

**British Columbia
Municipal Safety
Association**

OFFICIAL DISABILITY GUIDELINES

Do you have a disability management “program” but don’t know where to get information — what to do — who to turn to, to actively “manage” the claims?

We offer our members the opportunity to use “Official Disability Guidelines” (ODG) for a very reasonable \$300 annually!

The biggest driver of your claims cost is duration — that’s a no-brainer. But did you know that cost increases are not linear as duration increases — costs increase exponentially?

But how do you control duration? By managing it. You need to get on top of the claim immediately, and you need to ensure the treatment is correct. You need to open a dialogue with the worker and the treating physician, and with WorkSafeBC.

ODG provides evidence-based proof of what treatment is good and bad. It provides a process to help you communicate best practices with the worker and the treating physician, and helps you set expectations right from the start of the claim.

ODG has monthly webinars (which are a bit of a snoozefest, with way more information than you probably need at the outset) that identify how you can manage your claims durations with the use of this tool. Webinars are available to prospective clients as well as existing clients.

If you are interested in looking into this powerful tool, contact [Cathy Cook](#).

MEETINGS

March 11, 2016

Annual & Regular General Meeting in Delta

June 10, 2016

Regular General Meeting in Delta

September 16, 2016

Regular General Meeting in Penticton

December 9, 2016

Regular General Meeting in Delta



2016 SAFETY TALKS CALENDAR

By now you will have received your complimentary copy of our 7th annual Safety Talks Calendar. You know it's packed with great information and crew talks that you can share in your workplace monthly.

Additional copies are available for \$5.00 plus gst.

Contact [Helga Hildebrandt](#) to order.

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UNDERSTANDING THE RIGHT TO REFUSE UNSAFE WORK

By Garry Wilson, WorkSafeBC Industry Specialist

Did you know workers have the right to refuse unsafe work? If workers encounter a task that they believe would put their safety - or the safety of others - at risk, they have a right to refuse to do the task. In fact, workers who reasonably believe work is unsafe must refuse to perform that work, and are entitled to have their employer investigate and, where necessary, correct the hazard.

When should workers refuse unsafe work? Anytime workers reasonably believe that the conditions of the job put themselves or other workers at risk. For example, say you're asked to use and operate machinery you're not trained to use. You have a reasonable belief that operating the machinery would be hazardous to you or other workers, and you can legitimately refuse the request.

Of course, refusing unsafe work is just the first step in the process. If a worker feels a task is unsafe and refuses, both the worker and the supervisor or employer have steps they must follow.

Step 1: Tell your supervisor

Tell your supervisor or employer immediately and explain why you're refusing to perform the task at hand. Be specific about the unsafe conditions, such as if the concern is the work environment, the equipment, or even your skill level. In most cases, the issue can probably be easily resolved by changing the work procedure, for example.

Step 2: Wait for your supervisor to investigate

It's now your supervisor's responsibility to investigate and find a solution that eliminates or reasonably minimizes hazards without delay. If your supervisor does not agree with you and believes the task is safe, he or she must tell you that. Assuming you still consider the work unsafe, your supervisor must continue the investigation and conduct it in the presence of two people — you and one of the following:

- A worker representative of your joint health-and-safety committee
- Another worker selected by your union (if applicable)
- Any other reasonably available worker you've selected

Step 3: Involve WorkSafeBC

Most problems are solved before this step, but if the matter remains unresolved, both you and your supervisor should notify WorkSafeBC. An officer will come to your worksite, investigate, and take whatever action is necessary.

A right and a responsibility

If you're a worker, refusing unsafe work is both a fundamental right and responsibility. Just as you have the legal responsibility to follow safe work procedures, you also have the legal responsibility to refuse work that doesn't comply with these procedures and endangers you or others. You should know that your employer can't discipline you if you refuse work and follow the steps outlined above.

If you're an employer, it's important that you understand this right to refuse unsafe work and communicate that understanding to your workers. Your workers should feel like they can exercise this right without fear of being disciplined or dismissed. Fostering a positive attitude towards health and safety in the workplace is based on open communication. This includes helping your workers feel comfortable in raising safety concerns and being receptive and responsive to those concerns.

Check out the Occupational Health and Safety [Regulation](#) and [Guidelines](#) for more information on the right to refuse unsafe work.

Please let me know your thoughts on this or any other municipal safety issue. I can be reached at 604-231-8347 (Lower Mainland) or at 1-888-621-7233 (toll-free), or via email at garry.wilson@worksafebc.com.



