



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR – HS - 29

REFERENCE: HEALTH AND SAFETY

Date: Feb 1, 2017

**Next Review Date:
Feb 1, 2019**

TITLE: EQUIPMENT PURCHASE OR MODIFICATION

1.0 POLICY

- 1.1 The City of Dryden is committed to providing a healthy and safe workplace for all employees. As part of the Health & Safety Program, a formal Pre-start Health and Safety Review will be conducted for all new equipment purchases or equipment modifications.

2.0 REQUIREMENTS

- 2.1 Where a provision of Ont. Reg. 851 - Industrial Establishments, made under the Occupational Health and Safety Act listed in the Pre-Start Health and Safety Review Table (PSR Table) exists, *and* the corresponding circumstances described in the PSR Table will exist:
- (a) because a **new** apparatus, structure or protective element is to be constructed, added or installed or a new process is to be used; or,
 - (b) because an **existing** apparatus, structure, protective element or process is to be **modified** and one of the following steps must be taken to obtain compliance with the applicable provisions of the Regulation:
 - (i) new or modified engineering controls will be used;
 - (ii) new or modified safety measures will be used; or,
 - (iii) a combination of 1 and 2 will be used.

A Pre-Start Health and Safety Review (PSR) is required and will be undertaken.

3.0 DEFINITIONS

- 3.1 As used in these policies and procedures, the following terms shall have the meaning as indicated:

Apparatus - equipment, or a machine or device.

Pre-Start Health and Safety Review (PSR) - a review as described and required under section 7 of Regulation 851.

Professional engineer - an engineer licensed under the Professional Engineers Act (Ontario).

Project - a project as defined in section 1 of the Occupational Health and Safety Act; or installation of, or modification to an apparatus, structure, protective element or process.

Protective element - a shield, a guard, an operating control acting as a guard, a locking device or any other device preventing access.

Spray booth - a spray booth as defined in Ontario Regulation 388/97 made under the Fire Protection and Prevention Act, 1997.

PSR Table - the Pre-Start Health and Safety Review Table referenced in section 7 of Regulation 851 and included as Page 5 of this policy.

4.0 PROCEDURE

- 4.1 Prior to the undertaking of a project, the department and project engineer, if any, is responsible to contact the Health and Safety Coordinator in order to conduct an evaluation of the project to determine if a PSR is required.
- 4.2 The Health and Safety Coordinator, in consultation with the department and project engineer, if any, will determine if a provision of the Regulation listed in the PSR Table applies to the project, and if the corresponding circumstances listed in the PSR Table will exist.
- (a) Where a provision of the Regulation listed in the PSR Table applies to the project, and the corresponding circumstances listed in the PSR Table will exist, the Health and Safety Coordinator, in consultation with the department and project engineer, if any, will determine eligibility, if any, for an exemption from a PSR.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- (b) Where item 2 of the PSR Table applies, in determining eligibility for an exemption from a PSR:
 - (i) the project engineer will obtain written confirmation from the vendor or manufacturer of the apparatus or protective element associated with the project, that the apparatus or protective element is manufactured in accordance with, and meets current applicable standards; and,
 - (ii) the project engineer will obtain, prepare or arrange to have prepared, written documentation confirming the apparatus or protective element was installed in accordance with the manufacturer's instructions and current applicable standards.
- (c) Where item 3 of the PSR Table applies, in determining eligibility for an exemption from a PSR:
 - (i) the project engineer will obtain written confirmation that the rack or stacking structure is designed and installed in accordance with good engineering practices and current applicable standards, including engineering drawings and specifications.
- (d) Where item 4 of the PSR Table applies, in determining eligibility for an exemption from a PSR:
 - (i) the project engineer will obtain written confirmation that the process is conducted inside a spray booth that is manufactured and installed in accordance with current applicable standards (e.g., Ontario Fire Code, NFPA Standards, etc.).
- (e) Where item 7 of the PSR Table applies, in determining eligibility for an exemption from a PSR:
 - (i) the project engineer will obtain written confirmation that the lifting device (including its rails and other supports) is designed and installed in accordance with good engineering practices, including engineering drawings and specifications, and is certified to lift its rated load.
- (f) Where an exemption from conducting a PSR does not apply, the scope of the PSR will be:
 - (i) determined by the Health and Safety Coordinator, in consultation with the project engineer; and,
 - (ii) specific to the relevant provision(s) of the Regulation listed in the PSR Table that apply to the apparatus, structure, protective element or process.

