



WORKERS' COMPENSATION BOARD OF BC

Policy and Research Division

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March 2004

Update 2004 - 3

TO: HOLDERS OF THE *PREVENTION MANUAL*

This update of the *Prevention Manual* contains amendments implemented since update 2004 – 2.

This update includes:

- New Preface
- Revisions to Part 33, Occupational First Aid
 - Part 33 has been deleted in its entirety, effective March 30, 2004
- Revisions to policy item D12-195-1, *Orders – Cancellation and Suspension of Certificates*, effective March 30, 2004
- New Item R3.19-1, *Occupational First Aid – First Aid Records*, formerly Item R33.7-1 under Part 33, effective March 30, 2004

In addition, a list of the 39 policies from the former Prevention Division *Policy and Procedure Manual* that were retired on December 31, 2003 and is the subject of Update 2003 – 6 is attached.

If you have any questions regarding subscription information for updates to the *Prevention Manual*, please call WCB Customer Service provided by Benwell Atkins/Moore at 1-866-271-4879.

Margaret Eckenfelder
Vice President
Policy and Research Division

PREVENTION MANUAL
Transmittal Sheet for Update 2004 - 3

**Check
As
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Remove Old Pages Numbered/Titled:

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- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Prevention Manual Title Page | Prevention Manual Title Page |
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Orders – Cancellation and Suspension of
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Tools, Machinery and Equipment -
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(typographical correction) | R12.2-1
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| <input type="checkbox"/> | R33.2-1
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- R33.2-2
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- R33.15-1
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- R33.16-1
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- R33.24-1
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Done**

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- R33.37-1
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- R33.41-1
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(Update 2004 – 3)

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(Update 2003 – 6)

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WORKERS' COMPENSATION BOARD OF BC

PREVENTION MANUAL

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No Items

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APPENDIX 1

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PREFACE

Section 82 of the *Workers Compensation Act* provides that the Board of Directors of the Workers' Compensation Board must set and revise as necessary the policies of the Board of Directors, including policies respecting compensation, assessment, rehabilitation and occupational safety and health (or prevention).

The policies of the Board of Directors consist of:

- (a) The statements contained under the heading "Policy" in the *Assessment Manual*,
- (b) The statements contained under the heading "Policy" in the *Prevention Manual*,
- (c) The *Rehabilitation Services & Claims Manual*, Volume I and Volume II, except statements under the headings "Background" and "Practice" and explanatory material at the end of each Item appearing in the new manual format,
- (d) The *Classification and Rate List*, as approved annually by the Board of Directors,
- (e) *Workers' Compensation Reporter* Decisions No. 1 – 423 of Volumes 1 – 6 not retired prior to February 24, 2004;¹ and
- (f) Policy decisions of the former Governors and the former Panel of Administrators still in effect immediately before February 11, 2003,

as well as amendments to policy in the four policy manuals, any new or replacement manuals issued by the Board of Directors, any documents published by the Workers' Compensation Board that are adopted by the Board of Directors as policies of the Board of Directors, and all decisions of the Board of Directors declared to be policy decisions.

The *Manual* in which this preface appears contains current Board policy with respect to prevention matters. It is used by Board staff in carrying out their responsibilities under the *Workers Compensation Act*. As new policy is developed and approved in this area, the *Manual* will be updated by issuing replacement pages.

¹ As of February 24, 2004, only five Decisions from Volumes 1 – 6 remain to be retired: Nos. 99, 225, 231, 271, and 343. These decisions will be addressed in the near future. An explanation of "retirement" and an index of "retired" Decisions are found in APPENDIX 1 to this *Manual*.

**RE: Orders –
Cancellation and Suspension
of Certificates**

ITEM: D12-195-1

BACKGROUND

1. Explanatory Notes

Section 195(1) sets out circumstances in which the Board may cancel or suspend a certificate, or place conditions upon the use of a certificate issued under Part 3 or the regulations.