TRAINING UPDATE

So far in 2016 training has been fantastic!

We encourage everyone interested in scheduling training before the summer to please contact us as soon as possible — dates are filling up fast.

If you have any questions please contact [Mike Roberts](#), Manager of Audit and Training Services — he will be glad to help you with your training requests.

TRAINING REQUEST FORM

We are always looking to provide you and your organization with the best scheduling experience. We highly encourage organizations to use the Training Request Form to help speed up the service and make the process of booking training seamless. We will strive to answer all training requests within 24 hours, Monday to Friday.

If you would like to schedule four or more courses, contact us directly with all the details and we'll help you plan your training calendar!

NEW COURSE: WHMIS 2015 ONLINE

After many months of sourcing and revising the “best” we could find, our online WHMIS 2015 course is now available!

Priced on a sliding scale:

1 to 9: \$20 per person
10 to 49: \$18 per person
50 to 99: \$17 per person
100 to 199: \$15 per person
200 to 299: \$14 per person
300 to 399: \$13 per person

SSCP: n/a

EOCP CEU's: n/a

Post session: Certificate (online)

Course description: This course is a good first step to educating staff in the Workplace Hazardous Materials Information System (WHMIS), most recently updated in 2015. Additional training in specific hazards in their workplace must also take place.

At the completion of this course, participants will:

- be able to describe and understand the three key elements of WHMIS 2015;
- know the rights and responsibilities of suppliers, employers and workers;

- be able to recognize WHMIS 2015 hazard symbols and explain their meaning;
- be able to recognize the information contained on a WHMIS supplier label and workplace label;
- be able to describe the information on Safety Data Sheet (SDS)

In addition to learning about WHMIS 2015, participants will review classification symbols from WHMIS 1988 as there will still be products in the workplace using this system; WHMIS 2015 has a phase-in period that ends December 1, 2018.

Participants must successfully complete quizzes at the end of each module, and a final exam, in order to receive a Certificate of Completion.

Contact [Helga Hildebrandt](#) to purchase a learner key.

NEW COURSE: INCIDENT INVESTIGATIONS LEVEL 2

This advanced course is designed to allow participants to engage in the incident investigation process through a practical approach.

Course length: 4.0 hours

Class min/max: 6/12

SSCP: elective course

EOCP CEU's: applied for

Price: \$75 per person, minimum \$600 charge per class

Post session: Certificate of Completion

Prerequisite: BCMSA Incident Investigations course

Course Objectives: During this half-day course, participants will:

- Identify the steps to follow when completing an incident investigation
- Follow effective investigation techniques to complete a preliminary and final investigation
- Create recommendations to prevent an incident reoccurrence
- Complete the paperwork required for an investigation
- Identify timelines and reporting requirements for preliminary and final investigations

ABOUT THE COR PROGRAM

The Certificate of Recognition (COR) program rewards employers who have developed and implemented safety management systems audited against industry based standards. It provides an opportunity for employers and safety associations to take a proactive role in promoting health and safety.

Employers can reduce injuries and accidents in the workplace, reducing worker suffering and improving the workplace safety culture.

Achieving and maintaining a valid COR is required for earning an annual incentive payment from WorkSafeBC.

COR PROGRAM UPDATE

Congratulations to the City of Port Moody — they are one of the organizations who recently became certified in the Certificate of Recognition Program.

At the present time, 34 organizations are COR-certified through the BC Municipal Safety Association.

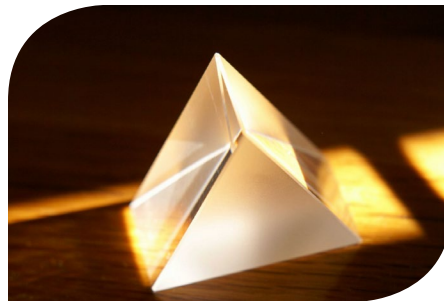
Congratulations to all these organizations and their staff, for recognizing the value of establishing and supporting effective Health and Safety Management and Return to Work Systems. Benefits include reduced injuries, improved morale, improved productivity, and, of course, incentive cheques from WorkSafe and often, reduced assessment rates.

If you would like more information on the COR Program, contact [Mike Roberts](#), Manager of Audit and Training Services.

INTERESTED IN BECOMING AN INTERNAL AUDITOR?

Our next scheduled Internal Auditor training session is March 30 & 31 in Abbotsford.

Course description: This two day course is for staff from local governments or naturally-aligned organizations who wish to learn more about how the COR audit is conducted.