- (g) Regardless of whether the apparatus, structure, protective element or process is exempt from a PSR:
 - (i) written confirmation will be requested by the project engineer from the vendor or manufacturer of the apparatus, structure or protective element applicable under the PSR, that the apparatus, structure or protective element is manufactured in accordance with, and meets current applicable standards; and,
 - (ii) the project engineer will obtain, prepare or arrange to have prepared, written documentation confirming the apparatus or protective element was installed in accordance with the manufacturer's instructions and current applicable standards.
- (h) The PSR will include preparation of a written report that contains:
 - (i) the date(s) the PSR was conducted;
 - (ii) the name, qualifications and role of the person(s) involved in, and conducting the PSR;
 - (iii) a description of the apparatus, structure, protective element or process to which the PSR applies;
 - (iv) details of the identified contravention(s) of the specific provisions of the Regulation listed in the PSR Table;
 - (v) details of the recommended measures required to comply with the specific provisions of the Regulation listed in the PSR Table;
 - (vi) the documents referenced to conduct the PSR;
 - (vii) details of the regulations, codes and standards referenced to conduct the PSR;
 - (viii) the date and signature of the person performing the PSR; and,
 - (ix) the seal of the person performing the PSR, if that person is a professional; or,
 - (x) the special expert or professional knowledge or qualifications of the person conducting the PSR, if the person is not a professional engineer.
- (i) A preliminary PSR report will be submitted to the project engineer for review, in consultation with the Health and Safety Coordinator, prior to the submission and acceptance of the final PSR report.
- (j) Upon acceptance of the final PSR report, the project engineer will prepare an action plan to address the recommended (or equivalent) safety measures required to comply with the relevant provisions of the Regulation listed in the PSR Table.

- (k) The apparatus, structure, protective element or process **will not** be operated or used unless the PSR has been conducted, and:
 - (i) the recommended safety measures required to comply with the relevant provisions of the Regulation listed in the PSR Table **have been taken**; or,
 - (ii) where some or all of the recommended safety measures **have not been taken**, written notice is provided to the joint health and safety committee of what equivalent measures have been taken to comply with the relevant provisions of the Regulation listed in the PSR Table.
- (l) PSR reports will be maintained by the Health and Safety Coordinator along with all supporting and related documentation.
- (m) A copy of each PSR report will be provided to the department; project engineer and the Joint Health & Safety Committee or Health & Safety Representative.
- (n) All documentation supporting an exemption from a PSR will be maintained by the Employer Designate.

PSR TABLE

Item	Applicable provisions of Regulation 851	Circumstances
1.	Subsections 22(1), (2) and (4)	Flammable liquids are located or dispensed in a building, room or area.
2.	Sections 24, 25, 26, 28, 31 and 32	Any of the following are used as protective elements in connection with an apparatus: 1.) Safeguarding devices that signal the apparatus to stop, including but not limited to safety light curtains and screens, area scanning safeguarding systems, radio frequency systems and capacitance safeguarding systems, safety mat systems, two-hand control systems, two-hand tripping systems and single or multiple beam systems. 2.) Barrier guards that use interlocking mechanical or electrical safeguarding devices.
3.	Clause 45(b)	Material, articles or things are placed or stored on a structure that is a rack or stacking structure.
4.	Section 63	A process involves a risk of ignition or explosion that creates a condition of imminent hazard to a person's health or safety.
5.	Section 65	The use of a dust collector involves a risk of ignition or explosion that creates a condition of imminent hazard to a person's health or safety.
6.	Sections 87.3, 87.4, 87.5 and 88, subsections 90(1), (2) and (3), and sections 91, 92, 94, 95, 96, 99, 101 and 102.	A factory produces aluminum or steel or is a foundry that melts material or handles molten material.
7.	Sections 51 and 53	The construction, addition, installation or modification relates to a lifting device, traveling crane or automobile hoist.
8.	Sections 127 and 128	A process uses or produces a substance that may result in the exposure of a worker in excess of any occupational exposure limit set out in Regulation 833, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845 or 846 of the Revised Regulations of Ontario, 1990.

4.0 TRAINING

- 4.1 Workers shall be trained and instructed in the provisions of this policy if applicable to their position. All training shall be documented and reviewed annually.

History			
Approval Date:	September 19, 2011	Approved by:	By-law 3919-2011
Review/Amendment Date:	February 1, 2017	Approved by:	CAO E. Remillard
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