

NEWSLETTER

AUGUST 2017

EXECUTIVE DIRECTOR'S MESSAGE

As August comes to a close we should all have a great appreciation for the firefighting crews, emergency personnel, municipal staff and everyday homeowners, who have struggled in oppressive heat, smoke and harsh conditions, to save homes, buildings, infrastructure, animals, forests – and lives. Those of us working in the field of safety understand the care and planning that goes into every activity, to make sure those people are able to end each grueling day, safely. Thank you to everyone for your tireless efforts.

When September comes to a close, I will be ending my career as the Executive Director of the BC Municipal Safety Association. I was one of the founding members of this Association back in 1991, when I received a phone call to join a handful of municipal people at a local pub to talk about our common interests. Little did I know what those few people would start – or what our Association could accomplish. I am more than a little proud of the work we have done over the years to help create and sustain safety cultures, and am so very thrilled to have been on the journey.

Many, many people have been with me on that journey, too many to mention in this short note. Suffice it to say, the accomplishments of the BCMSA have not been achieved by a single person, but by many dedicated professionals, all with one goal in mind: to create safety cultures that accept nothing less than ensuring every person goes home safely at the end of each and every day.

Thank you for allowing me to be along for the ride, and for the opportunity to occasionally drive the bus!

Cathy Cook

“One goal in mind: to create safety cultures that accept nothing less than ensuring every person goes home safely at the end of each and every day.”

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Find us on
Facebook

MEETINGS

DATE	MEETING	LOCATION
October 16, 2017	Regular General Meeting	Coast Capri Hotel, Kelowna*
December 1, 2017	Regular General Meeting	Sundance Place Motel, Delta

*A special rate has been secured at the Coast Capri Hotel. Call 250-860-6060 and mention the BCMSA. Standard rooms are \$99/night.

ANNOUNCEMENT OF NEW EXECUTIVE DIRECTOR

The Board of Directors of the BC Municipal Safety Association is pleased to announce the future appointment of Mike Roberts as the Executive Director, following Cathy Cook's retirement October 1, 2017.

Mike has been the Manager of Audit and Training Services with the BCMSA since 2014. In addition to his years of health and safety association experience, he has extensive municipal experience and a passion for safety excellence.



We look forward to working with Mike and all of the BCMSA staff in serving our communities, sharing the knowledge, and being the health and safety resource of choice.

Sincerely,
Caleb Mierau – President, BCMSA Board of Directors

CONGRATS TO HELGA

A huge congratulations to Helga Hildebrandt, Office Manager with the BCMSA!

Several years ago, Helga embarked on a rigorous Graphic Design program, taking fifteen evening and weekend courses through BCIT. She completed the courses (with honours) and in July, received the Graphic Design Associate Certificate.

Helga's creative skill is evident in everything we produce in print and online, from this newsletter, to our website, to all of our training materials.

Congratulations Helga on your achievement, and thank you!

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SPECIAL AIR QUALITY ALERT

As everyone is aware, the 150+ forest fires burning across our Province and in adjoining states have caused moderate to severe air quality advisories in most areas.

Smoke concentrations will vary as winds, fire behaviour and temperatures change. The situation is expected to persist until the weather changes.

Environment Canada has issued the following statement:

Persons with chronic underlying medical conditions should postpone strenuous exercise until the advisory is lifted. Staying indoors and in air conditioned spaces helps to reduce fine particulate exposure. Exposure is particularly a concern for infants, the elderly and those who have diabetes, and lung or heart disease.

If you are experiencing any of the following symptoms, contact your health care provider: difficulty in breathing, chest pain or discomfort, and sudden onset of cough or irritation of airways. If you are experiencing symptoms,

avoid strenuous outdoor activities, especially along busy traffic corridors.

As an employer, you have a responsibility to ensure a safe working environment for your staff. Since you cannot do anything about the air quality, during these periods of air quality alerts, this responsibility may extend to adjusting the work your outside staff perform, particularly if they have any of the underlying health conditions noted above.

Adjustments may include (but not be limited to): assigning workers with chronic health conditions to lighter work outdoors or to work indoors, or provide shorter work periods with more frequent breaks indoors for all other outside workers. You may also need to increase the number of check-ins for workers working alone or in isolation.

