

NOTE: The numbering of the *Workers Compensation Act* has changed, effective April 6, 2020. See [worksafebc.com/wca2019](https://www.worksafebc.com/wca2019).

Health and Safety for Wineries and Vineyards



About WorkSafeBC

At WorkSafeBC, we're dedicated to promoting safe and healthy workplaces across B.C. We partner with workers and employers to save lives and prevent injury, disease, and disability. When work-related injuries or diseases occur, we provide compensation and support injured workers in their recovery, rehabilitation, and safe return to work. We also provide no-fault insurance and work diligently to sustain our workers' compensation system for today and future generations. We're honoured to serve the workers and employers in our province.

Prevention Information Line

We provide information and assistance with health and safety issues in the workplace.

Call the information line 24 hours a day, 7 days a week to report unsafe working conditions, a serious incident, or a major chemical release. Your call can be made anonymously. We can provide assistance in almost any language.

If you have questions about workplace health and safety or the Occupational Health and Safety Regulation, call during our office hours (8:05 a.m. to 4:30 p.m.) to speak to a WorkSafeBC officer.

If you're in the Lower Mainland, call 604.276.3100. Elsewhere in Canada, call toll-free at 1.888.621.7233 (621.SAFE).

Health and Safety for Wineries and Vineyards

Health and safety resources

You can find our health and safety resources on worksafebc.com, and many of them can be ordered from the WorkSafeBC Store at worksafebcstore.com.

In addition to books, you'll find other types of resources at the WorkSafeBC Store, including DVDs, posters, and brochures. If you have any questions about placing an order online, please contact a customer service representative at 604.232.9704 or toll-free at 1.866.319.9704.

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Introduction

Health and safety is good business. A commitment to health and safety is one of the best ways for a winery or vineyard to protect its greatest resource — its people. Such a commitment can:

- 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 families. Incidents can result in pain and suffering, disability, stress, and loss or change of employment. For a small winery or vineyard, 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 finding and training temporary employees, and production or service interruption leading to loss of customers.

This guide doesn't replace the 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 the Occupational Health and Safety Regulation to be sure you're meeting your legal responsibilities for workplace health and safety. You can find a searchable version of the Regulation and its accompanying Guidelines at worksafebc.com/searchable-regulation.

About this guide

Who should use this guide

This guide is intended for small- and medium-sized wineries and vineyards. You'll find this guide useful if you're an owner, employer, manager, supervisor, or worker. In this guide, the term wine industry includes wineries and vineyards.

Purpose of this guide

This guide contains health and safety information for the wine industry. It will help you prevent injuries and other incidents by describing the following:

- Specific hazards faced by workers in the wine industry
- How to eliminate these hazards or minimize 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 eight basic components that will form the backbone of your occupational health and safety program. Throughout this guide you'll find references on each page, which you can use for more information. For a list of other useful resources available from WorkSafeBC, see pages 45–47.

Reference	What does it refer to?	Where do I look for more information?
Publication	Health and safety guide, booklet, or poster	Worksafebc.com/forms-resources
Regulation (or Act)	Occupational Health and Safety Regulation (or <i>Workers Compensation Act</i>)	Worksafebc.com/searchable-regulation
Website	Online information or tool	The website listed
Forms and checklists	Sample materials you can adapt for your health and safety program	Pages 49–84 of this guide
Tip	Suggestion to help you improve health and safety in your workplace	—

Responsibilities

The Act

Sections 115 to 124,
General duties of
employers, workers
and others

Everyone has a role to play when it comes to health and safety.

Employers

- Ensure the health and safety of your workers.
- Correct hazardous workplace conditions as much as possible.
- Inform your workers about any remaining hazards.
- Make copies of the Occupational Health and Safety Regulation and the *Workers Compensation Act* available to workers.
- Ensure that your workers comply with the requirements of the Regulation and the Act.
- Ensure that your workers know their rights and responsibilities under the Regulation 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.
- Consult and co-operate with your joint health and safety committee (or worker health and safety representative, if applicable).
- Co-operate with WorkSafeBC 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 in the circumstances to carry out your work and 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 as a defence against monetary penalties or prosecution when requirements have allegedly been violated.

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 joint health and safety committee (or worker health and safety representative, if applicable).
- Co-operate with WorkSafeBC 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 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 joint health and safety committee (or worker health and safety representative, if applicable).
- Co-operate with WorkSafeBC 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 cause to believe would create an undue 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 3.12 and 3.13 of the Regulation describe the steps to be followed.

Workers must not be disciplined for refusing to perform tasks they have reasonable cause to believe are dangerous. You may be assigned other work at no loss in pay while the reported unsafe condition is being investigated.

Occupational health and safety programs

Regulation

Sections 3.1 to 3.3,
Occupational health and
safety programs

Health and safety is a legal requirement. All businesses, including wineries, 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 wineries or vineyards with 20 or more workers. Less formal programs are required for operations with fewer than 20 workers. This publication focuses on the basics of a less formal program for smaller operations.

Publication

*How to Implement a
Formal Occupational
Health and Safety
Program*

The scope of the program depends on the hazards at your particular workplace. Generally, a smaller winery or vineyard can state its health and safety policy and describe its program in a few pages. Use the “Health and Safety Program for Wineries and Vineyards” on pages 50–55 as a starting point for your program. Don’t just copy the sample, though. Your health and safety program should be unique and specific to your winery or vineyard.

Components of a health and safety program

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.

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

- Hazard identification and risk control — Determine which hazards are present in the workplace and take steps to eliminate or minimize 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.
- Safety inspections — Identify workplace hazards so they can be eliminated or controlled.
- Incident investigation — Find out why an accident or injury occurred so the causes can be corrected.

Forms and Checklists

- “Health and Safety Program for Wineries and Vineyards,” pages 50–55
- “Annual Review of Health and Safety Program,” pages 56–59

- 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.
- Records and statistics — Maintain documentation to help identify trends and to record inspections, equipment maintenance, and confined space programs.

Annual program review

Once you’ve developed processes for worker health and safety, it’s important to review them at least once a year to make sure they continue to address current concerns effectively. Use the “Annual Review of Health and Safety Program” on pages 56–59 as a guide.

1. Hazard identification and risk control

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.

This section (pages 8–19) describes common hazards in the wine industry and how to reduce the risks associated with these hazards. The most common hazards faced by workers in vineyards and wineries include the following:

- Operating equipment on hillsides and uneven terrain
- Pushing and lifting heavy bins, tubs, barrels, pumps, hoses, and mixers
- Using pruning shears and picking knives
- Working with and around hazardous chemicals, including potential exposure to carbon dioxide during fermentation
- Entering confined spaces

You can prevent most workplace incidents if you identify workplace hazards and take steps to control them. Risk control involves eliminating the hazard entirely or minimizing the risks as much as possible.