2. The Act

Section 195:

- (1) If the Board has reasonable grounds for believing that a person who holds a certificate issued under this Part or the regulations has breached a term or condition of the certificate or has otherwise contravened a provision of this Part or the regulations, the Board may, by order,
 - (a) cancel or suspend the certificate, or
 - (b) place a condition on the use of that certificate that the Board considers is necessary in the circumstances.
- (2) An order under this section suspending a certificate must specify the length of time that the suspension is in effect or the condition that must be met before the suspension is no longer in effect.

POLICY

Section 195 applies to certificates issued by the Board to qualify persons to do a particular job, including:

- certificates issued to first aid attendants and instructors under section 159;
- certificates issued to blasters and instructors under section 163; and
- any similar certificate issued by the Board under Part 3 or the regulations.

The section also applies to such certificates issued on behalf of the Board by another person, such as a training agency, under an arrangement with the Board.

(a) First Aid Certificates

A first aid certificate issued to a first aid attendant may be suspended, cancelled or have conditions placed upon its use where the first aid attendant engages in inappropriate conduct, including:

- smoking while assessing or treating an injured worker and/or while handling oxygen therapy equipment, or permitting others to do so;
- failure to use the assessment and injury treatment techniques outlined in first aid training courses unless conditions precluded them;
- conduct that poses an unreasonable threat to the safety and well-being of other workers or the public;
- removing themselves from being able to see or hear any summons for first aid at a workplace;
- abandonment of an injured worker after beginning assessment or treatment;
- refusal to treat an injured worker when acting as a designated first aid attendant; or
- treating or transporting an injured worker while impaired or under the influence of drugs or alcohol.

PRACTICE

For any other relevant PRACTICE information, readers should consult the OHS Guidelines available on the WCB website.

EFFECTIVE DATE:	March 30, 2004
AUTHORITY:	s.195, <i>Workers Compensation Act</i>
CROSS REFERENCES:	ss.159, 163, <i>Workers Compensation Act</i>
HISTORY:	Item developed to implement the <i>Workers Compensation (Occupational Health and Safety) Amendment Act</i> , 1998, effective October 1, 1999. Policy revised to incorporate the parts of Policy No. 80.27 of the former Prevention Division <i>Policy and Procedure Manual</i> relating to circumstances when the WCB may suspend, cancel or place conditions on the certificate of a first aid attendant, effective March 30, 2004.
APPLICATION:	This policy applies to events occurring on or after March 30, 2004 that leads to the consideration of a suspension, cancellation or placement of a condition on certificates issued under Part 3 of the <i>Act</i> , or the regulations.

PART 3

RIGHTS AND RESPONSIBILITIES

Part 3 of the *Occupational Health and Safety Regulation* sets out requirements relating to:

- occupational health and safety programs;
- workplace inspections;
- correction of unsafe conditions;
- refusal of unsafe work; and
- occupational first aid

**RE: Rights and Responsibilities –
Occupational First Aid –
First Aid Records**

ITEM: R3.19-1

BACKGROUND

1. Explanatory Notes

Section 3.19 requires first aid records to be maintained at the workplace and sets out who may have access to first aid records.

2. The Regulation

Section 3.19:

- (1) The employer must maintain at the workplace, in a form acceptable to the Board, a record of all injuries and exposures to contaminants covered by this Regulation that are reported or treated.
- (2) First aid records must be kept for at least 3 years.
- (3) First aid records are to be kept confidential and may not be disclosed except as permitted by this Regulation or otherwise permitted by law.
- (4) First aid records must be available for inspection by an officer of the Board.
- (5) Workers may request or authorize access to their first aid records for any treatment or report about themselves.

POLICY

Where a person is entitled to have access under section 3.19, the access need not extend to all of the records. It should be limited to the minimum necessary to satisfy the purpose for which the access is required. If, for instance, access is required to investigate a claim for compensation, it would be limited to the records of the individual making the claim.

PRACTICE

For any relevant PRACTICE information, readers should consult the OHS Guidelines available on the WCB website.

