

# Health and Safety for Craft Breweries and Distilleries



**WORK SAFE BC**

  
**SASKATCHEWAN**  
CRAFT BREWERS ASSOCIATION

Prairie Craft  
Est. 2016  
Spirits Association

  
**SAWSA**  
SASKATCHEWAN ARTISAN  
WINE & SPIRITS  
ASSOCIATION

**WorkSafe**<sup>TM</sup>  
SASKATCHEWAN  
Work to live.

## About WorkSafe Saskatchewan

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WorkSafe Saskatchewan is a partnership between the Saskatchewan Workers' Compensation Board (WCB) and the Ministry of Labour Relations and Workplace Safety (LRWS). 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

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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 (8:00 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 Craft Breweries and Distilleries



## Health and safety resources

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You can find our health and safety resources on [WorkSafeSask.ca](https://www.worksafesask.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.

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## Acknowledgments

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# Introduction

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Health and safety is good business. A commitment to health and safety is one of the best ways for a craft brewery or distillery to protect its greatest resource — its people. Such a commitment helps accomplish the following:

- 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 their families. Incidents can result in pain and suffering, disability, stress, and loss or change of employment.

For a craft brewery or distillery, 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 hiring and training temporary employees, and production or service interruption leading to loss of customers.

## **This guide does not replace occupational health and safety regulation**

This guide is meant to give you a basic understanding of your health and safety requirements, but you should also refer to 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, 1996*.

# About this guide

## Who should use this guide

This guide is intended for craft breweries and distilleries. You'll find this guide useful whether you're an owner, employer, manager, supervisor, or worker.

## 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 components that will form the backbone of your occupational health and safety program. Throughout this guide you'll find references that you can consult for more information. For a list of other useful resources available from WorkSafe Saskatchewan, see page 64.

Reference	What does it refer to?	Where do I look for more information?
Publication	Health and safety guide, booklet, or poster	Go to <a href="http://WorkSafeSask.ca/resources">WorkSafeSask.ca/resources</a> and search for the publication name.
Legislation	The Saskatchewan Employment Act <i>The Occupational Health and Safety Regulations 1996</i> <i>The Workers Compensation Act</i>	Go to <a href="http://WorksafeSask.ca">WorksafeSask.ca</a> . Go to <a href="http://Saskatchewan.ca">Saskatchewan.ca</a> . Go to <a href="http://Wcbsask.com">Wcbsask.com</a> .
Website	Online information or tool	Go to the website or webpage listed.
Forms and checklists	Sample materials you can adapt for your health and safety program	See the Appendix — <i>Forms and Checklists for Craft Breweries and Distilleries</i> .
Tip	Suggestion to help you improve health and safety in your workplace	—

# Responsibilities

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## Reference

### Act

For more information, refer to sections 3-8 to 3-10, General duties of employers, supervisors and workers

3-14 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 provide a summary of the duties of employers, supervisors, and workers.

## Employers

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- Ensure the health and safety of your workers and any other people on your worksite.
- Correct hazardous workplace conditions as much as possible.
- Inform your workers about any remaining hazards.
- Make copies of the Regulation 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.
- Establish an occupational health and safety program.
- Provide and maintain protective devices, equipment, and clothing. 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 Occupational Health and Safety division 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 required to carry out your work and meet 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 personal protective equipment (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 Regulation 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 Regulation.
- 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 Regulation 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, 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 Regulation 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 unsafe work. In fact, you must not carry out (or cause to be carried out) any task you have reasonable grounds to believe would be unusually dangerous and/or create an unusual hazard to the health and safety of any person.

If you discover an unsafe condition or believe you're expected to perform an unsafe 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 unsafe condition, it must be corrected without delay.

Sometimes a supervisor or employer may not agree that a task is dangerous. In this case, sections 3-31 to 3-34 of the Act and Regulation 44 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 dangerous. Workers may be assigned other work at no loss in pay while the reported unsafe condition is being investigated.

# Occupational health and safety programs

## References

Refer to the following for more information.

### Regulation

Regulation 22,  
Occupational health  
and safety programs

### Resource

- Foundational Pillars of a Solid Health and Safety System

### Forms and checklists

- Sample Health and Safety Program for Craft Breweries and Distilleries
- Annual Review of Health and Safety Program

Health and safety is a legal requirement. All businesses, including craft breweries and distilleries, must have an occupational health and safety program to prevent workplace injury and disease. Health and safety programs must meet certain standards, and you must exercise due diligence in taking steps to meet those standards.

There are two general types of programs: formal and less formal (or informal). Formal programs are required in craft breweries and distilleries with 10 or more workers. Less formal programs are required for operations with fewer than 10 workers. When calculating the number of workers in your workplace, be sure to include all the full time, part time and seasonal staff, including sales, delivery, and front-of-house workers.

This guide focuses on a less formal program. The scope of the program depends on the hazards at your particular workplace. For a sample health and safety program that you can use as a starting point for your own program, see the appendix *Forms and Checklists for Craft Breweries and Distilleries*. Don't just copy the sample, though. Your health and safety program should be unique and specific to your craft brewery or distillery.

## Components of a health and safety program

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

- Managing health and safety risks (hazard identification and risk control) — Determine which hazards are present in the workplace and take steps to eliminate or control 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.

### 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.

- Incident investigation — Perform root cause analysis to find out why an accident or injury occurred, so the causes can be corrected.
- 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, such as a fire, explosion, chemical spill, or natural disaster.
- Records and statistics — Maintain documentation to help identify trends and to record inspections, equipment maintenance, and confined space programs.

## Annual program review

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Once you've developed processes for worker health and safety, it's important to review them annually to ensure they continue to address immediate concerns and are current with regulatory and organizational changes.

See appendix — *Forms and Checklists for Craft Breweries and Distilleries*.

# Managing health and safety risks

## Reference

### Resource

For more information on hazard identification, risk assessment, and risk control, go to [WorkSafeSask.ca/Hazard](http://WorkSafeSask.ca/Hazard)

To manage health and safety risks in your brewery or distillery, think about what could harm your workers, then take reasonable steps to prevent them from happening. There are three steps to managing health and safety risks:

1. Identify the hazards.
2. Assess the risks.
3. Control the risks.

## 1. Identifying hazards

You can prevent most workplace incidents by identifying hazards and taking steps to control the risks. Identifying hazards starts with a workplace inspection. This includes walking around your site and performing the following:

- Observe how workers are doing their tasks.
- Assess the equipment, materials, processes and tools workers are using. Consider how workers are using them.
- Analyze the design, layout, and conditions of the work areas. Design includes equipment and tools. Layout is how the equipment is arranged. Conditions include humidity, gas concentrations, lighting, and temperature.

Some hazards won't be visible or easy to identify without the support of an experienced person. Your hazard identification team should include people with enough experience and knowledge to identify hazards.

## 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.

## 2. Assessing risks

Once you've identified hazards, the next step is to assess the risks associated with them. A risk assessment will help you prioritize hazards so you know which ones should be dealt with immediately and which ones can be dealt with later. When assessing risks, try to determine how likely an incident is and how serious it would be.

### A. Determine the probability of an incident

How likely is it that the hazardous condition or situation will result in an incident?

- Rare — Could happen, but probably never will
- Unlikely — Could happen, but in very few instances

- Moderate — Could happen occasionally
- Likely — Could happen frequently
- Very likely — Could happen almost certainly

Consider the following:

- Frequency (number of times) of a work activity when working near a hazard
- Severity (degree of impact) of an undesirable event, such as an injury or equipment damage or loss
- Number of people exposed and the duration of exposure
- Training, skills, and experience of workers performing the task
- Presence or absence of qualified supervision
- Position of the hazard relative to operators and other hazards
- Worker characteristics, such as age, vision, hearing, physical fitness to task (includes height and weight restrictions as well as physical/mental/social abilities)

## **B. Determine the potential impact of an incident**

If an incident occurs, how serious will it be?

- Minor — First aid, but no time off work
- Moderate — Medical treatment and time away from work may be required
- Major — Serious bodily injury
- Extreme — Death or permanent disability

Consider the following:

- The potential for a chain reaction (where a hazard develops into a more dangerous situation)
- Proximity of workers to the hazard
- Quantity/toxicity of a chemical being used
- Size of equipment, forces, temperature, and energy level
- Emergency response preparedness
- Employees working alone

## **C. Assign a risk rating to the hazard**

Once you've determined the probability and impact of a potential incident, use the following risk assessment rating matrix to assign a rating to the hazard. Find the intersection between the row for the applicable probability level and the Impact column to determine the risk rating.

Before using the matrix, make sure you've done a thorough assessment to ensure that you understand all aspects of the hazard, including all tasks and work associated with the hazard. If you're

considering more than one hazard, the matrix rating system will help you prioritize the hazards.

### Risk assessment rating matrix

LIKELIHOOD	5	5	10	15	20	25	<table border="1"> <tr><td>EXTREME</td></tr> <tr><td>HIGH</td></tr> <tr><td>MEDIUM</td></tr> <tr><td>LOW</td></tr> </table>	EXTREME	HIGH	MEDIUM	LOW
	EXTREME										
	HIGH										
	MEDIUM										
	LOW										
4	4	8	12	16	20						
3	3	6	9	12	15						
2	2	4	6	8	10						
1	1	2	3	4	5						
		1	2	3	4	5	CONSEQUENCES				

**Likelihood (Probability/Frequency)**

- 5. Definitely – 80 to 100% chance
- 4. Likely – 60 to 80% chance
- 3. Occasional – 40 to 60% chance
- 2. Seldom – 20 to 40% chance
- 1. Unlikely – less than 20% chance

**Consequences**

- 5. Fatality
- 4. Major Injury (Permanent Disability)
- 3. Serious Injury (Time Loss)
- 2. Medical Aid Injury (Healthcare Facility Treatment)
- 1. Minor Injury (First Aid at Worksite)

\* Don't underestimate "medium" consequences. They could be very important – give them serious consideration.