Hierarchy of risk controls

Some types of risk control methods are more effective than others. You may not always be able to use the more effective solution, but whenever possible you must implement controls in the following order.

1. Elimination or substitution

Whenever possible, eliminate the hazard entirely so there is no risk to workers. If that's not practicable, substitute materials or processes that are less hazardous. When purchasing or replacing equipment, select appropriate safety features.

2. Engineering controls

Consider physical changes to the work environment, equipment, or materials that will help minimize worker exposure to hazards.

3. Administrative controls

Consider changes to the way people work, such as task rotation or scheduling regular breaks. Administrative controls may include training, supervision, and safe work procedures.

4. Personal protective equipment (PPE)

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.

Overexertion (back injuries)

Hazard

More than one-fifth of injury claims in wineries and vineyards (22%) result from overexertion. These are most often back injuries that result from lifting, pushing, pulling, or carrying items that are heavy or awkward.

Prevention

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 safe lifting technique when lifting or handling heavy boxes or materials. Bend your knees, keep your feet apart for balance, and keep the load close to the centre of your body.

Publications

- *Understanding the Risks of Musculoskeletal Injury (MSI): An Educational Guide for Workers on Sprains, Strains, and other MSIs*
- *Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees*
- *Back Talk: An Owner's Manual for Backs*
- *Your Retail Business: Preventing Back Injuries* (poster)

Regulation

- Section 4.39, Slipping and tripping hazards
- Section 4.40, Wet floors

Sprains and strains

Hazard

One-third of injury claims are related to sprains and strains that don't involve the back. Sprains and strains can result from manual handling of items, such as carboys, cases, barrels, grape bins, or bags of fertilizer or chemicals. These injuries can involve the fingers, wrists, hands, shoulders, knees, ankles, toes, or feet.

Prevention

Reduce the risk of injury by following these guidelines:

- Organize storage areas by weight, with heavier items between knee and chest levels to minimize lifting.
- Use safe lifting techniques.
- Use dollies whenever possible.
- If an item is too heavy, ask for help.

Slippery surfaces

Hazard

Slippery surfaces, such as wet floors and muddy or frosted ground, are a major cause of injuries in wineries.

Prevention

Reduce the risk of injury by following these guidelines:

- Wear well-fitting, 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.

Falls from heights

Hazard

A fall from any height can be dangerous, but a fall protection plan is required for any work at heights of 3 m (10 ft.) or more. Falls from elevation account for 9% of all injuries in wineries and vineyards and 21% of the total claims costs for the winery industry. They tend to cause more serious injuries than other hazards, such as fractures, contusions, abrasions, and sprains and strains.

Publications

- *Ladder Safety Resources*
- *Written Site-Specific Fall Protection Plan* (toolbox meeting guide)

Prevention

Reduce the risk of falls by following these guidelines:

- Try to eliminate tasks, if possible, or modify them so workers can do them from below.
- Tie off all ladders.
- Use platform ladders and scissor lifts for work at heights, if possible.
- Add guardrails to the work area, if possible.
- Where required, make sure workers use personal fall protection, such as fall restraint or fall arrest systems.

Ladders

Publications

- *Ladder Safety Resources*
- *Your Retail Business: Preventing Falls from Ladders* (poster)
- *Your Lawn Maintenance Business: Using Orchard Ladders Safely* (poster)

Hazard

Falls from elevation can happen when using ladders, including extension or straight ladders, orchard ladders, stepladders, and stepstools.

Prevention

Reduce the risk of injury by following these guidelines:

- Use the right 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 (except for orchard ladders, which are intended to be used on soft, uneven ground).
- Check for defects and damage, such as bent or broken rungs, or split side rails.
- 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).
- When using a ladder in a passageway or near a doorway, ensure that warning signs are in place for pedestrian traffic. Lock doors if 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.

Clutter

Hazard

Uneven ground, uneven flooring, obstacles in walkways, and cluttered vehicle beds can cause falls that may result in a sprain, fracture, or even a head injury.

Prevention

Reduce the risk of injury by following these guidelines:

- Perform regular site inspections of all areas in wineries and vineyards.
- Wear non-slip footwear that fits well.
- Keep walkways and work areas clear of tools, boxes, and other clutter.
- Don't carry more than you can safely handle.
- Be sure you can see where you're going when carrying large items.
- Watch for hoses. If you're moving hoses, warn nearby workers.



Keep work areas clear of tripping hazards, such as hoses, tools, and boxes.

Unguarded machinery

Hazard

During regular operation, equipment such as electrical tools, tractor power takeoffs (PTOs), and conveyors can cause serious injuries. Guarding, when used properly, can protect workers from serious cuts, crushing injuries, fractures, and amputations.

Prevention

Reduce the risk of injury by following these guidelines:

- Make sure all guards are in place before using equipment.
- Don't wear loose clothing or jewellery near equipment with moving parts.
- Keep long hair contained.
- Check manufacturers' instructions for safe use.
- Retrofit older equipment with guards whenever possible.

Regulation

- Part 10, De-energization and lockout
- Section 12.2, Safeguarding requirement

Publications

- *Safeguarding Machinery and Equipment*
- *Lockout* (available in English, Punjabi, Korean, Chinese simplified, Chinese traditional, Vietnamese, and Spanish)

Machinery not locked out

Hazard

Equipment with an energy source that can be released unexpectedly, especially during cleanup or maintenance, can cause serious injuries. These energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and compressed gases.

Prevention

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, 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, and switch lockouts.

Sharp tools and broken glass

Hazard

Pruning and picking both involve very sharp tools, and broken glass can be hazardous. Injuries range from minor cuts to loss of fingers.

Prevention

Reduce the risk of injury by following these guidelines:

- Wear cut-resistant gloves during pruning and picking, and to clean up broken glass.
- Use the right tool for the job. Make sure it's sharp.
- Cut away from your body when picking.
- Carry tools in a sheath or holster.
- Use safety utility knives with self-retracting blades.
- Clean up broken glass immediately.

Industrial and farm vehicle accidents

Hazard

Five percent of worker injuries in wineries and vineyards are the result of accidents involving industrial equipment or farm motor vehicles, such as forklifts, tractors, and front-end loaders.

Prevention

Reduce the risk of injury by following these guidelines:

- Perform a pre-use inspection.
- Ensure you understand the hazards and risk controls for the area where you'll be using the equipment (for example, slopes, narrow vehicle paths, or other workers or equipment).
- Use equipment that has a rollover protection system (ROPS).
- Wear your seat belt when operating equipment and vehicles.
- Ensure you're rested and alert when driving.