If work must be done outdoors, Personal Protective Equipment (respirators) may help, but in extreme heat may add another hazard for staff. Persons with respiratory ailments may be further affected if using a respirator.



SOME USEFUL RESOURCES:

[Environment Canada Air Quality Health Index](#)

[Government of Canada Weather Information](#)
(navigate to alerts)

As always, if we can be of any assistance as you draft procedures to help ensure a safe working environment for your staff, please contact us.

Cathy Cook (ccook@bcmsa.ca)

Mike Roberts (mroberts@bcmsa.ca)

“Happiness is like jam.
You can't spread even a little
without getting some on yourself.”

ANONYMOUS

2017 Presentation

ABOVE & BEYOND

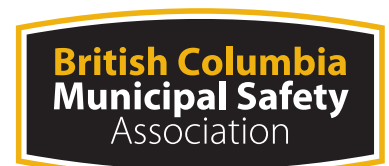
RECOGNITION AWARD

Acting alone or as a team in providing assistance to those in medical need is one of the most courageous acts individuals can offer. Individuals that use their knowledge in first aid or those in a situation where their lives may be in danger with or without the application of first aid should be recognized. In saying that, the BCMSA and SJA are extremely excited to present, for the first time, a recognition award to multiple individuals who have met or exceed the criteria for this award.

Please join us in recognizing these individuals at our next Regular General Meeting.

Date/Time: Monday October 16th, 10:00 a.m.

Location: The Coast Capri Hotel
1171 Harvey Avenue, Kelowna



THURSDAY
Sept 28th

11:00 a.m. to noon



Presenter:

PHIL EASTWOOD

MANAGING PARTNER, FIORE GROUP TRAINING INC.

Facilitator:

MIKE ROBERTS

MANAGER OF AUDIT & TRAINING SERVICES, BCMSA

FREE WEBINAR: RESPECTFUL CONDUCT

- Understand their responsibility in fostering a Respectful Workplace
- Forms of workplace bullying and harassment
- Behaviors which constitute bullying and harassment
- Know what employees should do if they witness or experience bullying or harassment
- Understand what employees should do if they are accused of bullying or harassment

Sign up now!

Participants will be able to pose questions of the facilitator and learn how to make the best use of this powerful session.

There is no charge for this webinar. The first 100 registrants will receive log-in information a week before the session.

UPDATED COURSE: HAZARD AWARENESS & RECOGNITION FOR MUNICIPAL INSPECTORS

Course length: 4 hours

(previously 8 hour course)

Class minimum/maximum: 6/20

MWSCP*: elective course

SSCP*: elective course

EOCP CEU's: n/a

Price: \$75 per person for up to 15 (minimum 6); \$37.50 per person from 16+. Minimum \$600 charge per class.

Course description: Occupational injuries and illnesses happen when workers are exposed to hazards in their workplaces. Municipal Inspectors may encounter a wide variety of hazards in their work, and need to identify and effectively control the hazards in order to reduce work-related injuries and illnesses.

At the completion of this course, participants will:

- identify the selected hazardous substances and/or circumstances, so they can effectively minimize the risks they present.
- understand the regulatory framework associated with each of the selected hazardous substances and/or circumstances.
- complete Field-Level Risk Assessments for the selected hazardous substances and/or circumstances.

**Municipal Worker Safety Certificate Program (MWSCP)*

**Supervisors Safety Certificate Program (SSCP)*

CHECK OUT OUR CERTIFICATE PROGRAMS



Find details for both programs:

<http://www.bcmsa.ca/training-events/municipal-worker-safety-certificate-program/>

<http://www.bcmsa.ca/supervisor-safety-certificate/>

STUDENT FEEDBACK

What could have made this course better?

Dar in a skirt.

Cold Corona's + Pizza

A better sleep the night before :)

Laser light show with fog machine.

If I had remembered my chap stick.

Truth be told - this (Presentation Skills) is one of the best courses I have ever done with the City.

Steak lunch - LOL

A THANK YOU NOTE

Posted on BCMSA's Facebook page:

This is not something I say with a great deal of regularity about safety, but you (Cathy Cook) and your organization have done an amazing job of training and raising the awareness of safety in the province, especially amongst young workers. As a father of 2 of those young workers who have benefitted from that training, I say "thank you".