EFFECTIVE DATE:	March 30, 2004
AUTHORITY:	s.3.19, <i>Occupational Health & Safety Regulation</i>
CROSS REFERENCES:	
HISTORY:	This Item resulted from an editorial consolidation of prevention policies into the <i>Prevention Manual</i> , which was effective on October 1, 2000. The Policy in this Item continued the substantive requirements that existed before the consolidation, with any wording changes necessary to reflect legislative and other changes that have occurred. Policy No. 80.7 in the former Prevention Division <i>Policy and Procedure Manual</i> was replaced by this Item. A housekeeping change was made on December 14, 2001. Effective March 30, 2004, the section number referenced in the Policy was changed to comply with amendments to the <i>Occupational Health and Safety Regulation</i> relating to occupational first aid requirements made on that date.
APPLICATION:	This policy applies to access to first aid records on or after March 30, 2004.

**RE: Tools, Machinery and Equipment -
General Requirements -
Safeguarding Requirement
(During Use of Dynamometer)**

ITEM: R12.2-1

BACKGROUND

1. Explanatory Notes

Section 12.2 sets out the general safeguarding requirement for machinery and equipment.

2. The Regulation

Section 12.2:

Unless elsewhere provided for in this Occupational Health and Safety Regulation, the employer must ensure that machinery and equipment is fitted with adequate safeguards which

- (a) protect a worker from contact with hazardous power transmission parts,
- (b) ensure that a worker cannot access a hazardous point of operation, and
- (c) safely contain any material ejected by the work process which could be hazardous to a worker.

POLICY

The following safeguards must be adhered to when testing motor vehicles on dynamometers:

- (a) only competent workers will operate vehicles and test equipment;
- (b) to prevent runaways, dynamometer units must have front-mounted idler safety rolls, unless the vehicle under test is chained or otherwise secured to substantial anchor points;
- (c) adequate chocks must be fitted to block the non-driving wheels;
- (d) when front-wheel drive vehicles are under test, lateral drift must be prevented;

- (e) prior to testing, the drive wheels and tires must be closely examined. No testing will be carried out when:
 - (i) wheels or tires are so out of balance as to cause bounce likely to result in lateral movement of the vehicle off the rolls,
 - (ii) wheels or tires are so damaged or worn as to be unsafe for operation at the road speeds to be reached during the test,
 - (iii) tires contain stones or other foreign material imbedded in the treads (All such material must be removed before testing commences.), or
 - (iv) tires are of a studded type;
- (f) guard screens of substantial construction and adequate size must be positioned closely behind the rear of the vehicle (These must be manufactured from shock-absorbing material designed to prevent ricochet of material striking the screens.);
- (g) the exposed portions of the rolls must be effectively guarded while in motion, in accordance with Part 12; and
- (h) the vehicle exhaust gases must be removed from work areas.

PRACTICE

For any relevant PRACTICE information, readers should consult the Prevention Division's Guidelines available on the WCB website.

EFFECTIVE DATE:	April 1, 2001
AUTHORITY:	s. 12.2, <i>Occupational Health and Safety Regulation</i>
CROSS REFERENCES:	Part 12, <i>Occupational Health and Safety Regulation</i>
HISTORY:	This Item resulted from an editorial consolidation of prevention policies into the <i>Prevention Manual</i> , which was effective on October 1, 2000. The Policy in this Item continued the substantive requirements that existed before the consolidation, with any wording changes necessary to reflect legislative and other changes that have occurred. Policy No. 26.02-2 in the former Prevention Division <i>Policy and Procedure Manual</i> was replaced by this Item. A housekeeping change was made on December 14, 2001. A typographical error was corrected on March 30, 2004.
APPLICATION:	The application of this policy remains unchanged from its previous authority under Policy No. 26.02-2 of the former Prevention Division <i>Policy and Procedure Manual</i> .

**RE: Laboratories -
General Requirements -
Fume Hoods
(Ventilation Systems)**

ITEM: R30.8-1

BACKGROUND

1. Explanatory Notes

Section 30.8 sets out the general requirements relating to fume hoods in laboratories.