Mobile equipment fuelling

Hazard

While fuelling mobile equipment, there is a risk of fire, explosions, and exposure to gas or diesel fuel. Mobile equipment includes vehicles, tractors, all-terrain vehicles (ATVs), utility vehicles, mowers, and portable fuel containers.

Prevention

Reduce the risk of a fire, explosion, or exposure to fuel by following these guidelines:

- Turn off the vehicle.
- Don't smoke while fuelling the vehicle.
- Ensure that fuel storage and transfer equipment is grounded and bonded to the equipment being filled.
- Use gloves while fuelling. If there is skin contact with gas, wash immediately with soap and water.
- If using propane fuel, ensure that operators are trained in fuelling with propane.
- Store fuel in a safe, secure location with appropriate warning signage in place. Protect fuel containers from impacts and other damage.

Regulation

Part 16, Mobile equipment

Publications

- *Safe Operation of Lift Trucks*
- *Forklift Safety series* (posters)

Regulation

Section 9.11, Qualifications (for hazard assessments and work procedures)

Forklifts

Hazard

Forklifts can tip over or roll forward and pin or crush a worker.

Prevention

All forklift operators in B.C. 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 these guidelines:

- Perform a mandatory pre-use inspection before every shift.
- Test the load capacity by lifting the load a few centimetres to determine stability. If the rear wheels aren't firmly touching the ground, then the load is too heavy.
- 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 any unguarded elevated surfaces.
- Sound the horn when approaching blind corners, doorways, or aisles to alert pedestrians and other operators.
- If the load is obstructing your vision, drive in reverse and use a signal person to guide you.
- 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, set the parking brake, and remove the keys before leaving the forklift.
- 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.
- Don't leave a running forklift unattended with or without a load.

Confined spaces

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 may have a restricted entrance or exit. Confined spaces in wineries and vineyards include vats, tanks, pressing equipment, dry wells, subterranean irrigation pumps, trenches, and excavations.

Publications

- *What Is a Confined Space?* (flow chart for wineries)
- *Hazards of Confined Spaces for Food and Beverage Industries*
- *Management of Confined Spaces in Agriculture: A Handbook for Workers*
- *Confined Space Entry Program: A Reference Manual*

Prevention

Hire a qualified person to develop and help implement a written confined space entry program for your workplace. Your program should include the following:

- Assign responsibility for administration of the program to a person or people who are trained to manage it.
- Identify and develop an inventory of all confined spaces.
- A qualified person must assess the hazards for each confined space.
- Ensure that all workers entering a confined space are trained to do so. Training should include written rescue procedures.
- Post signs at the entry points to all confined spaces.



A confined space entry procedure must include testing by a qualified person before there is any entry into a confined space.

In addition, employers should 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:

- Locking out energy sources and isolating adjacent piping.
- Ventilating the space with clean respirable air using appropriate mechanical venting equipment.

- Verifying precautions and testing the atmosphere with appropriate testing equipment before entry.
- Cleaning, purging, or venting the atmosphere, as appropriate.
- Using standby workers to check on the well-being of workers entering the confined space.
- Ensuring the area around fermentation tanks is free from hazardous levels of carbon dioxide. Use fixed monitoring equipment to monitor carbon dioxide levels.

Employers should also develop a rescue plan that specifies the following:

- Equipment for rescue of workers
- PPE
- Coordination of rescue activities
- Testing and evaluation of the rescue plan
- Rescue plan practices at least once a year

Regulation

Sections 4.20.1 to 4.23,
Working alone or in
isolation

Publication

*Working Alone:
A Handbook for Small
Business*

Working alone

Hazard

When working alone, relatively minor injuries can result in major problems or even death if the worker can't get help quickly.

Prevention

Reduce the risk of incidents 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.
- Ensure that workers are able to get help quickly if an incident occurs.
- Develop and make available to workers written safe work procedures for working alone or in isolation. Train workers in those procedures.

Publication

Preventing Heat Stress at Work (available in English, Punjabi, Korean, Chinese simplified, Chinese traditional, Vietnamese, and Spanish)

Regulation

Part 5, Chemical agents and biological agents

Website

WHMIS information — Search for “WHMIS 2015” on worksafebc.com.

Publications

- *WHMIS 2015: At Work*
- *WHMIS 2015: The Basics* (available in English, French, Punjabi, Korean, Chinese simplified, Chinese traditional, Vietnamese, and Spanish)

Thermal exposure

Hazard

Outdoor workers face increased risks from heat and cold stress.

Prevention

Reduce the risk of overexposure by following these guidelines:

- Minimize exposure to extreme heat and cold.
- Use appropriate clothing and PPE, depending on the season.

Chemical exposure

Hazard

Many chemicals used in wineries and vineyards (for example, pesticides, cleaning solvents, and fuel) may cause conditions ranging from minor skin irritation to serious injury or disease. All B.C. workplaces that use hazardous products are required to follow the Workplace Hazardous Materials Information System (WHMIS). The system uses 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.

Prevention

Reduce the risk of exposure by following these guidelines:

- Follow safe work procedures.
- Read labels and SDSs for hazardous products.
- Update the SDS for each product every three years.
- Ensure that all containers have proper labelling that identifies the contents.
- Store products in a properly ventilated, locked area. Post warning signs.
- Use PPE (for example, clothing, rubber gloves, goggles, and face shields) as recommended by the manufacturer 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.
- Adhere to pesticide restricted-entry intervals.

Regulation

Sections 7.1 to 7.9, Noise exposure

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.

Publication

Sound Advice: A Guide to Hearing Loss Prevention Programs

Noise exposure

Hazard

Noise from bottling lines, open-air tractors, and some equipment (for example, crusher destemmers) 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 repeated exposure to a consistent noise. Hearing loss can be gradual and may happen over a number of years.

Prevention

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

- Determine whether noise levels are likely to result in overexposure. For more information on exposure limits, see sections 7.1 and 7.2 of the Regulation.
- Provide workers with education and training related to hearing protection.
- Control noise wherever possible.
- Provide hearing protection for workers exposed to hazardous noise levels.
- Post notices of noise hazard areas.
- Provide annual hearing tests as required by the Regulation.

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



Workers should wear hearing protection in noisy areas, such as bottling lines.

2. Safe work procedures

Regulation

- Section 4.14, Emergency procedures
- Section 4.21, Procedures for checking well-being of worker
- Section 5.101, Procedures for spill cleanup and re-entry
- Section 9.10, Procedures (for confined space hazards)
- Section 10.4, Lockout procedures

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?

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

- Lockout
- Working alone
- Chemical spills
- Confined space entry (by 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?

Here are some examples of tasks in the wine industry where a written safe work procedure may be necessary:

- Operating bottling equipment
- Operating forklifts
- Entering tanks
- Fuelling tractors
- Operating power tools
- Pruning
- Working with the public
- Cleanup
- Office ergonomics

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

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 one common hazardous activity in wineries: manual pruning.

