lighting is adequate for the entire workspace, inside and out, as well as task lighting at the worker level.
- 5. Spills and Leaks:** Procedures should be in place for prompt cleanup of spills and leaks. Enforce maintenance procedures for machines and equipment to help contain leaks and overspray from machines. Install drip pans to collect overspray and keep it off the floor.
- 6. Waste Disposal:** Outline and train workers on the proper way to dispose of waste, sharps and other materials. Schedule trash and recycling pickup on a regular basis so it doesn't have a chance to pile up.
- 7. Storage Areas:** Stored materials should not be in the way of work but should be readily and easily available when needed. Ensure the safe and proper segregation of flammable materials.
- 8. Tools and Equipment:** Ensure regular inspection of tools and equipment and set up reporting system for defective or damaged so they can be taken out of service.

Coming Clean

The first step to a cleaner and safer workplace is to establish housekeeping standards. Next, train workers on what is expected of them, where things go, how to properly store and dispose of items, and where to find cleaning supplies and storage areas. Of course, be sure you have the supplies and tools for workers to use. Finally, measure how well housekeeping standards are being met. On a regular basis conduct housekeeping audits and follow up on those items that need to be corrected or addressed.

Remember, housekeeping is an ongoing process. It is not a once a year marathon cleaning session, or a mad panic to clean up before an inspection or client visit. It is a daily endeavor. 🍁



LONG DARK DAYS CAN LEAVE YOU FEELING SAD CONTINUED FROM COVER

- 🍁 **Family history.** People with a family history of other types of depression are more likely to develop SAD than people who do not have a family history of depression.
- 🍁 **Having depression or bipolar disorder.** The symptoms of depression may worsen with the seasons if you have one of these conditions (but SAD is diagnosed only if seasonal depressions are the most common).
- 🍁 **Younger Age.** Younger adults have a higher risk of SAD than older adults. SAD has been reported even in children and teens.

Signs and Symptoms

Symptoms specific to winter-onset SAD, sometimes called winter depression, may include: irritability, tiredness/oversleeping or low energy, heavy, "leaden" feeling in the arms or legs, appetite changes, especially a craving for foods high in carbohydrates, and weight gain.

An Employer's Role

The law places procedural and substantive obligations on employees and dictates that both sides must participate in the accommodation process. In most cases, "the person seeking an accommodation must make the request, preferably in writing," advises Nicola Watson, a lawyer with Pink Larkin in Halifax.

Watson points out that when a manager or supervisor is aware or might reasonably be expected to know that an employee is struggling with a problem, such as a mental-health issue, the employer has a legal obligation to reach out to the employee. "In some cases, the employer has been found to have a duty to inquire whether there is an issue." http://www.ohscanada.com/features/dark-days/?utm_source=OHS&utm_medium=email&utm_campaign=OHS-EN02072017

Conclusion

An employee's mental health is just as important as their physical health. Being able to recognize symptoms of depression and SAD can help supervisors provide support to employees who may be affected by the long dark days of winter. 🍁



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	Postal / Zip Code	Postal / Zip Code