COR PROGRAM

Employers interested in participating in the Certificate of Recognition (COR) Program need to follow the outlined process and complete all required forms.

Find everything you need to get started: [Process & Forms](#)

The [Certificate of Recognition \(COR\) Toolkit: An Employer Guide to COR Certification](#) will help employers understand the COR process.

Included in the manual is an overview of what is needed to succeed in achieving COR, detailed explanations of the audit tool questions and practical examples of forms, policies and procedures that organizations can use or modify based on their specific needs. By following this manual, organizations can expect to improve their safety performance and reduce costs.

Congratulations to all the COR certified 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 WorkSafeBC and often, reduced assessment rates.

For more information on the COR Program, contact [Mike Roberts](#), Manager of Audit & Training Services.

INTERIM COR POLICY

The interim COR policies which were originally set to apply to all WorkSafeBC decisions, including appellate decisions, made on or after February 15, 2016 and effective until October 31, 2016 have now been extended. These interim policies are now set to expire on December 31, 2017.

For more information:

<https://www.worksafebc.com/en/resources/law-policy/board-of-directors-decisions/bod-2016-10-21-01-extension-interim-policies?lang=en>

INTERNAL AUDITOR TRAINING

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.

In order to maintain certification, two (2) maintenance (Internal) audits and seven (7) hours of approved training must be completed within 3 years of Internal Auditor Certification.

Prerequisite: Safety Management Systems training (online)

Location: Sandman Hotel, 225 Lorne Street, Kamloops

Date: November 21 - 22, 2017 **Time:** 8:30 a.m. to 4:30 p.m. each day

Cost: Member & COR Certified Naturally-Aligned: \$300.00 plus gst;
Naturally-Aligned: \$450 plus gst

Additional Info: EVERY participant must have a laptop with Excel (Office 2003 or later). Mac notebooks will not work for this course.



COR ORGANIZATION SELF-ASSESSMENT IS LIVE!


[Dashboard](#)
[How It Works](#)
[Assessment](#)
[Resource Centre](#)
[FAQ](#)
[ROI](#)
[Contact](#)
[MY PROFILE](#)
[SIGN OUT](#)



How does it work?

There are 8 mandatory sections to the COR Organization Self Assessment that correspond to the existing 8 Elements of a Safety Management System. Each element will have 7-13 questions for you to answer. Be sure to click on the icon directly under the question to access detailed guideline information.

Once the questions in that section have been answered you will learn your readiness for an Audit in that Element. After you have completed the questions in all Elements you will learn your overall readiness.

You will also find Element 9, an optional Element assessing your Return to Work/Recover at Work program. Element 9 can be approached in one of the following 3 ways:

1. completed and calculated as part of your overall score;
2. completed and calculated separately for your information; or
3. left blank for a future time.

Certification of Recognition Program: Standards and Guidelines January 2011, 4.10
"Scoring of the OHS audit is uniform for all industry sectors. To pass the certification or re-certification OHS audit, a minimum 80 percent total score is required and the score on any individual element must not be less than 50 percent."



 A Green Light indicates you appear to be ready for the COR process in the element

 An Amber Light indicates you have made great progress but still require additional work to be ready for the COR process

 A Red Light indicates you still require significant work in order to be ready for the COR process

 A White Light may indicate you have yet to begin or a score that does not register under the COR Standards and Guidelines of WorkSafeBC

How Are My Answers Assessed?

Each question corresponds to the information sought or the action that would be taken by a COR Auditor if they were assessing your organization.

When undergoing a COR Audit the Auditor will:

1. Review your documentation and documented processes
2. Visit work sites and "observe" the environment and employees for safe work practices
3. Interview staff representing all areas of the organization to determine if they understand the safety processes and procedures

When answering observation or interview questions ask yourself, "would an auditor be able to observe or confirm that the majority of staff understand, at the level appropriate for their role and position, the topic of the question?"

** Note: NOT all elements or questions are weighted the same. Some elements are seen as more critical to the success of an effective Health & Safety Management System and are weighted more heavily influencing your final score.*

What Will I Receive?