### Examples of risk levels

The following are some examples of how risk levels could be defined for typical tasks in a brewery or distillery:

- **Handling cardboard boxes on a packing line** – This could be a low-risk activity if workers use safe lifting techniques and wear appropriate gloves. The impact is minor to moderate, and the probability of injury when using proper PPE and safe lifting techniques is unlikely.
- **Lifting a 23 kg (50 lb.) grain bag** – This could be a medium-risk activity if the worker uses safe lifting techniques. The impact is moderate to major, and the probability of injury is unlikely to moderate. The best way to reduce the risk is to use a mechanical aid to lift the bags.
- **Purging a fermentation tank with no ventilation system** – This could be a high-risk activity. The carbon dioxide (CO<sub>2</sub>) released from the tank could have a major or extreme impact, and adverse health effects are likely to occur when there is no ventilation.

### 3. Controlling risks

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Once you've identified a hazard and assessed the risks associated with it, you need to find ways to control the risks. The best form of risk control is to eliminate the hazard entirely, if possible. If that's unrealistic, control risks as much as possible by using other control measures. Address the hazards that have the highest risk first.

Improving health and safety doesn't have to be costly. For example, you can help prevent potentially serious vehicle incidents simply by installing a mirror on a blind corner of your worksite.

### Hierarchy of controls

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Some types of controls are more effective than others, although it may not always be practicable to use the more effective solution. Whenever possible, though, you must implement controls in the following order:

- A. Elimination or substitution
- B. Engineering controls
- C. Administrative controls
- D. Personal protective equipment

#### **A. Elimination or substitution**

Whenever possible, eliminate the hazard so there's no risk of injury. If you can't eliminate the hazard, substitute a safer material or process. For example, avoid using diatomaceous earth as a filtering agent, or install cleaning-in-place (CIP) systems so workers don't have to enter tanks regularly.

#### **B. Engineering controls**

Consider physical changes to the work environment, equipment, or materials that will help minimize worker exposure to hazards. Examples of engineering controls include installing protected catwalks or work platforms to access tank tops and installing guards for grain augers and mills.

#### **C. Administrative controls**

Consider changes to the way people work, such as task rotation or scheduling regular breaks. Administrative controls include training, supervision, and safe work procedures. Your orientation and training program will ensure your administrative controls can be sustained over time. Examples of administrative controls include using warning labels at tank entry points for confined spaces and implementing

a job-rotation schedule for a manual-packing line so workers aren't doing the same task for an entire shift.

#### **D. Personal protective equipment**

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. An example of PPE in breweries is wearing well-fitting, protective, non-slip footwear.

### **Monitoring control measures**

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Protecting employees requires ongoing effort. You should monitor your risk controls and improve ineffective controls. Consider the following:

- Conduct regular safety inspections (see pages 41–44). This will help you track workers' exposure to hazards and detect new hazards that may be uncontrolled.
- Organize an occupational health and safety committee (see page 52) and hold monthly meetings to discuss health and safety issues. The committee should also review the effectiveness of your health and safety program regularly.
- Deal with safety issues without delay.

### **Recording your findings**

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Document the findings of your risk assessment. This includes noting the hazards, how people might be harmed by them, and what risk controls are in place. Your documentation doesn't need to be complicated to help you communicate and manage risks in your workplace.

# Common hazards in craft breweries and distilleries

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Breweries and distilleries can be hazardous places to work. Potential hazards include electricity, packaging machines, lift trucks, cleaning chemicals, neutral grain spirits, and gases, such as oxygen and CO<sub>2</sub>. Brew houses can be especially hazardous, because they have heated vessels for mashing and boiling wort, hot water, and moving parts in machinery, such as rakes in the lauter tun. Distilleries can be especially hazardous, due to flammable and combustible liquids at high alcohol content, including neutral grain spirits.

This section describes some common hazards in craft breweries and distilleries and how to control the risks associated with these hazards.

## Lifting, pushing, pulling, or carrying items

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### Hazard

Most of the injuries in craft breweries and distilleries result from lifting, pushing, pulling, or carrying items that are heavy or awkward, such as grain bags, spent grains, hoses, kegs, and cases of product.

Keg handling accounts for most of the overexertion hazards in breweries. A full 50 L beer keg typically weighs about 63 kg (140 lb.). The risk of injury is high when lifting, lowering, or carrying full kegs without mechanical aids.

### Risk control

Reduce the risk of injury by following these guidelines:

- Provide mechanical aids for lifting heavy items. Mechanical devices, such as dollies and keg lifts, are available with lifting mechanisms specifically designed to raise and lower heavy items. Some equipment modifications may need approval from the manufacturer or a professional engineer.
- Manage stock levels and design or modify storage areas to avoid lifting, lowering, or carrying heavy items.
- Organize storage areas by weight. Store heavier items between knee and chest levels to minimize lifting.

If you can't provide mechanical aids, develop safe work practices that call for heavy items to be rolled, pushed, pulled, or slid to reduce physical demands. 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 mechanical aids to handle beer kegs, if possible.

## References

### Regulation

Regulation 78, Lifting and handling loads

Regulation 81, 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)

## Work posture and repetitive movements

### Hazard

Sprains and strains can result from awkward work postures, such as bending down, reaching overhead, or twisting while handling items. Repetitive motion tasks can also cause sprains and strains; for example, packing bottles or cans, palletizing cases, and moving kegs.

### Risk control

Reduce the risk of injury by following these guidelines:

- Set up workstations to reduce awkward work postures. For example, palletizing platforms should have adjustable heights so workers can work at different heights and avoid bending over when lifting boxes or cases.

- Implement task rotation so workers perform various tasks throughout the day.
- Include breaks and stretch periods in the work schedule to allow workers to recover.
- Use safe lifting techniques.

## Slippery surfaces

### Hazard

Slippery surfaces, such as wet floors from yeast, beer, water, or chemical spills, are a major cause of injuries in craft breweries and distilleries. These hazards can result in serious injuries, such as back sprains and bone fractures.

### Risk control

Reduce the risk of injury by following these guidelines:

- Minimize wet surfaces by controlling humidity inside the brew house and repairing leaks as soon as they're detected.
- Design or rearrange process equipment and drains so the floor isn't part of the drainage system. Pipe discharges as close as possible to drains.
- Perform housekeeping inspections and deal with issues as soon as possible.
- Wear well-fitting, protective, 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)

## Working at heights

### Hazard

A fall from any height can be dangerous. Employers must ensure that a fall protection system is used if workers could fall from a height of 3 m (10 ft.) or more, or where a fall from a lesser height could result in serious injury. Falls from heights can result in serious injuries, including fractures, contusions, abrasions, and head and spinal injuries. High-risk activities at heights include tank inspections, tank cleaning, and adding

## References

### Regulation

Regulation 116.1 – 116.3,  
Protection against falling

### Resources

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

ingredients at the top of the tank. Unsecured tools and materials can also fall from heights and strike people working below.

### Risk control

Reduce the risk of falls by following these guidelines:

- Try to eliminate tasks, or modify them so workers can do them from below. If possible, add dry ingredients using pneumatic conveyance, recirculation systems, platform ladders, or scissor lifts. If workers still need to climb to the top of tanks, they should use platform ladders or scissor lifts.
- Install protected work platforms, catwalks, and staircases, if possible. Platforms and catwalks must have guardrails and toe boards to prevent tools and materials from falling.
- Where required, make sure workers use personal fall protection, such as fall restraint or fall arrest systems. Make sure your workers are trained on how to use the fall protection system and are aware of its limitations.



Platform ladders allow workers to perform tasks safely at the top of tanks.

## Ladders

### Hazard

Falls from elevation can happen when using ladders, including extension or straight ladders, platform ladders, stepladders, and stepstools. Ladders are commonly used in craft brewing or distilling for cleaning tanks, inspections, getting materials from storage, and adding ingredients.

### Risk control

Reduce the risk of injury by following these guidelines:

- Use the appropriate ladder for the job. Make sure it has the proper reach and weight capacity, and that it meets the standard required for the workplace.
- Use a ladder that has slip-resistant feet. Set it on a firm surface that is flat and even.
- Inspect ladders before every use. Check for defects and damage, such as bent or broken rungs, or split side rails.
- If possible, use a working platform instead of a ladder.
- Don't carry heavy or awkward objects up or down ladders.
- 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.) 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).
- Ensure the ladder is secured against accidental movement (kick-out or lateral movement).
- When using a ladder in a passageway or near a doorway, ensure that warning signs are in place for pedestrian traffic if others are 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.

### References

#### Regulation

Regulations 248 – 256,  
Entrances, exits and  
ladders

#### Resources

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

## Cluttered areas

### Hazard

Clutter and obstacles on walkways, stairs, and platforms can cause falls that may result in a sprain, fracture, or even a head injury. Clutter and obstacles include hoses, spools, pumps, buckets, or pallets.

## Risk control

Reduce the risk of injury by following these guidelines:

- Perform regular housekeeping audits of all areas at the brewery or distillery. Deal with any issues immediately.
- Keep housekeeping audit records to help find trends and root causes for recurrent issues. You can also use these records to prove due diligence.
- Use signs to draw attention to hoses on the ground, especially in high-traffic areas. Restrict access to areas where cleaning-in-place (CIP) is in progress, if possible.
- Select the appropriate length hose for the job to avoid excess hose. Use the minimum length needed to connect tanks.
- Keep walkways and work areas clear of tools, hoses, boxes, and other clutter.
- Coil or hang hoses safely in designated areas off the floor (for example, on a rack) when not in use.
- Be sure you can see where you're going when carrying large items.
- Watch for hoses. If you're moving hoses, warn nearby workers.



Restrict access to areas where hoses are on the ground.

## Confined spaces

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### 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 has a restricted entrance or exit. Confined spaces can be hazardous because of oxygen deficiency or the presence of gases, such as CO<sub>2</sub>, nitrogen, or alcohol vapours. Even just putting your head inside a confined space is considered a confined space entry and can be dangerous.