Sample: Safe work procedure for manual pruning

Pruners are not only at risk of injury from incidents such as cuts from blades, but also from the long and repetitive use of pruning shears. Using pruning shears for long periods can cause injuries to the hands, arms, and shoulders. Injuries can occur for a number of reasons:

- The tool or task is badly designed.
- The blades of the pruning shears are blunt.
- The worker has not been instructed how to use the tool properly or how to avoid developing overuse injuries.

Before you start

1. Make sure the pruning shears fit your hand well.
2. Make sure the pruning shears are sharp and in good condition.
3. Wear cut-resistant gloves.

While you're working

1. Select a branch to prune and hold the branch. Keep your hand away from the cutting point.
2. Cut the branch and move the pruned piece out of your way to avoid a tripping hazard.
3. When not using pruning shears, store them in a sheath or holster.
4. Clean and sharpen pruning shears, as necessary.

After you finish

1. Clean, sharpen, and oil pruning shears to prevent rusting.
2. Store pruning shears in a sheath or holster.

3. Orientation, education, training, and supervision

Regulation

Sections 3.1 to 3.3,
Occupational health and
safety programs

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.

Orientations and ongoing education

Forms and checklists

"New Worker
Orientation Checklist,"
pages 60–65

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 should also be an ongoing process. Provide instruction to workers whenever there are changes in the workplace, such as a new work process or piece of equipment.

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.
- Tell workers who their direct supervisor will be.

Publications

- *How to Implement a Formal Occupational Health and Safety Program*
- *3 Steps to Effective Worker Education and Training*

In addition, inform workers of the following:

- Worker responsibilities and restrictions
- Potential hazards and how to report unsafe work conditions
- How to get first aid
- How to report workplace incidents
- Locations of emergency exits, fire extinguishers, and first aid kits
- Procedures for rescue and evacuation
- Bullying and harassment policies

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.

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.

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 at slow speed while the worker asks questions.
- Have 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, and what the training included.



When training workers, demonstrate how to do a task safely, and then have the worker do the task while you observe.

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

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.
- Instruct new workers in safe work procedures. Document the instruction.
- 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 maintained in good working order. Document safety equipment and PPE maintenance.
- Ensure that workers handle and store all materials safely.
- Enforce health and safety requirements.
- Correct unsafe acts or conditions that you observe or that workers bring to your attention. Document any steps taken.
- Monitor worker performance and well-being.
- Set a good example in areas such as following safe work procedures and using PPE.

4. Safety inspections

Regulation

Section 3.5, General requirement (for workplace inspections)

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

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

Forms and checklists

- "Inspection Checklist," pages 66–73
- "Inspection Report," pages 74–75

Who should inspect

Inspections should be conducted by a supervisor and a worker. If possible, involve the worker health and safety representative.

How to inspect

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 inspection checklist on pages 66–73.
- Ask yourself what hazards are associated with the job 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?
- Ask workers how they perform their tasks.
- Talk to workers about what they're doing. Ask about safety concerns.
- Record any unsafe actions or conditions that you observe.
- Keep inspections on file for two years.

Publication

*Safety Inspections
Workbook*

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

What to inspect

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:

- Is bottling equipment locked out during maintenance?
- Are workers using gloves for handling garbage?
- Are workers using safe lifting technique?
- Do workers know the procedures for working alone?

Inspection topics

Topic	Things to consider
Environment	Dust, gases, noise, temperature, ventilation, lighting
Floors	Slipping and tripping hazards, cluttered aisles
Building	Windows, doors, floors, stairs, roofs, walls, elevators, fire exits, docks, ramps
Containers	Scrap bins, disposal receptacles, barrels, carboys, gas cylinders, solvent cans
Electrical	Switches, cables, outlets, grounding, extension cables, ground fault circuit interrupters
Fire protection	Fire extinguishers, hoses, hydrants, sprinkler systems
Hand tools	Wrenches, screwdrivers, power tools, hydraulic tools, explosive actuated tools, pressurized tools
Hazardous materials	Flammables, explosives, acids, corrosives, toxic chemicals
Materials handling	Conveyors, cranes, hoists, hoppers, manual lifting, forklifts
Pressurized equipment	Boilers, vats, tanks, piping, hoses, couplings, valves, cylinders
Production equipment	Mills, cutters, drills, presses, lathes, saws
Support equipment	Ladders, scaffolds, platforms, catwalks, staging, aerial lifts
Powered equipment	Engines, electrical motors, compressor equipment
Storage facilities	Racks, bins, shelves, cabinets, closets, yards, floors, lockers, store rooms, mechanical rooms, flammable substances cabinets
Walkways and roads	Aisles, ramps, docks, vehicle ways, catwalks, tunnels
Personal protective equipment	Hard hats, safety glasses, respirators, gas masks, gloves, harnesses, lifelines
Protective guards	Gear covers, pulleys, belts, screens, workstations, railings, drives, chains
Devices	Valves, emergency devices, warning system limit switches, mirrors, sirens, signage, cover plates, lighting systems, interlocks, local exhaust systems
Controls	Startup switches, steering mechanisms, speed controls, manipulating controls
Lifting devices	Handles, eyebolts, lifting lugs, hooks, chains, ropes, slings
Hygiene and first aid	Drinking fountains, washrooms, safety showers, eyewash facilities, toilets, fountains, first aid supplies
Offices	Workstations, chairs, computer equipment, ventilation, floors, stairs, equipment, emergency equipment, storage cupboards, filing cabinets
Work processes	Working safely, using PPE, following safe work procedures

After the inspection

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.
- 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.

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? Possible explanations include:

- A water leak
- 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.

5. Incident investigation

The Act

Sections 172 to 177,
Accident reporting and
investigation

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:

- Serious injury or death of a worker
- A major structural failure or collapse
- A major release of a hazardous substance
- Fire or explosion with potential for serious injury
- A blasting incident causing personal injury
- A dangerous incident involving explosives, whether or not there is personal injury
- A diving incident, as defined by the Regulation
- Minor injury or no injury but with the potential for causing serious injury (for example, a near miss)
- Injury requiring medical treatment beyond first aid

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.

Incidents

An *incident* is an accident or other occurrence that resulted in or had the potential for causing a death, injury, occupational disease, or damage to equipment or property. Incidents include:

- Accidents in which a worker is injured or killed
- Accidents in which no one is hurt but equipment or property is damaged
- Near misses

The terms *incident* and *accident* are often used interchangeably, but the preferred term is incident because it includes near misses as well as accidents.

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.

Forms and checklists

“Employer Incident Investigation Report” (EIIR templates are available on worksafebc.com)

Publication

Reference Guide for Employer Incident Investigations

Participants

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.