1. A savable pdf summary report of your answers to the 90+ questions indicating your progress in creating a COR-Compliant Health & Safety Management System
2. Indication of your readiness for a COR Audit for each of the 8 Elements
3. Suggestions on what additional work is required to receive a green light in an Element
4. Links to resources to help you with continued development of that Element
5. *Optional feedback on Element 9 your Return to Work/Recover at Work Program

☐ Do not show me this page on login

Start/Continue Assessment



smsreview.bcmsa.ca

Regulatory change:

A primer on new storage rack regulations, January 1, 2018

On March 30, 2017, the WorkSafeBC Board of Directors approved changes to the Occupational Health and Safety (OHS) Regulation regarding storage racks. These changes take effect January 1, 2018.

The new regulations will be in [Section 4.43.1, Storage Racks, in Part 4: General Conditions](#) and provide the requirements for employers to ensure the safety of their workers around storage racks.

The purpose of this primer is to provide an overview of the new regulations, and what employers can do to prepare for the changes in advance of January 1.

Hazards of storage racks

Steel storage racks are common workplace equipment in many different industries, such as distribution centres, warehouses, manufacturing plants, and the storage area of retail operations. There are inherent hazards associated with the racks, as they are often used to store large quantities of materials and other items. If the racks are not properly installed, maintained, and repaired, there is a risk of catastrophic failure, which can cause serious injuries and fatalities.

New requirements for steel storage racks

The new regulations apply to steel storage racks, made of steel frames, beams and associated accessories, assembled into a structure to support materials and products. For example, the most common types of steel storage racks to which the regulations apply are pallet racks and cantilever

racks. This section of the Regulation does not apply to shelving and display fixtures commonly used for retail purposes.

Exemptions to the new regulation are steel storage racks under 8 feet in height, where the materials are loaded or unloaded off the storage rack manually by workers.

Benefits for employers and workers

The new storage rack regulations offer a number of benefits for employers and workers. Currently the Regulation does not contain specific safety requirements for proper installation, inspection, and maintenance of steel storage racks. Clearly defined requirements in the Regulation will allow both employers and WorkSafeBC officers to consistently apply and interpret the various requirements to ensure storage racks are installed and used in a safe manner.

Objective of the regulatory amendment

The main objective of the new regulation, is to outline the safety requirements for storage racks in workplaces to ensure employers understand the hazards and controls associated with this common workplace equipment.

Many sections of the new regulations are not entirely new requirements, but were previously not specific to storage racks. The new regulation ensures that employers have a clear understanding of their responsibility to ensure storage racks are properly designed, installed, used and maintained.

Employers must ensure that a qualified person:

- Installs or uninstalls the storage racks
- Inspects the storage racks at regular intervals to prevent the development of unsafe working conditions

An OHS Guideline was developed to assist employers in determining the expected competencies of a qualified person. As part of regular inspections, WorkSafeBC officers will continue to inspect workplaces using a risk-based enforcement approach to ensure storage racks are maintained and in good condition, not overloaded, and used with good loading practices.

What you can do to prepare

Here's what you can do to prepare for the changes:

- Locate all storage racks in your workplace.
- Review the new regulations and determine whether they apply to your storage racks.
 - To find the new storage rack regulations, go to [Section 4.43.1 in the Occupational Health and Safety Regulation \(OHSR\), Storage Racks, in Part 4: General Conditions](#).
- Review the OHS Guideline, which further explains the regulations
- Start gathering information about your storage racks, such as:
 - The storage rack manufacturer
 - If you don't know the manufacturer, look for any product identification on the storage rack (e.g., stickers or embossed markings) that may help you identify the manufacturer or the date

it was manufactured. If that doesn't work, ask manufacturers, distributors, or engineers for assistance.

- Instructions, user manuals, and any other documentation from the manufacturer
- Drawings and engineering specifications that indicate the rated capacities of the racks
- Previous inspection reports, if any
- Geotechnical reports, if any
- Records of maintenance, servicing, or repair work, if any
- If you haven't inspected your storage racks recently, start to assess the condition of all storage racks in your workplace. Based on the inspection, prioritize repairs or other maintenance as needed. Employers must ensure that repairs are done in accordance with the instructions and specifications of the manufacturer or a professional engineer.
- Develop a risk-based action plan; the plan should include short-, medium-, and long-term goals.
 - Racks in poor condition should be addressed first to ensure racks are safe for workers.
 - Racks in frequent use and those that carry hazardous products or heavy items should also be prioritized.
- Develop and implement a rack inspection and maintenance program.