Confined spaces in craft breweries and distilleries include the following:

- Trailers used for fresh or spent grains
- Grain bins and silos
- Process tanks (for water, beer, yeast, and cleaning chemicals)
- Brewing equipment, such as mash tuns, lauter tuns, kettles, and whirlpools
- Grain-dust collectors
- Neutral grain spirits (NGS) storage rooms
- Storage rooms for barrel aging

### Risk control

Use cleaning-in-place (CIP) systems as much as possible to avoid the need to enter a confined space. Ensure that equipment and tanks are designed and built to eliminate or minimize the need for internal manual cleaning. Use an inspection mirror to inspect inside the confined space without putting your head into its opening.

Don't put your head near the opening of a tank or vessel unless you are certain that the space has been cleaned and purged beforehand. If a mechanical ventilation system is provided, ensure it is in operation before entering the space.

Post warning signs at the entry points of all confined spaces. If workers are not allowed to enter a confined space, make sure the signs state that, and workers know they aren't allowed to enter.

If you need to enter a confined space, get a qualified person to help develop and implement a written confined space entry program for your workplace. Your program must include the following:

- Assign responsibility for administration of the program to someone who is trained to manage it.
- Identify and develop an inventory of all confined spaces.
- Ensure that all workers entering a confined space are trained to do so. This includes training in rescue procedures.

## References

### Regulation

Confined Space Entry  
Regulations 266 through  
275

### Resource

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

Employers must ensure there are safe work procedures for entry into and work in confined spaces. You'll need a qualified person to assess the hazards of all confined spaces and to help you develop a confined space entry procedure. The procedure should address the following items:

- Lock out material conveyance equipment that transports material to or from the space, if the material could present a hazard.
- Ventilate the space with clean respirable air using appropriate mechanical ventilation equipment. Most deaths in confined spaces result from oxygen deficiency or exposure to toxic gases.
- Verify precautions and test the atmosphere with appropriate gas-testing equipment before entry.
- Clean, purge, or vent the atmosphere, as appropriate.
- Use standby workers to monitor the well-being of workers entering the confined space.
- Ensure the area around fermentation tanks is free from hazardous levels of CO<sub>2</sub>.
- Use gas-testing equipment to monitor CO<sub>2</sub> and oxygen levels when workers are inside the tank.

Employers should also develop rescue procedures that specify the following:

- How to summon in-house rescuers or third-party rescuers, such as the local fire department
- Coordination of rescue activities
- A procedure for performing the rescue
- Rescue equipment and PPE



Even just putting your head inside a confined space is considered a confined space entry.

## Carbon dioxide (CO<sub>2</sub>)

### Hazard

The fermentation process for beer or liquor produces CO<sub>2</sub> gas. Breathing in high concentrations of CO<sub>2</sub> can cause symptoms such as headache, dizziness, confusion, or loss of consciousness.

Workers may be exposed to high CO<sub>2</sub> concentrations when purging tanks or working in areas where CO<sub>2</sub> is leaking from cylinders, pipes, or tanks – for example, in fermentation cellars, coolers, filtration and carbonation areas, gas storage areas, or packing lines.

During fermentation, a 12 hL (10-barrel) batch of average-strength beer produces about 45 kg (100 lb.) of CO<sub>2</sub>. This amount of CO<sub>2</sub> can be hazardous if released inside a small or poorly ventilated area. As your craft brewery or distillery expands its production capacity, you need to expand your ventilation system to accommodate the increased amount of CO<sub>2</sub> produced. The risk of exposure depends on your cellaring practices, production schedule, and space configuration.

### References

#### Regulation

Regulation 302, Chemical and Biological Substances

Regulation 85, Exposure control plan

Regulation 70, Thermal conditions

Table 21 in the Appendix of the OHS Regulations, 1996 for the Contamination Limit for CO<sub>2</sub>

### Risk control

Reduce the risk of exposure by following these guidelines:

- Install a CO<sub>2</sub> monitor to warn workers if CO<sub>2</sub> levels get too high. Train workers on what to do if the monitor sounds an alarm.
- Develop and implement an exposure control plan. You may need help from a qualified occupational hygienist who has the knowledge and experience to do this.
- Inspect valves, hoses, and tanks for leaks. Deal with any issues immediately.
- Make sure there's enough ventilation before entering a work area. Install fan interlocks, lights, or audible alarms to alert workers when the ventilation system is down.
- Have an emergency plan to rescue workers who are overcome by CO<sub>2</sub>. Specify how you'll ventilate areas in an emergency. If confined space rescue may be necessary, coordinate with your local fire department or a third-party rescue services supplier.

## Steam, boiling liquids, and hot surfaces

### Hazard

Thermal burns are the second most frequent injury in craft breweries and distilleries. Workers typically burn themselves through contact with substances such as steam, hot wort, or hot water, or by touching hot metal surfaces, such as tanks, steam pipes, or process lines during product transfer or cleaning-in-place (CIP).

## Risk control

Reduce the risk of injury by following these guidelines:

- Use personal protective equipment and clothing, such as long cotton pants, long-sleeved shirts, temperature-resistant gloves, rubber aprons, and face shields. Providing workers with long-sleeved shirts that display your company's logo helps encourage the use of appropriate protective clothing.
- Ensure hoses containing steam and hot liquids have appropriate fittings and are securely tightened. Never blow steam through a hose that isn't properly secured at both ends.
- Don't open steam pipes without first locking out and purging the water and steam from the boiler. Boilers can release scalding water or steam that's barely visible, but can cause third-degree burns instantly.
- Identify areas where hot substances could spill, and keep out of the splash zone.
- Install boil-over protection systems in the brew kettle, if possible. Keep a water hose nearby to calm an overexcited boil. If possible, add antifoaming agents, such as a sufficient quantity of hops, to prevent overflow while boiling.
- Consider adding insulation around hot surfaces. Removable and washable insulation blankets are available that are both food grade and chemical resistant.
- Monitor temperatures in areas of the brewery where it is a concern, to identify potential problematic areas and control risks.

## Hazardous chemicals

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### Hazard

Many chemicals used in breweries and distilleries, such as cleaning solvents and sanitizing chemicals, can cause conditions ranging from minor skin irritation to serious injury or disease. All Saskatchewan workplaces that use hazardous products are required to follow the Workplace Hazardous Materials Information System (WHMIS). The system uses training, 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.

### Risk control

Reduce the risk of exposure by following these guidelines:

- Site-specific WHMIS training in addition to the generic WHMIS training. Workers in different departments or with different job descriptions are exposed to different chemicals, so they need to be trained on how to handle, store, and use those chemicals.

## References

### Regulation

Saskatchewan

Occupational Health  
& Safety (Workplace  
Hazardous Materials  
Information System)  
Regulations

Regulations 302 – 314  
Chemical and Biological  
Substances

### Resources

- WHMIS for Workers
- WHMIS 2015: An Introduction
- WHMIS 2015- How Canada is Adopting the GHS for Workplace Chemicals

WHMIS information  
can be found at

[www.worksafesask.ca/  
prevention/whmis/](http://www.worksafesask.ca/prevention/whmis/)

## Tip

If a liquid, powder, or aerosol chemical splashes into your eyes, flush them with lukewarm potable water or an isotonic saline flushing solution for at least 15 minutes. Hold your eyelids open while doing so.

- Obtain SDSs for all the chemicals used in your workplace, including chemicals used in the quality assurance laboratory. Suppliers should provide SDSs with chemical products. If you don't have a SDS for a product, contact the supplier for one.
- Read labels and SDSs for hazardous products. Follow safe work procedures.
- Keep SDSs readily available in a binder.
- Get updated SDSs for products every three years.
- Ensure that containers have proper labels identifying the contents. This also applies to transfer containers, such as buckets, spray bottles, and carboys, if they're used for multiple shifts. Also, ensure that items not in their original containers are placed in appropriate containers (ie. food grade, chemical resistant, etc.).
- Store chemicals in a properly ventilated, secured area. Post warning signs.
- Ensure only compatible chemicals are stored close to one another. Acids and bases should be stored in separate locations to prevent mixing, in case of a spill.
- Use PPE (clothing, rubber gloves, goggles, and face shields) as recommended by the manufacturer's SDS 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.
- If needed, install eyewash and shower stations close to your chemical storage areas.
- Ensure hose fittings and connections are securely fastened. Bad connections can result in exposure to hazardous substances, such as caustic, hot water, or compressed air.



Get SDSs for all the chemicals in your workplace.

## Flammable chemicals

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### Hazard

Two major hazards in craft brewing, distilling, creating and storing of products containing ethyl alcohol are fire and explosion. Fire can occur when vapours from flammable organic compounds, such as ethanol (alcohol), are released. These vapours can come from leaks in tanks, casks, and equipment, such as transfer pumps, pipes, and flexible hoses. A vapour explosion can occur if enough vapours are released in an enclosed space with ignition sources, such as gas boilers or sparks from electrical equipment. Distilleries using neutral grain spirits (NGS) often have large volumes of NGS on site. In addition to issues with storage and equipment, they may also have risks associated with dispensing and spill control.

Moving flammable liquids from one container to another can cause static electricity, increasing the chance of ignition or explosion caused by a spark. Pouring and diluting alcohol to use as a cleaning agent is also a fire and explosion hazard. Diluted ethanol is considered flammable in concentrations greater than 20 per cent alcohol by volume.

### Risk control

Reduce the risk of injury by following these guidelines:

- Never leave a still unattended.
- Keep the distilling area well ventilated so vapours won't build up if there's an equipment leak.
- Charge the still boiler with wash at alcohol concentrations below 40 per cent. Charging the boiler with wash greater than 40 per cent creates an explosion risk.
- Keep the distilled alcohol receiver level as low as possible. This reduces the risk of a spill if the container tips.
- Use a receiver with a small filling opening. This reduces the vapour escaping into the room and saves alcohol. If a fire occurs at the receiver, it will burn at the small opening and can be easily controlled.
- Place the receiver in a large, non-flammable, ethanol-resistant container. This will help control accidental overflows. The container should be capable of holding at least an hour's worth of output if the receiver spills or leaks.
- Dilute alcohol before storing it to raise its flashpoint. The flashpoint is the lowest temperature at which vapours of the material will ignite. Higher alcohol concentrations will lower the flashpoint and make the alcohol more likely to catch fire.