Goals

As much as possible, an investigation must:

- 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

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

- An ATV overturns on a steep slope.
- 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 fumes when entering a tank for cleaning.

How to conduct an investigation

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?
- Where did the incident happen?
- When did it occur?
- What were the causes?
- Why was an unsafe act or condition allowed?
- How can similar incidents be prevented?

Factors to consider

Usually there are several factors that cause or contribute to an incident. Try to identify as many causes as possible. Factors to

consider when investigating an incident include the following:

- Unsafe or defective equipment
- Unsafe acts or conditions
- Poor housekeeping
- Physical hazards
- Poor planning
- Poor instruction
- Unsafe work practices
- Unusual or unfamiliar work conditions
- Personal factors

Reporting incidents and injuries to WorkSafeBC

Employers must immediately report serious incidents to WorkSafeBC by phone. To report a serious incident, call 604.276.3100 in the Lower Mainland or 1.888.621.SAFE (7233) toll-free in Canada.

Serious incidents

Serious incidents include the following (the first six items from page 29):

- Serious injury or death of a worker
- A major structural failure or collapse
- A major release of a hazardous substance
- Fire or explosion with potential for serious injury
- A blasting accident causing personal injury
- A dangerous incident involving explosives, whether or not there is personal injury

Form 7

If a worker is injured, the employer must submit Form 7: Employer's Report of Injury or Occupational Disease (to initiate a claim) to WorkSafeBC within three days. Form 7 is required in the following situations:

- A worker is injured and loses consciousness.
- A worker is sent for medical treatment by a first aid attendant or supervisor.
- A worker has an injury or disease that needs medical treatment.
- A worker is going to get medical treatment or has already received medical treatment for an injury or disease.
- A worker is (or claims to be) unable to do his or her job because of any injury or disease.
- An artificial limb, eyeglasses, dentures, or hearing aid is broken in an incident.

Publication

*Guide to Completing
an Employer Incident
Investigation Report
(EIIR)*

Filing an investigation report

All incident investigation reports (EIIRs) must be submitted to WorkSafeBC within 30 days. Depending on the incident, WorkSafeBC may require a preliminary investigation within 48 hours of the incident. You can submit EIIRs using one of the following methods:

- Use the online EIIR upload portal. Search for “conducting an employer investigation” on [worksafebc.com](https://www.worksafebc.com). Follow the first link, and then click “Submitting a report to WorkSafeBC.”
- Fax 604.276.3247 in the Lower Mainland or 1.866.240.1434 toll-free.
- Mail WorkSafeBC, PO Box 5350, Stn Terminal, Vancouver, BC V6B 5L5.

6. Regular health and safety meetings

Forms and checklists

“Monthly Health and Safety Meeting Record,” pages 77–80

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 that includes 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

Publication

Joint Health and Safety Committee Fundamentals: Participant Workbook

Joint health and safety committees

Joint 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 20 or more workers must establish and maintain a joint health and safety committee. (*Regularly employed* means employed for at least one month, whether full-time or part-time.) The committee must include at least four members — usually two employer representatives and two worker representatives — and must have monthly meetings.

Worker health and safety representatives

Workplaces that regularly employ more than 9 and fewer than 20 workers are usually required to have at least one worker health and safety representative rather than a joint 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.

Employer Incident Investigation Report (EIIR) template

WorkSafeBC has developed an EIIR template you can use to create all four 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, search for “EIIR” on [worksafebc.com](https://www.worksafebc.com). Look for the link to “Employer Incident Investigation Report (Form 52E40).”

7. First aid

Regulation

Sections 3.14 to 3.21,
Occupational first aid

The Guidelines for Part 3 contain more information on first aid requirements, such as contents of first aid kits, types of first aid attendants, and facilities.

All workplaces must meet the first aid requirements in Part 3 of the Regulation. 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 hospital

First aid requirements for wineries

Most wineries are considered moderate-risk workplaces.

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

20 minutes or less surface travel time to hospital

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> Personal first aid kit 	N/A	Transportation at employer's expense
2-5	<ul style="list-style-type: none"> Basic first aid kit 	N/A	Transportation at employer's expense
6-25	<ul style="list-style-type: none"> Level 1 first aid kit 	Level 1	Transportation at employer's expense

More than 20 minutes surface travel time to hospital

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	<ul style="list-style-type: none"> Personal first aid kit 	N/A	Transportation at employer's expense
2-5	<ul style="list-style-type: none"> Level 1 first aid kit 	Level 1	Transportation at employer's expense
6-15	<ul style="list-style-type: none"> Level 1 first aid kit ETV equipment 	Level 1 with Transportation Endorsement	Transportation at employer's expense
16-50	<ul style="list-style-type: none"> Level 3 first aid kit Dressing station ETV equipment 	Level 3	ETV (emergency transportation vehicle)

Forms and checklists

- “Level 1 First Aid Kit,” page 81
- “Level 2 First Aid Kit,” pages 82–83
- “First Aid Record (form 55B23),” page 84

First aid kits and attendants

Follow these requirements:

- Ensure that every worker knows where first aid kits are located and how to call the first aid attendant (if one is required in your workplace).
- Post signs in your workplace indicating how to access first aid.
- If 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.



Make sure workers know where first aid kits are located and how to call the first aid attendant, if one is required in your workplace.

Website

Employer Incident and Injury Report (EIIR)

To file first aid reports and incident investigation reports online, search for “EIIR” on [worksafebc.com](https://www.worksafebc.com).

Transportation of injured workers

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.

8. Records and statistics

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

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

Documentation

Maintain records and statistics for the following:

- Health and safety program reviews (see pages 56–59), to track the progress of your program
- Worker orientation and training records (see pages 60–65), to ensure that workers are getting the education and training they need
- Inspection reports (see pages 74–75), to provide historical information about hazards your business has encountered and how you’ve dealt with them
- Monthly meeting records (see pages 77–80), to monitor how promptly and how well “action items” have been carried out
- Incident investigation reports (see page 76), to identify which hazards have caused incidents and how they were controlled
- First aid records (see page 84), to provide injury statistics that will help prioritize health and safety efforts
- Confined space entry permits
- Equipment maintenance

Statistics that may be of value include the following:

- Number of incidents and injuries each year
- Number of workdays lost each year
- Cost to your business from workplace injuries each year

Personal protective equipment (PPE)

PPE should be the last line of defence 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. The following table lists various types of PPE and their uses in the wine industry.

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, check the SDS for the chemical.