Participants wishing to become certified Internal Auditors must successfully complete a student audit within three (3) months. Once certified an internal auditor must complete, two (2) maintenance (Internal) audits and seven (7) hours of approved training must be completed within 3 years of Internal Auditor Certification.

If you're interested in attending, contact [Mike Roberts](#), Manager of Audit and Training Services for more information or complete and submit the training application form at www.bcmsa.ca/coming-events/open-enrollment-courses-events/march-30-31-internal-auditor/.

COULD YOUR ORGANIZATION BENEFIT FROM A SAFETY CONSULTANT?

Are you a smaller municipality without resources to hire a health and safety advisor/coordinator?

We may have the solution for you.

We are exploring the possibility of hiring a safety consultant, who will work directly with up to six municipalities, three days per month for one year.

This consultant will conduct a gap analysis of your health and safety management system, and then help create (or revise) the system. Tasks could include development of Exposure Control Plans, Hazard

Identification & Risk Assessments, and Safe Work Procedures, to name just a few.

At the end of the term, the municipality would be expected to become COR Certified.

The possibility of this initiative going forward would depend upon a minimum of six municipalities signing up, and the hiring of a suitable consultant, as well as approval by the BCMSA Board of Directors. We expect the cost per municipality would be around \$25,000.

If you are interested, please contact Cathy Cook (ccook@bcmsa.ca or 778-278-3486).

3E ONLINE SDS MANAGEMENT

With the adoption of the Globally Harmonized System (GHS) and the change from WHMIS 1988 to WHMIS 2015 you may see an enhanced interest, from WorkSafeBC Prevention Officers, in your WHMIS program.

Are you still looking for a solution to the problem of keeping Safety Data Sheets on hand for your staff? And keeping them up to date?

We have the solution! 3E Online SDS provides a cost-effective way to compile your SDS inventories (by department, if you choose), and give your staff a link to access them, 24 hours a day.

The members who are using this system already have access to millions and millions of SDS in the 3E database. So far, more than 11,000 of these have been pulled and placed into our members' inventories. That's a lot of data sheets!

In BC, there is still a requirement to have data sheets be less than 3 years old, unless the supplier identifies that there has been no change in the information. 3E will do the legwork of contacting suppliers to get updates, and keeps track of when they checked, and the responses they get.

Compliance with WHMIS 2015 is available – and the cost is very reasonable!

Assessable Payroll	Annual Cost
Less than \$500,000	Free
\$500,000 to \$4,999,999	\$200
\$5,000,000 to \$19,999,999	\$1,000
\$20,000,000 to \$49,999,999	\$1,600
\$50,000,000+	\$2,000
(plus \$0.50 per SDS in your inventory)	

If you are interested in joining the group already benefiting from this program, please contact [Cathy Cook](#) with the Administrator's contact information and 2015 Assessable Payroll and we'll get you set up right away! Online training is available and updates are provided every month.



2015 CITY OF EXCELLENCE AWARDS

The deadline for application has been extended to **March 31, 2016**.

OBJECTIVE OF THE AWARD:

To recognize local governments for activities that improve ground disturbance, safe excavation techniques and best practice at or around underground infrastructure, in the year previous to the award.

ELIGIBILITY:

Any BC local government – including City, Village, Township, District, Municipality, Regional District, First Nation community and Tribal Council – that demonstrates and meets the criteria of this award.

AWARDS AVAILABLE:

- **Gold Standard Award** – An award for a Recipient showing exemplary practices in all aspects of ground disturbance practices.
- **Innovation Award** – An award for innovation in ground disturbance and excavation practices.
- **Education Award** – An award for exemplary education to promote safe excavation practices.
- **Communication Award** – An award for outstanding communication of excavation hazards and safe practices, internally and externally to the organization.

Find the nomination form at www.bcmsa.ca.



PLAYGROUND INSPECTION COURSES

The Corporation of Delta is hosting the Canadian Playground Safety Institute's Canadian Certified Playground Inspector certification Theory and Practical courses on March 8-11. If you know of inspectors, maintenance crew members, installers, designers etc, that might benefit from taking this course, please forward this information to them.



For those of you who don't know, in 2014 CSA released a new Children's Playspace and Equipment Standard document (Z614-14). The instructors will be teaching about the new additions and changes to the Standard. Even if you are recertifying, it might be worth it to register for the Practical course and recertification exam so that you can brush up on the new standard.

Registration deadline for this course is February 26th and there are limited spaces, so get your registration in soon.