- Ensure that electrical equipment (for example, motors, trace heating, and electrical panels) in the distilling, pouring, and blending areas is installed according to Canadian Electrical Code and National Fire Code of Canada 2015 requirements.
- Eliminate any other sources of ignition (including extension cords, heaters, hot surfaces) in the distilling, pouring, and blending areas. This will help prevent and contain sparks from the equipment.
- Use grounding and bonding when pouring alcohol from the storage container to the still container, and when decanting large amounts of finished product or by-product. You can usually do this with metal containers by connecting them to a ground wire.
- Ensure heaters and natural gas appliances with pilot lights are at least 3 m (10 ft.) from distilling, pouring, and blending areas.
- Adhere to fire jurisdiction's requirements for fire sprinkler systems, including the more stringent Saskatchewan regulation over the National Fire Code of Canada 2015.

## Dust

### Hazard

The main hazard with grain handling is grain dust. Grain dust is a respiratory irritant and a fire and explosion hazard. It may also cause allergic reactions for some people. When fine dust particles catch fire while suspended in the air, a process known as deflagration, fire can spread quickly and could lead to an explosion.

Diatomaceous earth (DE) is commonly used as a beer filtering agent. It's hazardous if inhaled because it contains high concentrations of crystalline silica. DE exposure can irritate the lungs and eyes. Prolonged exposure has been linked to severe respiratory problems, such as silicosis and lung cancer.

### Risk control

Reduce the risk of injury by following these guidelines:

- Do thorough and regular housekeeping in your grain storage, milling, and conveying areas. Clean up immediately if dust accumulates to 3 mm (1/8 in.).
- Enclose the grain mill and storage areas, if possible. This prevents contact with ignition sources and keeps dust from spreading to other areas.
- Never use compressed air to clean grain dust. Use an intrinsically safe (non-sparking) HEPA vacuum and wet mops for cleanup.
- Use only non-sparking or intrinsically safe equipment for grain milling and conveyance.

### References

#### Regulation

Regulation 367, Control of ignition sources, static charges

Regulation 88 – Respiratory protective devices

Table 21 in the Appendix of the OHS Regulations, 1996 for Contamination Levels for DE and grain dusts

#### Resources

- [Combustible Materials](#)
- [NIOSH Respiratory protection](#)

- Don't do hot work or open flame work, such as welding, in grain storage areas without taking proper precautions. Use a hot work permit to identify hazards. Make sure you control the hazards before starting the task.
- Use a respirator while unloading grain and cleaning. Even if the grain dust is below the exposure limit, the respirator will provide workers with protection. You may need help from a qualified occupational hygienist who has the knowledge and experience to select the right equipment.
- Implement safe work procedures to minimize the spread of dust when loading mill hoppers and disposing of used grain bags. Wet down empty bags to prevent dust from spreading.
- If possible, replace DE with another filtration system.
- If you use DE, ensure workers know the hazards and safe work procedures to minimize exposure. DE typically comes in large paper bags. Workers may be exposed when working with or near the bags (for example, when folding or collapsing them) or during spill cleanup.
- Wear a fitted, appropriate NIOSH respirator while handling DE. Workers must be clean shaven for respirator masks to be effective, although there are other types of respirators available for bearded workers.

## Unguarded machinery

### References

#### Regulation

Safeguards Regulation  
137

Locking out Regulation  
139

#### Resources

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

### Hazard

Serious injuries can result from contact with moving parts in electrical tools and machinery, such as packing lines, palletizers, keg fillers, grain hoppers, mills and augers, mixing impellers, and pumps. Guarding, when used properly, can protect workers from serious cuts, crushing injuries, fractures, and amputations.

### Risk control

Reduce the risk of injury by following these guidelines:

- Make sure all guards are in place before using equipment. If you need to remove guards for maintenance or inspections, be sure to replace them afterward.
- New equipment must be inspected to identify hazards such as drawing in, entanglement, crushing, or impact. Install guards before putting equipment into service.
- Check manufacturers' instructions for safe use. Employers must ensure that workers understand these instructions.

- Place special attention on power transmission parts and points of operation when looking for unguarded hazards.
- Don't wear loose clothing or jewelry near equipment with moving parts.
- Keep long hair and beards contained.
- Whenever possible, retrofit older equipment with safeguards, such as plastic guards, safety curtains, or interlocked gates.
- Don't bypass or override safety devices — for example, don't tape over a sensor to defeat the safety system.

## Troubleshooting, setting up, cleaning, or servicing machinery

### Hazard

Equipment with an energy source can start unexpectedly and cause serious injuries, especially during cleanup, troubleshooting, set-up, or maintenance. These energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and compressed gases.



Each worker doing the task must place a personal lock on each lockout device.

Before performing cleaning, troubleshooting, or maintenance tasks, de-energize and lock out equipment such as packing lines, tank impellers, grain mills and augers, palletizers, and keg fillers.

### Risk control

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 (connected directly to an electrical panel), 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, valve lockout devices, and switch lockouts. Each worker doing the task must place a personal lock on each lockout device.

- Ensure that all energy sources are de-energized and locked out. This doesn't only apply to electrical lockout. It may include steam valves, CO<sub>2</sub> valves, water valves, and process valves.
- Don't rely on interlocks in place of de-energization and lockout for maintenance activities.

## Broken glass

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### Hazard

Bottles can break when moving through conveyance equipment or when workers manually handle them in a wet environment. Bottles can also burst if filled with too much CO<sub>2</sub> pressure — for example, during bottle conditioning, a process in which beer is carbonated from fermentation inside the bottle. Broken glass can cause cuts. Injuries range from minor cuts to loss of fingers or eyes.

### Risk control

Reduce the risk of injury by following these guidelines:

- Wear cut-resistant gloves when working with glass bottles and cleaning up broken glass.
- Clean up broken glass immediately.
- Wear safety glasses while working on bottling, canning, or packing lines, or while handling bottles during bottle conditioning.
- Avoid bottle-to-bottle impacts and over-tight conveyor line pressure.

## Delivery operations

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### Hazard

Loading, transporting, and delivering kegs, bottles, cans, or cases can lead to sprains and strains. Each delivery location has a different layout. This can make it challenging to identify hazards and assess the risks of carrying heavy items, setting up connections inside coolers, and stacking items. Loading dock workers are also at risk of falling from dock doors or getting crushed by moving vehicles or unstable loads.

### Risk control

Reduce the risk of injury by following these guidelines:

- Use mechanical aids for loading and unloading, if possible.
- Wear high-visibility clothing when working in the truck yard or loading bays.

- When using a loading dock, be sure to secure the vehicle with a dock lock or wheel chocks.
- Always secure loads before moving vehicles. Make sure kegs or cases are safely stacked. Don't stack non-stackable kegs.
- Make an inventory of your delivery locations. Identify the main hazards and develop risk control plans. Ask your delivery team what hazards they find at each location.
- Inspect and maintain your delivery vehicles.
- Implement a safe driving program to prevent impaired and distracted driving.

## Mobile equipment

### References

#### Regulation

Powered Mobile  
Equipment Regulations  
153 – 176

#### Resource

- [Powered Mobile Equipment](#)

### Hazard

Forklifts can tip over or roll forward and pin or crush workers, or they can collide with items, equipment, or structures. Forklifts can also run over or hit pedestrians, especially at intersections, entry and exit points, blind corners, and pedestrian crossing areas. Pedestrians and drivers can be struck by falling loads if they are improperly secured or moved too quickly.

### Risk control

Employers should evaluate areas where forklifts are used and identify the type of surface (for example, asphalt or concrete), pedestrian crossing areas, overhead obstructions, ramps, aisle width, motor vehicle traffic, load weight, racking, and stacking height. This evaluation will help determine the type of forklift that should be used and any necessary layout changes.

Employers should train forklift drivers and pedestrians on safe work procedures for forklift and pedestrian traffic. High visibility vests can help make pedestrians more visible.

All forklift operators in Saskatchewan must receive proper training from a competent and qualified trainer and demonstrate competency to a supervisor or instructor. Operators can reduce the risk of injury by following the guidelines described below.

Before operation, do the following:

- Perform a mandatory pre-use inspection before every shift.
- Never operate a forklift if you can't find the load rating capacity tag.
- Test the load capacity by lifting the load a few centimeters to determine stability. If the rear wheels aren't firmly touching the ground, then the load is too heavy.

- Always secure loads. Unitize loads so items don't fall. Falling kegs are dangerous, even when empty.
- Install dome mirrors to increase visibility at blind spots.
- 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.

During operation, do the following:

- 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 elevated surfaces with no railings.
- Sound the horn when approaching blind corners, doorways, or aisles, to alert pedestrians and other operators.
- Drive in reverse to avoid blind spots. If you have to drive forward with a loaded forklift, use a spotter.
- 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, and set the parking brake before leaving the forklift.
- Don't leave a running forklift unattended, with or without a load.
- Don't make turns when driving on sloped areas. The forklift might become unstable and roll.
- Use the seatbelt on seated forklifts.

## Noise

### Hazard

Noise from grain mills, centrifuges, and packaging lines 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 from repeated exposure to a consistent noise. Hearing loss can be gradual and may develop over a number of years.

### Risk control

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

- Determine whether noise levels are likely to result in overexposure. Employers must ensure that workers' occupational noise exposure is below 85 dBA Lex.

### References

#### Regulation

Noise Control and Hearing Conservation Regulations  
109 - 114

#### Resource

Sound Advice: A Guide to Hearing Conservation Programs

### Tip

If you're within 1 m (3 ft.) of someone and can't carry on a conversation without raising your voice, the noise level is likely greater than the exposure limit.

If you need to turn up the radio on the drive home, it is likely that you were exposed to elevated noise levels at work.