Typical PPE used in wineries

Body part	Type of PPE	Uses
Eyes	Safety glasses	General eye protection
	Safety goggles and face shields	Working with chemicals that may splash
Ears	Hearing protection	In bottling areas and around machinery
Hands	Work gloves	Working in storage areas, handling garbage, or landscaping
	Chemical-resistant gloves	Cleaning with or handling chemicals (check SDSs for specific glove requirements)
	Cut-resistant gloves	Handling glass, pruning, or cleaning equipment
Feet	Non-slip footwear	Working in and around tanks
	CSA-approved steel-toe boots	Operating mobile equipment, and working in storage and warehouse areas
	Footwear with ankle support	Working outdoors
Body	Seat belts	In vehicles, including forklifts and tractors
	Hazmat suits	Spraying pesticides
Lungs	Tight-fitting air-purifying respirator	Spraying pesticides and handling sulfur dioxide gas
	Half-mask respirator	Mixing chemicals and painting

Emergency response plans

Wineries and vineyards should be prepared to respond to emergencies, such as fires, explosions, chemical spills, or natural disasters. If an emergency occurs, you will need quick decisions to minimize injuries and damage. Such decisions are easier if you've already developed an emergency response plan.

Website

Provincial Emergency Preparedness, Response & Recovery Program

For more information on emergency planning and preparedness, go to www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery.

How to develop and implement an emergency response plan

Follow these guidelines:

- List all possible events (for example, serious injuries, fires, explosions, and natural disasters, such as landslides and earthquakes).
- Identify the major consequences associated with each event (for example, casualties, equipment damage, or facility damage).
- Determine the necessary measures to deal with those consequences (for example, first aid, notification of medical authorities, rescue, firefighting, or equipment evacuation).
- Determine what resources will be required (for example, medical supplies or rescue equipment).
- Store emergency equipment where it will be accessible in an emergency.
- Ensure that workers are trained in emergency procedures and shown where equipment is stored.
- Establish a muster point. Ensure that all workers know the muster point location and what to do once evacuated. If the company has multiple sites, there should be a muster point for each one.
- 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.
- Communicate the plan to everyone involved.

Questions and answers

Websites

WorkSafeBC registration
Find out more about registration requirements or register online at worksafebc.com/insurance. You can also download registration forms at worksafebc.com/forms-resources.

Online incident and injury reporting

You can report injuries and other incidents on worksafebc.com, including online filing of first aid reports and incident investigation reports.

Publication

For more information on young workers:

3 Steps to Effective Worker Education and Training

Common questions from employers

I operate a winery or vineyard. Do I need to register with WorkSafeBC?

Probably. Most wineries and vineyards in B.C. are required to register with WorkSafeBC and pay assessments (insurance premiums). For more information on registration or assessments, call the Employer Service Centre at 604.244.6181 in the Lower Mainland or 1.888.922.2768 toll-free in Canada.

Do I have to register if I am a sole proprietor of a winery or vineyard (the business is run by me and my spouse, without employees)?

No. Sole proprietors and their spouses aren't considered workers and aren't automatically covered for compensation benefits. You can, however, apply for Personal Optional Protection for yourself and on behalf of your spouse. This optional insurance will cover lost salary and medical expenses in cases of work-related injury or disease. For more information on voluntary coverage, call the Employer Service Centre at 604.244.6181 or 1.888.922.2768.

Note: If you hire any employees, including temporary help, you'll likely need to register with WorkSafeBC.

Do I have to pay WorkSafeBC premiums if my teenage children work for me in the business?

Yes. Children of the employer are considered workers and are automatically covered if there's an employment relationship.

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

Yes. All B.C. workplaces are required to have an occupational 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 WorkSafeBC to determine their health and safety obligations. It's also a good idea to check with WorkSafeBC 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 WorkSafeBC and up-to-date on their payments. To get a clearance letter, apply online by searching for "clearance letter" on [worksafebc.com](https://www.worksafebc.com), or call the Employer Service Centre at 604.244.6181 in the Lower Mainland or 1.888.922.2768 toll-free in Canada.

Can I pay the medical cost of an employee's injury to prevent increased WorkSafeBC premiums?

No. You must report all work-related injuries to WorkSafeBC.

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 pages 77–80.

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 sections 4.80.1 to 4.82 of the Regulation.

Common questions from workers

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.

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 you have reasonable cause to believe is dangerous to your health. 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 a worker health and safety representative (or another worker selected by you if there's no representative). If a solution still can't be found, you and your employer can call the WorkSafeBC Prevention Information Line at 604.276.3100 in the Lower Mainland, or 1.888.621.7233 (621.SAFE) toll-free in Canada.

I often work alone. What should I do if I'm injured?

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.

Employers' Advisers

The Employers' Advisers Office is a branch of the B.C. Ministry of Labour, independent of WorkSafeBC. Employers' advisers are funded by the WorkSafeBC premiums collected from employers. At no additional cost, advisers provide impartial advice, assistance, representation, and training to employers about workers' compensation legislation, decisions, appeals, and policies.

Employers' advisers have a right to access WorkSafeBC information on your behalf, but they cannot file reports for you. Employers' advisers also conduct educational seminars for employers on topics such as occupational health and safety requirements, claims management, disability management, and assessments.

You can visit the Employers' Advisers Office website at www.labour.gov.bc.ca/eao or contact a regional office for help. You can reach all Employers' Advisers regional offices using the following numbers:

- Phone: 604.713.0303 in the Lower Mainland
- Toll-free: 1.800.925.2233 in Canada

WorkSafeBC resources

Worksafefbc.com

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

- Go to worksafefbc.com/forms-resources for forms, publications, videos, and other resources.
- Go to worksafefbc.com/searchable-regulation for a searchable version of the Regulation and its accompanying guidelines and policies.

The rest of this section describes some WorkSafeBC publications you may find useful for improving health and safety in your winery or vineyard.

WorkSafeBC Prevention Information Line

The Prevention Information Line can answer your questions about health and safety, including responsibilities, first aid, reporting incidents, and finding an officer in your area. Anonymous calls are accepted.

Call 604.276.3100 in the Lower Mainland or 1.888.621.SAFE (7233) toll-free in Canada.

Health and safety programs

- ***Due Diligence Checklist***
Provides a list of the basic elements that will help an employer meet the due diligence standard of care.
- ***How to Implement a Formal Occupational Health and Safety Program***
Provides more detailed information on how to develop and maintain an effective occupational health and safety program.
- ***Safety on the Job Is Everyone's Business***
Describes the responsibilities of employers, supervisors, and workers.
- ***3 Steps to Effective Worker Education and Training***
Explains steps for providing education and training to new workers and young workers.

Registration

- ***Small Business Primer: A Guide to WorkSafeBC***
Provides basic information on registering with WorkSafeBC, paying premiums, preventing injuries, investigating incidents, and reporting claims.