2. The Regulation

Section 30.8:

- (1) Controls for the operation of a fume hood and its services must be located outside the fume hood and must be immediately accessible to the laboratory worker, except that water taps may be located inside the cabinet if the main shutoff valve is in a safe location outside the cabinet.
- (2) A fume hood must be connected to a local exhaust ventilation system which will provide minimum air velocities over the operational face area of the hood of
 - (a) an average of 0.5 m/s (100 fpm) but not less than 0.4 m/s (80 fpm) at any point across the face, and
 - (b) an average of 0.75 m/s (150 fpm) but not less than 0.65 m/s (125 fpm) at any point across the face if the fume hood is used for carcinogenic substances referred to under section 5.57(1) in Part 5 (Chemical and Biological Substances), or for radioactive materials.
- (3) A fume hood must be located to prevent cross drafts or other disruptive forces from lowering the air flow across the operational face to unacceptable levels.
- (4) A fume hood and its ductwork must be constructed from materials compatible with its use.
- (5) A fume hood must be clearly labelled with any restrictions on use that apply to it.

- (6) A fume hood must not be used for storage of chemicals unless it is used exclusively for this purpose and is labelled with this limitation.

Section 30.9:

- (1) Air velocities over the operational face area of a fume hood must be measured and recorded at least annually and after any repair or maintenance which could affect the air flows.
- (2) Airflow in a fume hood used for very toxic or radioactive materials must be monitored continuously if there is risk to workers in the event of loss of airflow.
- (3) A fume hood with an adjustable sash must be marked to identify the maximum height the sash may be set at and still maintain the required air flows.

POLICY

Section 30.8(2) specifies fume hood exhaust ventilation rates in terms of air velocities measured over the operational face area of the hood. The operational face area is determined by the height of the sash and will vary with the work carried out in the fume hood.

The air velocity is the average of measurements made over 6 points at the operational face of the hood with the sash raised to its highest position. A calibrated anemometer must be used.

If the measured average velocity is less than specified in section 30.8(2), repeated measurements must be made with the sash lowered successively until the specified average air velocity is attained. The sash height where this is determined must be marked in accordance with section 30.9(3). The minimum sash height is 12 inches.

If the fume hood cannot be used at the height determined above, modification is required to improve the ventilation so the specified air velocities are maintained at the sash height required for the work performed in the fume hood.

Smoke tube tests must be done to determine whether conditions of air turbulence exist at the face of the hood. If conditions of severe turbulence exist so that air spills out past the hood face, the condition must be corrected.

It is desirable, but not mandatory, that fume hoods have a warning or alarm device which notifies the user of the fume hood of inadequate ventilation system performance.

When a sash height adjustment is necessary on a fume hood that is part of a manifolded system (several hoods serviced by a single exhaust fan), all fume hoods in the system must be rechecked at the completion of the adjustments to ensure face velocity compliance (this operation may have to be repeated several times before compliance is achieved).

PRACTICE

For any relevant PRACTICE information, readers should consult the Prevention Division's Guidelines available on the WCB website.

EFFECTIVE DATE:	April 1, 2001
AUTHORITY:	ss. 30.8 and 30.9, <i>Occupational Health and Safety Regulation</i>
CROSS REFERENCES:	
HISTORY	This Item resulted from an editorial consolidation of prevention policies into the <i>Prevention Manual</i> , which was effective on October 1, 2000. The Policy in this Item continued the substantive requirements that existed before the consolidation, with any wording changes necessary to reflect legislative and other changes that have occurred. Policy No. 76.05 in the former Prevention Division <i>Policy and Procedure Manual</i> was replaced by this Item. A housekeeping change was made on December 14, 2001. A cross-reference correction was made on March 30, 2004 to reflect regulatory amendments relating to occupational exposure limits, effective October 29, 2003.
APPLICATION:	The application of this policy remains unchanged from its previous authority under Policy No. 76.05 of the former Prevention Division <i>Policy and Procedure Manual</i> .