- If 10 or more workers' occupational noise exposure exceeds or is believed to exceed 85 dBA Lex, the employer must develop and implement an effective noise control and hearing conservation program.
- Provide workers with education and training related to selecting, maintaining, and using hearing protection.
- Use engineering controls wherever possible. For example, install noise abatement materials, enclose noisy equipment, or install it outside the building.
- Provide hearing protection for workers exposed to hazardous noise levels. Supervisors should monitor and enforce the use of hearing protection.
- Post notices of noise hazard areas.
- Provide hearing tests every 24 months, as required by the Regulation.

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

## Compressed-gas cylinders

### Hazard

Craft breweries use compressed gas cylinders, such as CO<sub>2</sub> cylinders, oxygen cylinders, nitrogen cylinders, air compressors, propane tanks, and even pressurized empty kegs. Compressed gas cylinders can explode or become a projectile if handled incorrectly. Oxygen leaks can become a fire hazard if fuel and an ignition source are also present. Corroded beverage gas cylinders can explode and cause significant damage, injury, and even fatalities.

Keg valves and spears can become projectiles and injure workers if pressure isn't released before servicing the keg.

### Risk control

Reduce the risk of injury by following these guidelines:

- Store cylinders upright in a dry, well-ventilated area away from doors, stairs, elevator shafts, traffic, and heat sources.
- Always secure cylinders to keep them from falling during transportation, storage, and use. Cylinders must be secured by a cylinder stand, clamp, chain, or cable approximately two-thirds of the way up the cylinder.
- Don't slide, drag, or drop cylinders.
- Always use a pressure regulator to fill your kegs. Don't modify the regulator settings for a filling or dispensing system.

### References

#### Regulation

Regulation 371,  
Compressed and  
liquefied gas systems

#### Resources

- [WHMIS 2015 Fact Sheets](#)
- *Class A: Compressed Gas (WHMIS label)*
- [WHMIS 2015 Pictograms](#)

- Inspect kegs periodically. Discard or repair damaged kegs immediately. Never service a keg valve without releasing the pressure first.
- Post a “No smoking” sign near the cylinder storage area. Oxygen tanks are a fire hazard if placed near an ignition source.
- Keep compressed gas cylinders outside the building, if possible.

## Working alone or in isolation

### Hazard

When working alone or in isolation, relatively minor injuries can result in major problems, or even death, if a worker can’t get help quickly. Craft breweries or distilleries with night shift operations may only have one or two employees working at night, making this a dangerous situation.

### Risk control

Reduce the risk of injury 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, such as a CO<sub>2</sub> leak.
- Ensure that workers are able to get help quickly if an incident occurs. This should be part of your emergency response plan.
- Develop and make available to workers written safe work procedures for working alone or in isolation. Train workers in those procedures.

## References

### Regulation

Regulation 35, Working alone or at isolated place of employment

### Resources

- [Impairment in the Workplace Factsheet](#)
- [Fatigue Management](#)
- [Cannabis Does Not Belong at Work](#)

## Impairment

### Hazard

Impairment means being unable to perform optimally because of diminished physical or mental capacity. The most common causes of impairment in the workplace are fatigue and substance abuse. Fatigue is the state of feeling tired, weary, or sleepy. It can result from lack of sleep, prolonged mental or physical work, or extended periods of stress or anxiety.

Substance abuse includes the use of illicit or prescription drugs, alcohol, cannabis, or any other substance that causes impairment.

### Risk control

Reduce the risk of incidents by following these guidelines:

## Tip

One study has shown that fatigue can have similar effects to drinking alcohol. The effect of 17 hours without sleep is equivalent to a blood alcohol content of 0.04 mg/100 mL (the “warn” limit for driving in Saskatchewan).

- Develop a written substance abuse policy for your workplace. This policy should address the rules about impairment during work hours. Ensure workers understand the policy and expectations.
- Train managers and supervisors on your policy. They shouldn’t be expected to recognize specific effects of substances, but should be able to assess acceptable performance and behaviour.
- Include in your workplace a violence prevention plan that identifies what to do if non-workers (i.e., patrons) are intoxicated and a situation starts to get violent.
- Ensure there is sufficient coverage for staff on vacations or sick leave. Limit overtime hours so workers don’t work excessively long shifts.

Workers must tell their supervisor or employer if their ability to perform assigned work safely is impaired for any reason. If you are physically or mentally impaired, don’t keep working if your impairment could create a risk for you or anyone else.

Employers must not assign impaired workers to activities where impairment may create a risk. Employers must also not knowingly allow workers to remain at work while their ability to work safely is affected by alcohol, a drug, or another substance or condition.

## Workplace violence

### Hazard

The potential for violence exists with interaction between workers and the public — for example, in tasting rooms, stores, or during tours.

### Risk control

Reduce the risk of incidents by following these guidelines:

- Conduct a risk assessment for workplace violence. Start by asking workers if they’ve been exposed to violence on the job, know of any violence that has happened to others, or have any violence-related concerns.
- Develop and implement a workplace violence prevention program with safe work procedures for preventing violence.
- Make sure your program includes procedures to prevent violence when travelling to and from work and when dealing with irate customers. It should also include information on preventing robberies, and what to do if a robbery takes place.
- Make sure your program includes a process to report and investigate incidents.
- Train workers in the program.

## References

### Regulation

Violence Regulation 37

### Resources

- [Violence in the Workplace: Establishing a Prevention Program](#)
- [Violence in the Workplace: Recognize the Risk and Take Action](#)
- [Serving it Right Saskatchewan](#)

## Bullying and harassment

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### References

#### Regulation

Harassment Regulation 36

### Hazard

Bullying and harassment can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviours. Workplace bullying and harassment can lead to anxiety, depression, and lost productivity. Don't confuse bullying and harassment with actions by managers or supervisors who are simply exercising appropriate authority as part of their job.

### Risk control

Reduce the risk of incidents by following these guidelines:

- Develop a policy statement on bullying and harassment. Share it with workers and supervisors.
- Develop a process for reporting and investigating incidents and complaints.
- Train workers and supervisors to recognize potential bullying and harassment, to respond appropriately, and to follow procedures for reporting incidents.

# Safe work procedures

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## References

### Regulation

Fire Safety Plans  
Regulation 360

Working alone  
or at an isolated  
place of employment  
Regulation 35

Accumulations,  
spills and leaks  
Regulation 310

Confined Space Entry  
Regulations 266 - 275

Locking out Regulation 139

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?

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The Regulation requires written procedures for certain tasks or situations. Examples common to most craft breweries and distilleries include the following:

- Lockout
- Working alone
- Chemical spills
- Confined space entry (procedure written by a qualified person)
- Emergency evacuation

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?

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Here are some examples of tasks in the craft brewing and distilling industry where a written safe work procedure may be necessary:

- Cleaning and sanitizing a tank
- Handling WHMIS-controlled products and chemicals
- Boiling the wort in a brew kettle
- Cleaning and sanitizing a bottling, canning, or packing line
- Starting and troubleshooting a boiler
- Operating a forklift or mobile equipment
- Entering a tank
- Filling a keg
- Working with the public
- Locking out and safeguarding equipment and machinery

Written procedures must specify any required PPE, when to use it, and where to find it. Safe work procedures must be available to all affected 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

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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 a common hazardous activity in craft breweries and distilleries: manually feeding a grain mill.

### Sample: Safe work procedure for manually feeding a grain mill

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**Note:** These instructions explain how to load grain into a mill safely. Not all grain mills are the same, so some generalization is required for a few of the steps.

Potential incidents include the following:

- Contact with moving parts in the grain mill or grain auger
- Overexertion while lifting grain bags
- Tripping over pallets or bags on the floor
- Allergic reactions or irritation from grain dust exposure

#### Before you start

1. Verify that all the mill and auger guards are in place.
2. Put on appropriate PPE and clothing, including your respirator, safety glasses, and protective, non-slip footwear that fits well.
3. If the mill is equipped with a dust extraction system, make sure it's working.

#### While you're working

1. If you're using grain bags, move them as close as possible to the mill. Use a pallet jack and a pallet to move the bags.
2. If the mill is equipped with an auger, start the auger before the mill to prevent blocking.

3. Flip a bag to the vertical position and use a safety knife to cut the bag's string at the top. Cut away from your body using a smooth motion. Don't try to cut by chopping or striking the bag or the string.
4. Use safe lifting techniques to lift the bag. Bend your knees and keep the bag close to your body. Avoid lifting your elbows over your shoulders.
5. Feed the grain into the mill slowly and steadily to minimize dust.
6. Keep the work area clear. For example, store empty bags and other garbage out of the way, so they don't become slipping or tripping hazards.
7. If the mill or the auger is blocked, disconnect and lock out the power switch before removing the guards. Never place your hands or objects inside the mill hopper while the mill is running.
8. Fold empty bags with a smooth motion to avoid generating dust.

#### **After you finish**

1. Clean the area using a non-sparking vacuum cleaner and a wet mop. Don't let grain dust accumulate. Never use compressed air to clean grain dust.
2. Leave your dust mask on until after you've cleaned your hands, glasses, and uniform.
3. When cleaning, disconnect and lock out the power switch before removing the mill guards.

# Orientation, education, training, and supervision

## References

### Regulation

Regulation 18, Duty to inform workers

Regulation 19, Training of workers

### Resources

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

### Forms and checklists

- [On the Job Training Logbook Sample](#)
- [On the Job Training Record Sample](#)

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.

Employers should ensure that, before starting work, young or new workers receive a health and safety orientation and training specific to the workplace. A young worker is any worker under age 25.

## Orientations and ongoing education

After you've completed the interview, selection, and hiring process and have picked the best candidate, it's important to make sure your new or young worker gets off to a good start. 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 is an ongoing process. Provide instruction to workers whenever there are changes in the workplace, such as a new work process or piece of equipment. The person conducting the orientation should know the brewery or distillery well and understand all the items on the orientation checklist.

### What to include in an orientation

Orientations must occur on the first day of employment, before work begins. Workers must not perform any tasks until the orientation is complete. 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.
- Introduce workers to the worker health and safety representative or committee member, if applicable.
- Tell workers who their direct supervisor will be. Provide them with their supervisor's contact information.