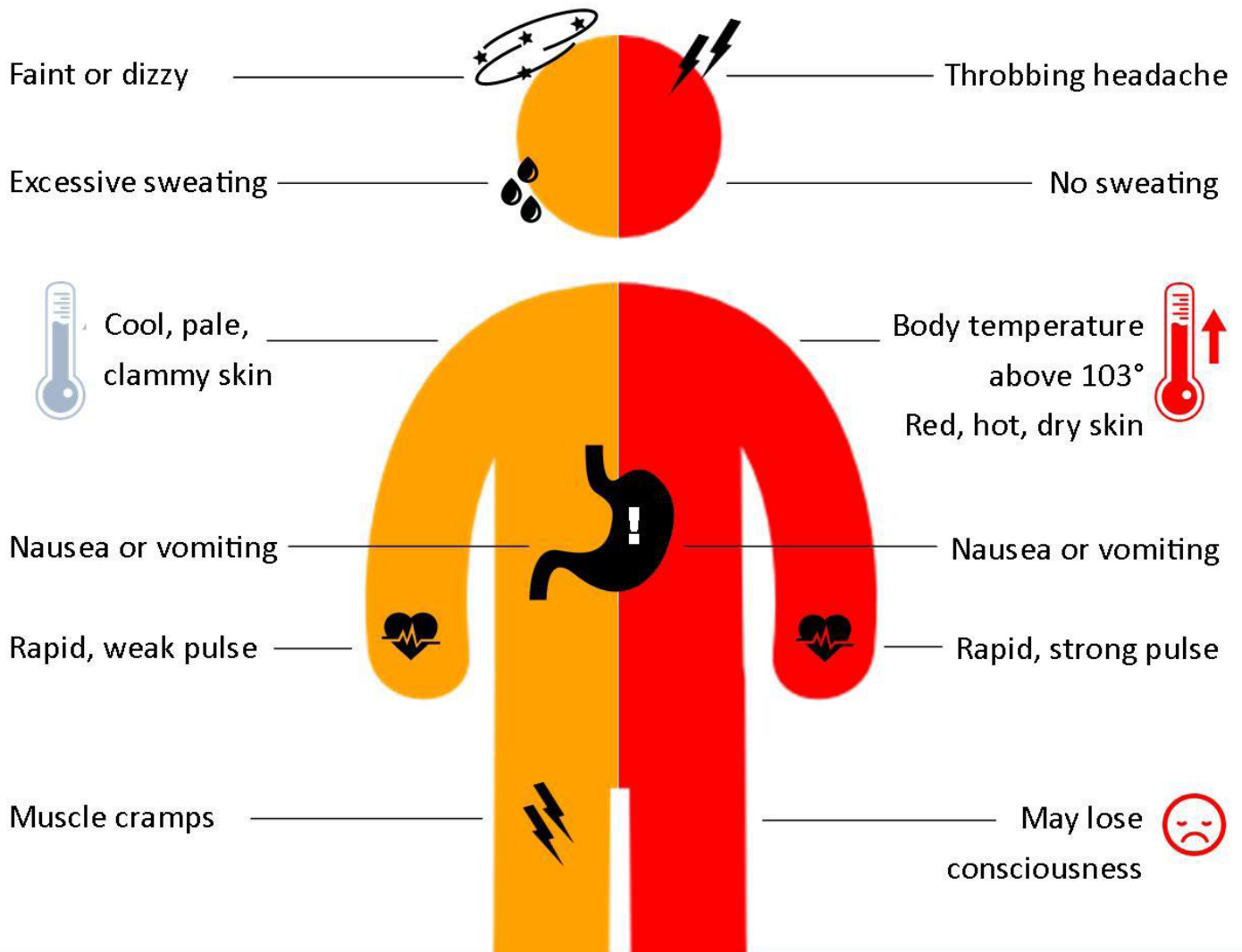
For more information

- Frequently asked questions: Storage rack regulations
- The OHS Guideline on storage racks

HEAT EXHAUSTION

OR

HEAT STROKE



- Get to a cooler, air conditioned place
- Drink water if fully conscious
- Take a cool shower or use cold compresses

CALL 9-1-1

- Take immediate action to cool the person until help arrives

mflynn