Prevention

- ***Back Talk: An Owner's Manual for Backs***
Describes common back injuries and how to avoid them.
- ***Hazards of Confined Spaces***
Describes confined space hazards and how to deal with them.
- ***Confined Space Entry Program: A Reference Manual***
A detailed reference guide for developing a confined space entry program that will meet the requirements of the Regulation.
- ***Understanding the Risks of Musculoskeletal Injury (MSI): An Educational Guide for Workers on Sprains, Strains, and Other MSIs***
Describes the signs and symptoms of MSI and how to identify MSI risk factors.
- ***Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees***
Provides information on preventing MSI and investigating MSIs.
- ***Lockout***
Describes what lockout is, when it's required, and how to do it.
- ***Safeguarding Machinery and Equipment***
Provides information on safeguarding, including hazard recognition, risk assessment, and solutions for specific machinery and equipment.
- ***Safe Operation of Lift Trucks***
Describes do's and don'ts for lift truck operators.
- ***Safety in Manufacturing – Ergonomics series***
These worksheets deal with specific ergonomics risks that apply to the wine industry. Search for “safety manufacturing ergonomics” on [worksafebc.com](https://www.worksafebc.com).
- ***WHMIS 2015: At Work***
Describes WHMIS, its requirements, and how to implement WHMIS in your workplace.

Claims

- ***Claims Review and Appeal Guide for Employers***
Describes appeal procedures and rules governing payment of a claim during the employer's appeal process.
- ***Claims Review and Appeal Guide for Workers and Dependents***
Describes the rights and obligations of claimants who wish to appeal the decision of a WorkSafeBC claims adjudicator.

Other resources

AgSafe

AgSafe offers various health and safety resources related to agriculture operations. Some of these resources are available online. Others are printed publications you can order from AgSafe. You can also talk to an AgSafe regional safety consultant if you need information on training for powered equipment or help developing an emergency plan for your operation.

AgSafe contact information

Toll-free: 1.877.533.1789

Web: agsafebc.ca

Email: contact@agsafebc.ca

Manufacturing Safety Alliance of BC (MSABC)

MSABC is the health and safety association for manufacturers and food processors in B.C. Its guiding principle is to create and maintain a united resource so the manufacturing and food processing industries can improve health and safety, and reduce injury rates and insurance premiums.

MSABC contact information

Phone: 604.795.9595

Web: safetyalliancebc.ca

Email: manufacturing@safetyalliancebc.ca

Forms and checklists

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.

Health and safety program for wineries and vineyards	50
Annual review of health and safety program	56
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Level 1 first aid kit.	81
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First aid record (form 55b23).	84

Health and safety program for wineries and vineyards

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 winery or vineyard. 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. A WorkSafeBC prevention 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 joint 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.

- **Earthquake** — An annual inspection will be conducted, focusing on objects that may pose a hazard during an earthquake. The exit and marshalling procedures are the same as for fires. *(Or, if not, note the location of earthquake 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 “Sample 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
- WorkSafeBC 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

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 Prevention Information Line at 604.276.3100 in the Lower Mainland or 1.888.621.7233 (621.SAFE) 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?		

Safe work procedures	Yes	No
6. Does your written program list all the written safe work procedures that you have developed for your winery or vineyard?		
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 on your winery or vineyard?		
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?		
Identifying hazards and assessing risks	Yes	No
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?		
Education and training	Yes	No
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 winery or vineyard?		
18. Do you inform new workers about work rules prohibiting horseplay and the use of alcohol and 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?		

Safety inspections	Yes	No
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?		
Hazardous materials	Yes	No
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 winery or vineyard?		
38. Do workers know how to handle, store, and dispose of hazardous products safely?		
Investigating incidents	Yes	No
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?		

First aid	Yes	No
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?		
Records and statistics	Yes	No
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?		
Monthly meetings	Yes	No
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) (b) (c) (d) (e) (f) (g) (h)			

Topic	Initials (trainer)	Initials (worker)	Comments
<p>5. Safe work procedures for carrying out tasks</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</p> <p>(h)</p>			
<p>6. Procedures for working alone or in isolation</p>			
<p>7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations</p>			

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 joint 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 winery or vineyard to identify possible hazards. Add or delete items as necessary for your particular winery or vineyard.

Floors and walkways	Yes	No
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high?		
Other:		
Stairs, ladders, and platforms	Yes	No
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:		

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

Electrical	Yes	No
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:		
Equipment and machinery	Yes	No
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, power takeoffs on tractors)?		
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:		

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

Entrances and exits	Yes	No
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:		
First aid	Yes	No
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 (Form 7)?		
Do workers know who the first aid attendant is?		
Other:		

Garbage	Yes	No
Are bins located at suitable points?		
Are bins emptied regularly?		
Other:		
Hazardous products	Yes	No
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?		
Other:		
Environment	Yes	No
Are workers protected from the cold or excessive heat?		
Are workers protected from excessive or irritating noise?		
Other:		

General worker questions	Yes	No
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:		

Safe work practices	Yes	No
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 with irrigation?		
Do workers operate tractors and machinery safely, following safe work procedures?		
Other:		

Inspection report

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

Employer incident investigation report (form 52E40)

The Employer Incident Investigation Report (form 52E40) is provided to employers for documenting the employer's investigation into a workplace incident. You can complete and submit an EIRR at worksafebc.com.

Employer Incident Investigation Report (EIRR)

Please refer to the companion [quick guide](#), for assistance completing the investigation and this form. RESET

1. Employer's information

Employer's name (legal name and trade name)

WorkSafeBC account number Operating location number

Employer's head office address

City Province Postal code

Employer's representative's name Phone number (include area code)

Email address

2. Injured persons

Last name	First name	Job title
a)		
b)		
c)		
d)		

3. Place, date, and time of incident

Location where incident occurred (street address or GPS coordinates)

City (nearest) Province Postal code

Date of incident (yyyy-mm-dd) Time of incident a.m. p.m.

4. Type of occurrence (select all that apply)

<input type="checkbox"/> Death of a worker	<input type="checkbox"/> Dangerous incident involving explosives other than blasting incident
<input type="checkbox"/> Serious injury to a worker	<input type="checkbox"/> Diving incident, as defined by regulation
<input type="checkbox"/> Major structural failure or collapse	<input type="checkbox"/> Incident of fire or explosion with potential for serious injury
<input type="checkbox"/> Major release of hazardous substance	<input type="checkbox"/> Minor injury or no injury but had potential for causing serious injury
<input type="checkbox"/> Blasting accident causing personal injury	<input type="checkbox"/> Injury requiring medical treatment beyond first aid

An incident investigation report is NOT required under the Workers Compensation Act if none of the above applies or if this incident is a vehicle accident occurring on a public street or highway.