In addition, inform workers of the following:

- Employer and worker rights and responsibilities, including reporting unsafe conditions and refusing unsafe work
- Workplace health and safety rules
- Potential hazards, including carbon dioxide, hot surfaces, hazardous chemicals, confined spaces, robbery, assault, or confrontation
- Procedures for working alone or in isolation
- Procedures for workplace violence
- Bullying and harassment policy
- Required PPE
- Locations of first aid facilities and how to summon first aid
- How to report illnesses and injuries
- Emergency procedures
- WHMIS requirements that apply to their tasks

Employers should provide young or new workers with additional orientation and training if the worker isn't able to perform work tasks safely, or the worker asks for more training.

## 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.

### 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.

#### 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.
- Go through procedures at normal speed, then repeat them slowly while the worker asks questions.
- Watch 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, who did the training, and what the training included.

### 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.

## Supervision

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### Tip

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

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.

# Workplace inspections

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## References

### Regulation

Examination of Plant

Regulation 23

Inspection of place of  
employment Regulation  
28

### Resource

- [Foundational Pillars — Inspections](#)

### Forms and checklists

- [Sample Inspection Checklist](#)
- [Sample Inspection Report](#)

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

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Inspect your workplace at regular intervals (at least once a month), to prevent unsafe working conditions from developing. Also inspect your workplace when you've added a new process or there has been an incident. Inspection is an ongoing task because the workplace is always changing.

## Who should inspect

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Inspections should be conducted by a supervisor and a worker, as well as separate inspections conducted by the occupational health and safety committees, or worker health and safety representative if applicable.

## How to inspect

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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 sample inspection checklist in the Appendix — *Forms and Checklists for Craft Breweries and Distilleries*.

- Ask yourself and the workers performing the task what hazards are associated with the task 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?
- Talk to workers about what they're doing. Ask about safety concerns.

- Record any unsafe actions or conditions that you observe.
- Keep inspection records on file.

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

## What to inspect

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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, consider the following:

- Is bottling equipment locked out during maintenance?
- Are grain auger or mill guards in place and fastened?
- Are workers using safe lifting techniques when lifting cases?
- Are CO<sub>2</sub> monitors and confined space entry gas detectors calibrated?
- Are there safety complaints regarding existing processes, procedures or equipment?

## Inspection topics

Topic	Things to consider
Building	Windows, doors, floors, stairs, roofs, walls, elevators, fire exits, docks, ramps
Containers	Garbage cans, bins, totes, barrels, carboys, gas cylinders, solvent cans
Devices and controls	Valves, warning-system limit switches, mirrors, sirens, signage, cover plates, lighting systems, interlocks, E-stops, atmospheric CO <sub>2</sub> and oxygen alarms, local exhaust systems
Electrical	Switches, cables, outlets, grounding, extension cords, ground fault circuit interrupters
Environment	Dust, gases, noise, temperature, ventilation, lighting
Fire protection	Fire extinguishers, hoses, hydrants, sprinkler systems
Floors	Slipping, tripping, and falling hazards from the same elevation, cluttered aisles
Hand tools	Wrenches, screwdrivers, power tools, hydraulic tools, pneumatic tools
Hazardous materials	Flammables, explosives, acids, corrosives, toxic chemicals, combustible dust
Hygiene and first aid	Drinking fountains, washrooms, safety showers, eyewash facilities, first aid supplies
Materials handling	Conveyors, cranes, hoists, hoppers, manual lifting, lift trucks, forklifts, aerial platforms
Offices	Workstations, chairs, computer equipment, ventilation, floors, stairs, extension cords, emergency equipment, storage cupboards, filing cabinets
PPE	Hard hats, safety glasses, respirators, dust masks, gloves, harnesses, lifelines, hearing protection, face masks, rubber aprons
Powered equipment	Engines, electrical motors, compressors
Pressurized equipment	Boilers, kegs, tanks, piping, hoses, couplings, valves, cylinders, tap rooms
Production equipment	Mills, packaging lines, grain auger guarding, pumps, agitators, valves, filters, centrifuges, brewhouse equipment
Protective guards	Gear boxes, pulleys, belts, drives, chains, milling equipment, screw augers
Storage facilities	Racks, bins, shelves, cabinets, closets, yards, floors, lockers, storerooms, mechanical rooms, flammable substances cabinets
Support equipment	Ladders, scaffolds, platforms, catwalks, staging, aerial lifts
Walkways and roads	Aisles, ramps, docks, vehicle ways, catwalks, tunnels, warehouse walkways
Work processes	Working safely, using PPE, following safe work procedures

## After the inspection

### 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? The following are possible explanations:

- A water leak
- High humidity
- 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.

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. Some repairs and modifications may require design and approval from the equipment manufacturer, or a professional engineer.
- 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 using your safety board or the occupational health and safety committee.
- Keep a record of inspection results and timelines for when you plan to fix identified issues. This is a good practice that shows due diligence.



Keep records of all your inspections.

# Incident investigation

## References

### Regulations

Accidents causing serious bodily injury Regulation 8

Dangerous occurrences Regulation 9

Investigation of certain accidents Regulation 29

Prohibition re: scene of accident Regulation 30

Investigation of dangerous occurrences Regulation 31

### Resource

- [Foundational Pillars — Investigations](#)

### Forms and checklists

- <http://pillars.worksafesask.ca/investigations>

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 (OHS REG 8)
- Dangerous occurrences (OHS REG 9)
- Medical aid incidents
- First aid incidents
- Property/equipment damage incidents
- Near miss incidents
- Work refusals

Employers aren't required to investigate motor vehicle accidents that occur on public streets or highways. The RCMP or local police generally investigate such incidents.

## 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>.

## Investigation of certain accidents (OHS REG 29)

### 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.

29(1) Subject to section 30, 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 (OHS REG 30)**

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30(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 (OHS REG 31)**

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31(1) An employer, contractor or owner shall ensure that every dangerous occurrence described in subsection 9(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.

## Participants

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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, involve them in hazard identification, inspections, and incident investigations.

## Goals

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As much as possible, an investigation must do the following:

- Determine the causes of the incident.
- Identify any unsafe conditions, acts, or procedures that contributed to the incident.
- Find ways to prevent similar incidents.

## Examples of incidents requiring investigation

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

- A worker suffers a second-degree burn from hot water splashed on the face.
- A worker's fingers are crushed in a bottling machine while trying to clean a spill without locking out.

- A maintenance worker changing light bulbs falls from a ladder, sustaining a head injury.
- A worker is overcome by CO<sub>2</sub> when purging a tank for cleaning.

## How to conduct an investigation

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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?
- What were the causes?
- When did it occur?
- Where did the incident happen?
- 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 normal safe work procedures 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 accidents and injuries to LRWS

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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 (OHS REG 8)

8(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 or more.
- (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 (OHS REG 9)

9(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 8(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.
- (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).

# Regular health and safety meetings

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Good communication among employers, supervisors, and workers on health and safety issues is vital for the success of a health and safety program. 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, including 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 and safety committees

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### References

Refer to the following for more information.

### Forms and checklists

Sample Monthly Health and Safety Meeting Record

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

Workplaces that regularly employ 10 or more workers must establish and maintain an occupational health and safety committee. (Regularly employ means to employ for at least one month, whether full-time or part-time.) The committee must include 2-12 members — usually 1/2 employer representatives and 1/2 worker representatives — and must have quarterly meetings.

## Occupational health and safety representatives

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Workplaces that regularly employ more than four and fewer than 10 workers are usually required to have at least one occupational health and safety representative, rather than an occupational health and safety committee. These representatives act as advisors and work co-operatively with employers and workers to identify and resolve workplace health and safety issues. During health and safety meetings, the representative should raise any issues that workers have mentioned since the last meeting.

# First aid

All workplaces must meet the first aid requirements in Regulations 54 - 63. 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 craft breweries and distilleries

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

**TABLE 9**  
*[Clause 54(1)(a) and subsection 54(5)]*  
**Summary of First Aid Requirements<sup>1</sup>**

Minimum: Every place of employment requires a first aid box containing standard supplies (see Table 10), a manual, a register and emergency information. Additional requirements are listed below:

Workers	Close (1/2 hour or less to medical facility)	Distant (1/2 - 2 hours to medical facility)	Isolated (More than 2 hours' surface transport to medical facility, or normal mode of transport is aircraft)
1	minimum	minimum	minimum
2 - 4	minimum	minimum plus • blankets, stretcher and splints • Class A attendant and supplies for high hazard work <sup>2</sup>	minimum plus • blankets, stretcher and splints • Class A attendant and supplies for high hazard work <sup>2</sup>
5 - 9	minimum plus • Class A attendant and supplies for high hazard work <sup>2</sup>	minimum plus • Class A attendant and supplies for high hazard work <sup>2</sup> • blankets, stretcher and splints	minimum plus • Class A attendant and attendant and supplies • blankets, stretcher and splints

10 - 20	minimum plus • Class A attendant and supplies	minimum plus • Class A attendant and supplies • blankets, stretcher and splints	minimum plus • Class A attendant and supplies • blankets, stretcher and splints
21 - 40	minimum plus • Class A attendant and supplies	minimum plus • Class A attendant and supplies • blankets, stretcher and splints	minimum plus • Class B attendant and supplies for high hazard work <sup>2</sup> • Class A attendant and supplies for other work • blankets, stretcher and splints
41 - 99	minimum plus • Class A attendant and supplies	minimum plus • Class B attendant and supplies for high hazard work <sup>2</sup> • Class A attendant and supplies for other work • blankets, stretcher and splints	minimum plus • Class A attendant for low hazard work <sup>3</sup> • EMT for high hazard work <sup>2</sup> • Class B attendant and supplies for other work • blankets, stretcher and splints
100 +	minimum plus • 2 Class A attendants and supplies	minimum plus • First aid room • 1 EMT and 1 Class B attendant and supplies for high hazard work <sup>2</sup> • 2 Class A attendants and supplies for other work • blankets, stretcher and splints	minimum plus • First aid room • 1 EMT, 1 Class B attendant and supplies for high hazard work <sup>2</sup> • 2 Class A attendants and supplies for low hazard work • 2 Class B attendants and supplies for other work. • blankets, stretcher and splints

<sup>1</sup>Hospitals, medical facilities and other health care facilities where a physician or registered nurse is always readily available and close places of employment where the work is entirely low-hazard work are exempt.