The course will held in Delta, BC:

Theory Course – March 8-9, 2016
Practical Course – March 10-11, 2016

Main Floor, Sunbury Hall
10409 Dunlop Road, Delta, BC

To register for this course using CPSI's online registration system, [click here](#).
View the [CPSI Flyer and Registration Form](#).

BCMSA members receive a discount on registration fees for these courses.

For more information contact the CPSI office at cpsi@cpsionline.ca or toll-free 1-877-536-2338.

STRUCTURE FIREFIGHTERS COMPETENCY AND TRAINING PLAYBOOK (THE "PLAYBOOK")

Has your organization identified its' level of firefighting service? The Playbook establishes and describes the minimum competencies required of firefighter roles in the following three categories:

1. Exterior Operations Level Firefighter
2. Interior Operations Level Firefighter and
3. Full-Service Operations Level Firefighter

► External Operations Firefighters may not enter a building, vehicle or other object if an Immediately Dangerous to Life or Health (IDLH) condition is or could be present.

► Interior Operations Firefighters may engage in internal fire suppression activities within simple structures (single family homes) or objects, and must receive specific training in risks associated with the structures. Operational Guidelines (OG's) must be written and enforced by the department.

► Full Service Operations Firefighters are trained and equipped to provide the full spectrum of fire services. They must follow the OG's that are written and enforced by the department.

There are also Supervisory levels and related training competencies or responsibilities.

Each fire department has **until June 30, 2016** to adopt a Service Level and have a training program which meets both the Playbook competency requirements and other training requirements needed to deliver the services it will provide.

The one course that every firefighter needs is Emergency Scene Traffic Control, which is coordinated through the BC Municipal Safety Association. Information on the course and available training organizations can be found on our website: <http://www.bcmsa.ca/category/coming-events/emergency-scene-traffic-control/>



CAN YOU HELP?

BC Hydro needs the following information:

1. Locations of all present or historical landfill sites
2. Land areas that have naturally occurring Methane or H₂S sources
3. Locations of oil/gas wells which have H₂S burn off stacks
4. Areas that have been sampled and identified as having methane and/or Hydrogen Sulfide (H₂S) Gas present
5. Other historical known locations/sources of Methane/Hydrogen Sulfide gas

Why? Because they are reviewing their Confined Space Entry procedures and realized they are missing this key information. Their transmission/distribution underground cable systems are not sealed units, meaning there is a potential for gases and liquids to enter these corridors. They need to incorporate this important information in their GIS mapping system in order to protect their workers.

Anyone who shares this information will be provided with the results.

Please contact:

Doug McPherson, CRSP, PIPD

Senior Safety Consultant

Maven Consulting Limited

Cell (Primary) 1 604 838 3372

(Secondary) 1 778 871 3998

douglas.mcpherson@bchydro.com

ONLINE POOLSAFE IS HERE!

After many months of work, we are happy to launch the online PoolSafe program.

This course was previously only available in face-to-face full day format, and we recognized that aquatic staff were unable to commit the time for the course.

Now it's available online 24/7! The course is hosted on the BC Recreation & Parks Association [e-learning site](#), at a cost of only \$40.00.

A special thank you to the Alberta Municipal Safety & Health Association for taking our material and producing the online version.

The course covers the following topics:

- Rights and responsibilities of employers and employees
- Swimming pool hazards such as
 - » Indoor air quality
 - » Heat stress
 - » Biohazards
 - » Lock-out
 - » Confined spaces
 - » Fatigue
 - » Noise
 - » Slips trips and falls
 - » Injuries
- Microbiological organisms
- Chemical safety
- Emergency preparation and response

The PoolSafeBC course is presented by BCRPA in partnership with the BC Municipal Safety Association, WorkSafeBC, Lifesaving Society and CUPE BC.



 **BC Hydro**
Power smart

ARE YOU EMERGENCY READY?

On December 29, 2015, B.C.'s South Coast was hit by an earthquake that shook many people from their sleep just before midnight. Luckily, this time it wasn't the "Big One" — but had it been, would you be prepared?

While most people recognize the importance of emergency preparedness (EP), not everyone has actually taken the steps necessary to get themselves and their family prepared. EP is actually a shared responsibility among all levels of society — and since emergencies occur at the local level, preparedness begins with individuals and their community.

Here are a few tips on how you can get you and your family emergency-ready:

KNOW THE RISKS

Identify the potential hazards relevant to your community, and the impact they can have on your daily essential services. An emergency can take various forms — from a house or wildfire, a chemical spill, or a major flood — so be sure that you're aware of the risks in your region.