5. Report type (select all that apply) If this is a revised version of a previous report, please check here .

<input type="checkbox"/> Preliminary Investigation Report <small>If requested only, provide a copy to WorkSafeBC.</small>	<input type="checkbox"/> Interim Corrective Action Report	<input type="checkbox"/> Full Investigation Report Must be provided to WorkSafeBC within 30 days* Fax 1.866.240.1434	<input type="checkbox"/> Full Corrective Action Report
Report date (yyyy-mm-dd)	Report date (yyyy-mm-dd)	Report date (yyyy-mm-dd)	Report date (yyyy-mm-dd)
Officer's name		Date sent (yyyy-mm-dd)	

52E40

10. Nature of the serious injury (optional – complete only if there has been an injury)

<input type="checkbox"/> Life threatening or resulting in loss of consciousness	<input type="checkbox"/> Punctured lung or other serious respiratory condition
<input type="checkbox"/> Major broken bones in head, spine, pelvis, arms, or legs	<input type="checkbox"/> Injury to internal organ or internal bleeding
<input type="checkbox"/> Major crush injuries	<input type="checkbox"/> Injury likely to result in loss of sight, hearing, or touch
<input type="checkbox"/> Major cut with severe bleeding	<input type="checkbox"/> Injury requiring CPR or other critical intervention
<input type="checkbox"/> Amputation of arm, leg, or large part of hand or foot	<input type="checkbox"/> Diving illness such as decompression sickness or near drowning
<input type="checkbox"/> Major penetrating injuries to eye, head, or body	<input type="checkbox"/> Serious chemical or heat/cold stress exposure
<input type="checkbox"/> Severe (third-degree) burns	<input type="checkbox"/> Other (specify)

52E40

End of report

Completing all the sections above satisfies the requirements for a Preliminary Investigation Report and an Interim Corrective Action Report.

Note: If this was a simple investigation and all needed corrective actions have been completed within 48 hours, the Preliminary and Full Investigation portions of the report can be completed at the same time. If so, you can check both the Preliminary Investigation Report and the Full Investigation Report boxes in section 5 on page 1.

As of January 1, 2016, copies of all reports must also be provided to the joint occupational health and safety committee or worker representative, as applicable.

52E40

End of report

Completing all the sections above satisfies the requirements for a Full Investigation Report and a Full Corrective Action Report.

Employers are required to submit full investigation reports to WorkSafeBC within 30 days* of the incident. Reports may be submitted by fax to 604.276.3247 (Greater Vancouver), toll-free fax 1.866.240.1434, or by mail to PO Box 5350, Stn Terminal, Vancouver BC V6B 5L5. Do NOT submit a preliminary report unless you have been so directed by a WorkSafeBC officer.

* Employers can request an extension from a WorkSafeBC officer, if the full investigation cannot be completed within 30 days.

As of January 1, 2016, copies of all reports must also be provided to the joint occupational health and safety committee or worker representative, as applicable.

52E40

Monthly health and safety meeting record

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 WorkSafeBC 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:

Level 1 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

Quantity	Items	✓
3	Blankets	
24	14 cm x 19 cm wound cleaning towelettes, individually packaged	
60	Hand cleansing towelettes, individually packaged	
100	Sterile adhesive dressings, assorted sizes, individually packaged	
12	10 cm x 10 cm sterile gauze dressings, individually packaged	
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties	
2	7.5 cm x 4.5 m crepe roller bandages	
1	2.5 cm x 4.5 m adhesive tape	
4	20 cm x 25 cm sterile abdominal dressings, individually packaged	
6	Cotton triangular bandages, minimum length of base 1.25 m	
4	Safety pins	
1	14 cm stainless steel bandage scissors or universal scissors	
1	11.5 cm stainless steel sliver forceps	
12	Cotton tip applicators	
1	Pocket mask with a one-way valve and oxygen inlet	
6	Pairs of medical gloves (preferably non-latex)	
	First aid records and pen	

Level 2 first aid kit

These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

Note: A Level 3 first aid kit is the same as the Level 2 kit described here, except for the recommended addition of a portable suction unit.

Quantity	Items	✓
3	Blankets	
24	14 cm x 19 cm wound cleaning towelettes, individually packaged	
60	Hand cleansing towelettes, individually packaged	
150	Sterile adhesive dressings, assorted sizes, individually packaged	
12	10 cm x 10 cm sterile gauze dressings, individually packaged	
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties	
10	20 cm x 25 cm sterile abdominal dressings, individually packaged	
12	Cotton triangular bandages, minimum length of base 1.25 m	
2	2.5 cm x 4.5 m rolls of adhesive tape	
2	5 cm x 4.5 m rolls of adhesive tape	
6	7.5 cm x 4.5 m crepe roller bandages	
1	500 mL sterile 0.9% sodium chloride solution (saline) in unbreakable container	
1	60 mL of liquid antibacterial soap in unbreakable container	
1	Universal scissors	
1	11.5 cm stainless steel sliver forceps	
1	Penlight or flashlight with batteries	
1	7.5 cm x 4.5 m esmarch gum rubber bandage	
6	Pairs of medical gloves (preferably non-latex)	

Quantity	Items	✓
1	Portable oxygen therapy unit consisting of a cylinder (or cylinders) containing compressed oxygen, a pressure regulator, a pressure gauge, a flow meter, and a non-rebreathing mask (may be kept in a separate container from the other supplies)	
1	Oropharyngeal airway kit (may accompany the portable oxygen therapy unit)	
1	Manually operated self-inflating bag-valve mask unit with an oxygen reservoir (may accompany the portable oxygen therapy unit)	
6	Patient assessment charts	
1	Pocket mask with a one-way valve and oxygen inlet	
1	Portable suction unit (recommended for Level 3 first aid kit)	
	First aid records and pen	

First aid record (form 55B23)



First Aid Record

This record must be kept by the employer for three (3) years. This form must be kept at the employer's workplace. Do **NOT** submit to WorkSafeBC.

Sequence number

Name	Occupation
Date of injury or illness (yyyy-mm-dd)	Time of injury or illness (hh:mm) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Initial reporting date and time (yyyy-mm-dd) (hh:mm) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Follow-up report date and time (yyyy-mm-dd) (hh:mm) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Initial report sequence number	Subsequent report sequence number(s)

Description of how the injury, exposure, or illness occurred (What happened?)

Description of the nature of the injury, exposure, or illness (What you see — signs and symptoms)

Description of the treatment given (What did you do?)

Name of witnesses

1.	2.
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Arrangement made relating to the worker (return to work/medical aid/ambulance/follow-up)

Provided worker handout Alternate duty options were discussed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	A form to assist in return to work and follow-up was sent with the worker to medical aid	<input type="checkbox"/> Yes <input type="checkbox"/> No
First aid attendant's name (please print)	First aid attendant's signature		
Patient's signature			