<sup>2</sup>Activities that constitute high hazard work are listed in Table 8.

<sup>3</sup>Low hazard work is work of an administrative, professional or clerical nature that does not require substantial physical exertion or exposure to work processes, substances or other conditions that are potentially hazardous.

**TABLE 10**

[Subsection 54(5), clause 56(1)(a), section 59]

**Required Contents of First Aid Box**

Amounts or quantities of the following supplies and equipment adequate for the expected emergencies, contained in a well-marked container:

Antiseptic, wound solution or antiseptic swabs  
Bandage – adhesive strips and hypoallergenic adhesive tape  
Bandage – triangular, 100-centimetre folded, and safety pins  
Bandage – gauze roller, various sizes  
Dressing – sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size  
Dressing – self-adherent roller, various sizes  
Pad with shield or tape for eye  
Soap  
Disposable latex or vinyl gloves  
Pocket mask with disposable one-way rebreathe valves  
Forceps – splinter  
Scissors – bandage.

4 Oct 96 cO-1.1 Reg 1.

**TABLE 11**

[Subsection 54(5) and clause 60(2)(a)]

**Additional Supplies and Equipment - Class A Qualification**

Bag – hot water or hot pack  
Bag – ice or cold water  
Bandage – elastic, 5-centimetre and 10-centimetre widths  
Sterile burn sheet  
Any other first aid supplies and equipment that are appropriate to the dangers and other circumstances of the place of employment and commensurate with the training of the first aid attendant.

4 Oct 96 cO-1.1 Reg 1.

**TABLE 12**

[Subsection 54(5) and clause 60(2)(b)]

**Additional Supplies and Equipment - Class B Qualification**

Bag – hot water or hot pack  
Bag – ice or cold water  
Bandage – elastic, 5-centimetre and 10-centimetre widths  
Sterile burn sheet  
Stethoscope with a bell  
Sphygmomanometer  
Thermometer  
Where there are potential causes of spinal injury, short and long spine boards with adequate restraining straps and medium and large cervical collars  
Emergency oxygen system  
Bag valve and mask resuscitator  
Any other first aid supplies and equipment that are appropriate to the dangers and other circumstances of the place of employment and commensurate with the training of the first aid attendant.

4 Oct 96 cO-1.1 Reg 1.

## First aid kits and attendants

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### References

#### Regulation

First aid Regulations

54 - 63

Appendix Tables 9 -12

#### Forms and checklists

- Level 1 First Aid Kit
- Level 2 First Aid Kit
- First Aid Record (form 55B23)

#### Resource

[First Aid in Saskatchewan Workplaces](#)

Follow these requirements:

- Ensure that every worker knows where first aid kits are located, and how to call the first aid attendant.
- Post signs in your workplace indicating how to access first aid.
- When 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.

## Transportation of injured workers

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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.

# Records and statistics

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

- 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 health officer requests it, or if an incident occurs and you need to prove that you did all you reasonably could to prevent it.

## Documentation

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Maintain records and statistics, such as the following:

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

There are forms and checklists for many of the items listed above. See the Appendix — *Forms and Checklists for Craft Breweries and Distilleries*.

Statistics that may be of value to your operation 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

# Personal protective equipment (PPE)

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## References

### Regulation

Regulations 86 – 108,  
Personal Protective  
Equipment

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.

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 when handling a chemical, check the SDS for the chemical.

The table on the following page lists various types of PPE and their uses in the craft brewing or distilling industry.

## Typical PPE used in craft breweries and distilleries

<b>Body part</b>	<b>Type of PPE</b>	<b>Uses</b>
<b>Eyes and face</b>	Safety glasses	General eye protection from minor splashes and objects or particles that could enter the eyes
	Safety goggles and face shields	Working with chemicals or hot liquids that may splash
<b>Ears</b>	Hearing protection	Working around bottling, canning, packing, or palletizing equipment areas, or around any other loud equipment
<b>Hands</b>	Work gloves	Working in storage areas, handling garbage, or working with hot equipment
	Chemical-resistant gloves	Cleaning with or handling hazardous chemicals (check SDSs for specific glove requirements)
	Cut-resistant gloves	Handling broken glass or cleaning equipment
<b>Feet</b>	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
<b>Body</b>	Body harness	Used with fall protection systems
	Chemical-resistant apron	Handling hazardous chemicals
	Heat-resistant apron	Handling hot liquids or working around hot surfaces
<b>Lungs</b>	NIOSH-certified respirator for dust or mist	Emptying grain bags, cleaning grain spills, or working in dusty areas
	NIOSH-certified respirator for chemicals	Handling hazardous chemicals (check SDSs for specific cartridge requirements)

# Emergency response plans

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Craft breweries and distilleries should be prepared to respond to emergencies such as fires, explosions, chemical spills, or natural disasters. If an emergency occurs, you will need to make 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

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Follow these guidelines:

1. List all possible events (for example, serious injuries, fires, explosions, chemical spills/leaks/accumulation and natural disasters, such as severe weather and earthquakes).
2. Identify the major consequences associated with each event (for example, casualties, equipment damage, or facility damage).
3. Determine the necessary measures to deal with and recover from those consequences (for example, first aid, notification of medical authorities, rescue, firefighting, and employee management).
4. Determine what resources will be required (for example, medical supplies or rescue equipment).
5. Store emergency equipment where it will be accessible in an emergency.
6. Ensure that workers are trained in emergency procedures and shown where equipment is stored.
7. Establish a muster point. Ensure that all workers know the muster point location and what to do after evacuating. If the company has multiple sites, there should be a muster point for each one.
8. Hold periodic drills to ensure that employees will be ready to act if an emergency occurs. Evaluate each drill's effectiveness, and identify areas for improvement.
9. Communicate the plan to everyone involved.

# Questions and answers

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## Common questions from employers

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### References

#### Website

Saskatchewan Workers' Compensation Board registration Find out more about registration requirements or register online at [wcbask.com](http://wcbask.com).

You can report injuries on [wcbask.com](http://wcbask.com), including online filing of [W1 forms](#).

[About WCB](#)

### **I operate a craft brewery or distillery. Do I need to register with Saskatchewan Workers' Compensation Board?**

Probably. Most craft breweries and distilleries in Saskatchewan are required to register with Saskatchewan Workers' Compensation Board 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.

### **We've never had an incident at our workplace. Do we still need to set up a health and safety program?**

A health and safety program will help you maintain an excellent safety record.

### **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 Saskatchewan Workers' Compensation Board to determine their health and safety obligations. It's also a good idea to check with the 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 the Saskatchewan Workers' Compensation Board and up to date on their payments. To get a clearance letter, apply online calling the Employer Service Centre 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 Workers' Compensation Board premiums?**

No. You must report all work-related injuries to the 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 need to hold regular monthly meetings 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 for Craft Breweries and Distilleries*.

### **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 Regulation 77 Smoking.

## **Common questions from workers**

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### **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 Regulation 78, 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, continue the discussion with an occupational health and safety committee co-chair, or occupational health and safety representative. If a solution still can't be found, the refusal must be investigated by the occupational health and safety committee. If you or your employer are not satisfied with the decision of the occupational health committee, either can call LRWS by phone 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 written procedure and safeguards for working alone. Your supervisor must review these procedures with you as part of your training. These safe work procedures should be included in the health and safety program for your workplace. For more information see Regulation 35, Working alone or at isolated place of employment.

# WorkSafe Saskatchewan resources

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## Website

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

Go to [www.worksafesask.ca](http://www.worksafesask.ca) for forms, publications, videos, and other resources.

Go to [www.worksafesask.ca](http://www.worksafesask.ca) for a searchable version of the Saskatchewan Employment Act and Regulations.

The rest of this section describes some WorkSafe Saskatchewan publications you may find useful for improving health and safety in your craft brewery or distillery.

## Health and safety programs

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

## Registration

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

## Prevention

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- [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 & 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
- Health and Safety for Hospitality Small Business
- 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

# Safety Association of Saskatchewan Manufacturers Inc. (SASM)

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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.

## SASM contact information

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- Phone: 306.525.7276 (SASM)
- Web: [sasm.ca](http://sasm.ca)
- Email: [safety@sasm.ca](mailto:safety@sasm.ca)







# Appendix: Forms and checklists

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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.

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Annual review of health and safety program . . . . .	76
New worker orientation checklist . . . . .	80
Inspection checklist . . . . .	86
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Tool box talk . . . . .	104

# Health and safety program for craft breweries and distilleries

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**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 craft brewery or distillery. 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 need to have written procedures for high risk or complex tasks. List these high risk tasks here. An Occupational Health Officer may be able to advise you on procedures you need to include. For example, you may need written safe work procedures for using special equipment or working alone. List them in the space below.

## 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 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 (type) \_\_\_\_\_ 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**

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 “Employer 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

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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 at 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?		

<b>Safe work procedures</b>	<b>Yes</b>	<b>No</b>
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?		
<b>Identifying hazards and assessing risks</b>	<b>Yes</b>	<b>No</b>
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?		
<b>Education and training</b>	<b>Yes</b>	<b>No</b>
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?		

<b>Safety inspections</b>	<b>Yes</b>	<b>No</b>
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?		
<b>Hazardous materials</b>	<b>Yes</b>	<b>No</b>
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?		
<b>Investigating incidents</b>	<b>Yes</b>	<b>No</b>
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?		