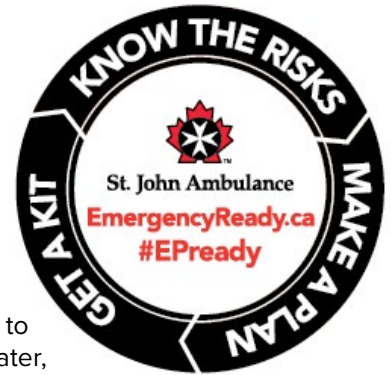
MAKE A PLAN

Your household emergency plan is where your risk-awareness meets actual preparedness. Here's what you can do:

- Plan safe exits from your home
- Establish a family meeting place
- Determine an out-of-area emergency contact
- Learn about the emergency evacuation plans at your workplace and/or your children's school or daycare

GET A KIT

An emergency kit is essential to your short-term survival — whether you're forced to evacuate your neighbourhood, shelter-in-place, or camp outside your home. In an emergency, you may need to go without power or tap water, so you'll need food, water, clothing, and other important supplies to help you manage. Be prepared to be self-sufficient for at least 72 hours.



Ideally you should have three emergency kits ready to go:

1. At home — ensure it's stored in an accessible and dry location that's known to everyone in the household.
2. At work — either under your desk or in a locker.
3. In your car — supplement your car kit with a shovel, booster cables, and other supplies

For more information, including a complete list of kit supplies and how you can get your entire family involved in emergency preparedness, visit emergencyready.ca.



Luckily, this time it wasn't the "Big One" — but had it been, would you be prepared?

ROAD SAFETY AT WORK

Visit roadsafetyatwork.ca for all the details.



WHAT THEY'RE SAYING ABOUT OUR TRAINING

Very impressed by the instructor's knowledge and real world experience on the subject matter.

Very engaging and informative!

Good balance of lecture, visual and group activities.

MAKE SAFETY A HABIT: 2016 NAOSH WEEK IS MAY 1 - 7

The North American Occupational Safety and Health (NAOSH) Week is an annual, continent-wide event where employers, workers, and all partners in occupational health and safety collaborate to promote injury and illness prevention in the workplace. It is marked by a 1997 agreement between Canada, the United States, and Mexico, dedicating the first week in May each year to focus on occupational health and safety.

If you're an employer, NAOSH Week provides an excellent opportunity to focus, reinforce, and strengthen your organization's commitment to occupational health and safety.

Your NAOSH Week theme for 2016 is Safety & Health: Make Safety a Habit and takes place from Sunday, May 1, to Saturday, May 7, 2016.



Regional Government - Cities/
Municipalities — 2015 Award Winner
City of Kelowna

Pictured left to right:
Cathy Cook, BCMSA Executive Director;
Nathan Peters, City of Kelowna OH&S Advisor;
Sarah Josefson, City of Kelowna Safety Coord;
Wendy Bennett, NAOSH Week BC
Steering Committee Chair

Storage of explosive or flammable materials in shipping containers

What is the potential risk?

Flammable or explosive materials stored in shipping containers may release vapours that can accumulate in the container, which poses a risk of fire and explosion. If the container is exposed to a heat source, these vapours may ignite and cause a fire or explosion that may injure workers.

Shipping containers are increasingly being used as storage sheds on land. In some cases, they are used for storing flammable or combustible materials. If the containers are unmodified, they provide an unventilated and potentially pressurized environment that may increase the risk of an explosion.

There have been incidents of shipping containers exploding in B.C., resulting in worker injuries.

Firefighters, first responders, and workers in close proximity to shipping containers are at risk of injury should a fire or explosion occur.

What industries may be at risk?

- Transportation and warehousing
- Fire brigade
- General industry with storage requirements

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 Occupational Health and Safety (OHS) Regulation and Guidelines that are most relevant to this risk.

Section 5.26 of the OHS Regulation requires that a designated storage area for a hazardous substance must be designed for safe containment of the substance and provided adequate ventilation and lighting.

The BC Fire Code also places additional duties on the employer regarding the control of risks relating to the storage and handling of flammable substances.

Where can I find resources?

You can access the following resources on [worksafebc.com](https://www.worksafebc.com):

- Hazard Alert: [Firefighter killed in explosion involving flammable liquids](#)
- Incident Investigation Report: [Explosion in metal shipping container during firefighting](#)
- Slide show: [Shipping container explodes, killing firefighter](#)

For more information on how we identified this risk, visit [worksafebc.com/riskawareness](https://www.worksafebc.com/riskawareness).