<b>First aid</b>	<b>Yes</b>	<b>No</b>
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?		
<b>Records and statistics</b>	<b>Yes</b>	<b>No</b>
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?		
<b>Monthly meetings</b>	<b>Yes</b>	<b>No</b>
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 in the workplace and procedures for dealing with violent 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 craft brewery or distillery to identify possible hazards. Add or delete items as necessary for your particular operation.

<b>Floors and walkways</b>	<b>Yes</b>	<b>No</b>
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles?		
Other:		
Other:		
Other:		
Other:		
<b>Stairs, ladders, and platforms</b>	<b>Yes</b>	<b>No</b>
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:		

<b>Walls</b>	<b>Yes</b>	<b>No</b>
Are signs and fixtures securely fastened to the wall?		
Other:		
Other:		
Other:		
Other:		
<b>Lighting</b>	<b>Yes</b>	<b>No</b>
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:		
<b>Storage</b>	<b>Yes</b>	<b>No</b>
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:		

<b>Electrical</b>	<b>Yes</b>	<b>No</b>
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:		
<b>Equipment and machinery</b>	<b>Yes</b>	<b>No</b>
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:		

<b>Ergonomics</b>	<b>Yes</b>	<b>No</b>
Is equipment seating properly adjusted for the operator?		
Are computer display screens positioned at a comfortable viewing level?		
Other:		
Other:		
Other:		
Other:		
<b>Fire safety and security</b>	<b>Yes</b>	<b>No</b>
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:		

<b>Entrances and exits</b>	<b>Yes</b>	<b>No</b>
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:		
<b>First aid</b>	<b>Yes</b>	<b>No</b>
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:		

<b>Garbage</b>	<b>Yes</b>	<b>No</b>
Are bins located at suitable points?		
Are bins emptied regularly?		
Are hoses arranged and stored to prevent tripping hazards?		
Other:		
Other:		
Other:		
Other:		
<b>Hazardous products</b>	<b>Yes</b>	<b>No</b>
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?		
Are the safety showers or eyewash units working?		
Are incompatible chemicals stored away from each other?		
Other:		
Other:		
Other:		
Other:		
<b>Environment</b>	<b>Yes</b>	<b>No</b>
Are workers protected from the cold or excessive heat?		
Are workers protected from excessive or irritating noise?		
Other:		
Other:		
Other:		
Other:		

<b>General worker questions</b>	<b>Yes</b>	<b>No</b>
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:		
<b>Safe work practices</b>	<b>Yes</b>	<b>No</b>
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

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

Company name:

Date:

Inspectors' names:

Type of hazard (critical, urgent, or important)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied



# Incident investigation report

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):		
<b>Type of incident:</b>		
<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"/> Fatality Regulation 8, 29 & 30
		<input type="checkbox"/> Medical aid injury <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:		
<b>Description of events (Describe in detail and list sequence of events. Attach additional pages if required):</b>		
Date and who reported incident to LRWS (if applicable): <i>Regulations 8 &amp; 9</i>		
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

\_\_\_\_\_  
Investigator(s) Name and Signature

\_\_\_\_\_  
Management Name and Signature

# Monthly health and safety meeting record

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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	_____	_____



### **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:

# Table 10 first aid box

Amounts or quantities of the following supplies and equipment adequate for the expected emergencies, contained in a well-marked container.

Items	✓
Antiseptic, wound solution or antiseptic swabs	
Bandage — adhesive strips and hypoallergenic adhesive tape	
Bandage — triangular, 100-centimetre folded, and safety pins	
Bandage — gauze roller, various sizes	
Dressing — sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size	
Dressing — self-adherent roller, various sizes	
Pad with shield or tape for eye	
Soap	
Disposable latex or vinyl gloves	
Pocket mask with disposable one-way breathe valves	
Forceps — splinter	
Scissors — bandage	

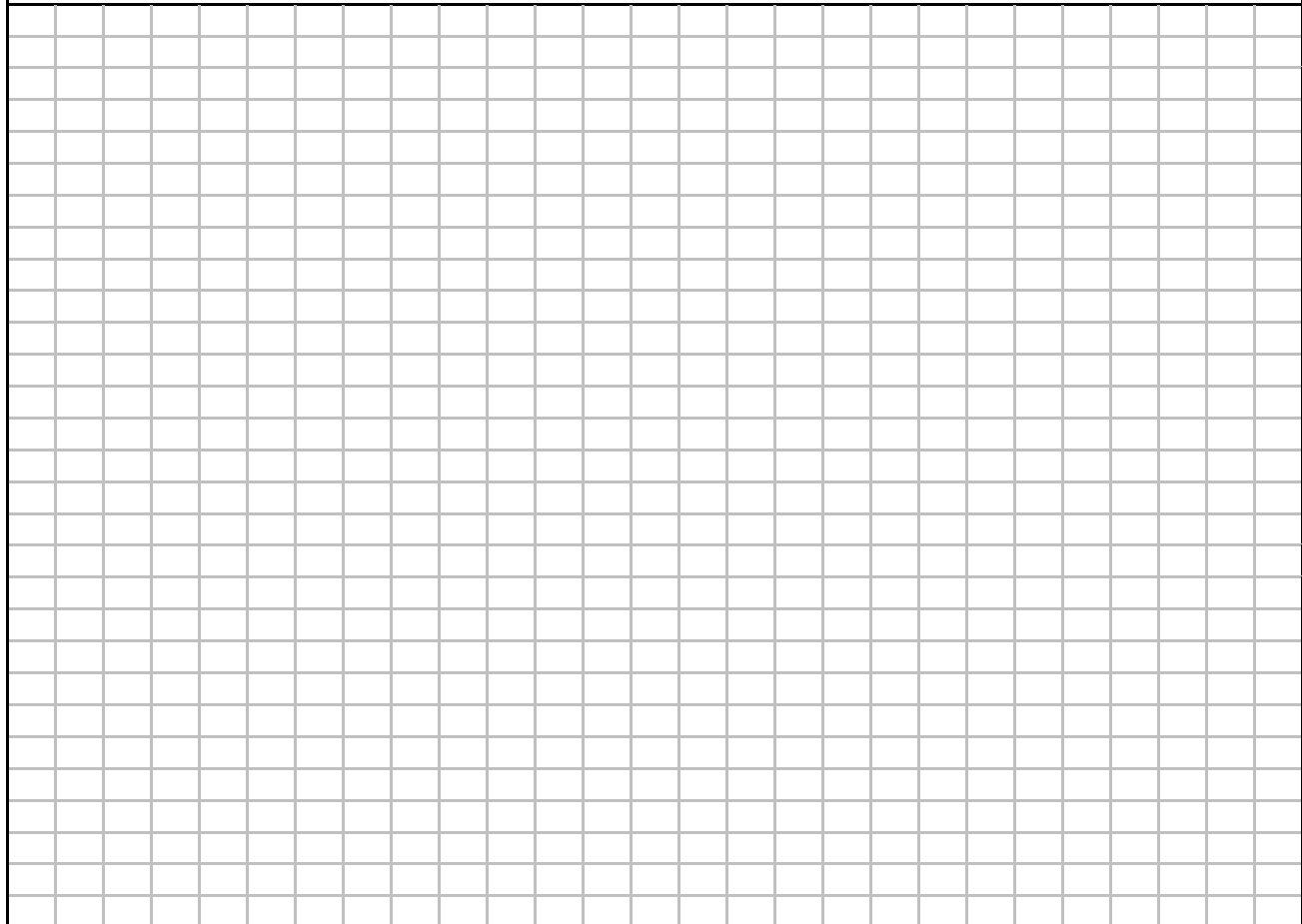
# Table 11 additional supplies and equipment – class A qualifications

Items	✓
Bag – hot water or hot pack	
Bag – ice or cold water	
Bandage – elastic, 5-centimetre and 10-centimetre widths	
Sterile burn sheet	
Any other first aid supplies and equipment that are appropriate to the dangers and other circumstances of the place of employment and commensurate with the training of the first aid attendant	



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.**



## TOOLBOX TALK

# Carbon Dioxide Exposure

## Brewing

### What is the potential risk?

The beer fermentation process produces carbon dioxide gas, which may leak out of hoppers or tanks and into the working environment. Workers may be exposed to this carbon dioxide, putting them at risk for adverse health effects.

Craft brewing is a growing industry in Saskatchewan. Craft breweries are typically small independent businesses that produce specialty beer. Workers in these facilities may be exposed to consistently low levels of carbon dioxide throughout their work shift, or the levels of carbon dioxide may fluctuate over time, depending on which processes are being used.

Exposure to low levels of carbon dioxide may cause workers to experience respiratory distress, headache, or dizziness. Exposure to high levels of carbon dioxide may result in unconsciousness or death. Carbon dioxide has an exposure limit under the Occupational Health and Safety (OHS) Regulations.

Workers in craft brewing facilities who are involved in beer production processes may be at risk of being exposed to levels of carbon dioxide that are hazardous to human health.

### What industries may be at risk?

- Beer making shop (retail)
- Beer manufacturer (mass production — non-retail)
- Alcoholic beverage manufacturer
- Brewery (mass production — non-retail)

## How can I reduce the risk in my workplace?

As an employer, you need to know if there is the potential for the risk identified in this advisory to be present in your workplace. It's your responsibility to regularly inspect your workplace, and to ensure that your safety procedures and practices control the risk. The following information highlights some of the sections of the OHS Regulations that are most relevant to this risk.

### **PART XXI**

#### **Chemical and Biological Substances**

##### **General duties of employers**

**302(1)** An employer shall, at a place of employment:

- (a) monitor the use or presence of, or a worker's exposure to, any chemical substance or any biological substance that may be hazardous or harmful to the health or safety of a worker.

##### **Substances listed in Table 21**

**307(1)** Subject to sections 306 and 308, where a chemical substance or biological substance listed in Table 21 of the Appendix is present at a place of employment, an employer shall:

- (a) provide adequate engineering controls, to the extent that it is reasonably practicable to do so, to ensure that the contamination limit set out in Table 21 is not exceeded in any area where a worker is usually present; and
- (b) take all practicable steps to ensure that no worker's personal exposure exceeds the contamination limit set out in Table 21.



