Material Handling Blitz

*September 14 – October 23, 2015*

*Presentation to Stakeholders*
Disclaimer

The purpose of today’s presentation is to assist the workplace parties in understanding their obligations under the Occupational Health and Safety Act (OHSA) and its regulations. It is not intended to replace the OHSA or the regulations, and reference should always be made to the official versions of the legislation.

It is the responsibility of the workplace parties to ensure compliance with the legislation and the presentation does not constitute legal advice. If you require assistance with respect to the interpretation of the legislation and its potential application in specific circumstances, please contact your legal counsel.

Ministry of Labour inspectors will apply and enforce the OHSA and its regulations based on the facts as they may find them in the workplace. This presentation does not affect their enforcement discretion in any way.
Objectives

- To provide an overview of the Ministry of Labour’s Material Handling Blitz
- To outline MOL expectations with respect to the blitz; focus and sectors
- To provide information about available resources
Blitz Rationale

- In 2013, musculoskeletal disorders (MSDs) accounted for 37 per cent of all injuries in which workers lost time at work, according to the Workplace Safety and Insurance Board’s (WSIB) Enterprise Information Warehouse).

- Workers being struck by objects and equipment, as well as other contact, accounted, on average, for more than 27 per cent of claims received by the WSIB in 2014 for lost-time injuries, according to the 2014 WSIB Statistical Report, Schedule 1.

Previous Material Handling Blitz Results 2014

From September 15 to October 26, 2014, ministry inspectors conducted 841 visits to 701 workplaces and issued 3,263 orders under the OHSA and its regulations. This included 130 stop work orders.
Compliance with the OHSA and its Regulations

During the blitz, MOL inspectors will enforce the OHSA and its regulations, including but not limited to the following:

- Regulations for Industrial Establishments, Reg. 851
- **Occupational Health and Safety Awareness and Training (O. Reg. 297/13)** under the Occupational Health and Safety Act (OHSA)

The workplace parties are required to comply with applicable provisions of the OHSA and its regulations.
General Duties of Employers

The following are some examples of employers’ duties under the *Occupational Health and Safety Act* (OHSA):

- Taking every reasonable precaution in the circumstances for the protection of workers,
- Ensuring equipment, materials and protective devices are well maintained
- Ensuring that workers are provided with the appropriate information, instruction, and supervision
- Preparing and reviewing at least annually a written occupational health and safety policy and developing and maintaining a program to implement that policy
Duties for Supervisors

The following are some examples of supervisors’ duties under the OHSA:

- Ensuring workers comply with the OHSA and its regulations
- Ensuring any equipment, protective device or clothing required by the employer is used or worn by workers
- Advising workers of any potential or actual health or safety dangers known by the supervisor
- Taking every precaution reasonable in the circumstances for the protection of workers
Worker Duties

The following are some examples of workers’ duties under the OHSA:

- Using or operating equipment in a safe manner
- Reporting defects in equipment
- Working in compliance with the OHSA and its regulations
- Reporting any known workplace hazards or contraventions of the OHSA to their supervisor or employer
Workplace Visits

Industrial inspectors will focus on the following sectors:

- automotive
- ceramics, glass and stone
- chemical, rubber and plastics
- retail
- wholesalers including building supply centres
- wood and metal fabrication
Workplace Location Information … cont’d

In particular, inspectors will check workplaces:

- with a high incidence of injuries resulting in lost time at work
- not previously visited by the ministry
- where complaints have been received
- where there is a history of non-compliance

Inspectors have broad powers to take enforcement action, as appropriate, in response to any violations of the Occupational Health and Safety Act and its regulations.
What will MOL Inspectors Look For?

**Lift-trucks and other lifting devices**: Inspectors will check that employers examine lift-trucks and other lifting devices (including associated hardware and rigging equipment) for their load capacity and maintain them in good condition.

**Workplace layout/design**: Inspectors will check that employers are providing safe and appropriate access and egress to work areas. They will also check that workers/pedestrians are not endangered by mobile equipment or the movement of materials at the workplace.

**Manual material handling**: Inspectors will check that employers have developed and trained workers on safe manual material handling practices. They will also check that items required to be manually handled are done so in a safe manner, including while a worker is on a ladder, mobile ladder or step stool.
What will MOL Inspectors Look For?

**Mobile/transport equipment**: Inspectors will check that employers have ensured equipment is appropriate for use, maintained in good condition and safe practices are being followed. This includes checking employers have safe load securement procedures and workplace traffic management plans.

**Storage systems**: Inspectors will check that employers ensure materials are placed or stored in a safe manner and can be removed or withdrawn without endangering a worker’s safety. This includes checking on bulk, rack and automated or unitizing/palletizing equipment processes/practices.
What will MOL Inspectors Look For?

Internal Responsibility System (IRS): Inspectors will check that employers, supervisors, and workers are aware of their OHSA roles and responsibilities. They will also check that required health and safety representatives or Joint Health and Safety Committees (JHSCs) are in place, where appropriate, and are functioning as required.

Worker training: Inspectors will check that employers are providing information and instruction to workers to perform material handling tasks safely, including providing mandatory basic awareness occupational health and safety training.

Workplace supervision: Inspectors will check that supervisors have completed the mandatory occupational health and safety awareness training.
Manual Material Handling

Musculoskeletal disorder (MSD) prevention needs to be a key part of a workplace health and safety program. MSD hazards should be handled like any other workplace hazard.

- Advise and train workers about MSD hazards.
- Identify and assess job related MSD hazards.
- Put in place controls to reduce workers’ exposure to MSD hazards.
- Follow-up to make sure preventive measures are working.
- Encourage workers to participate in the health and safety program through early reporting of MSD symptoms or concerns.
Manual Material Handling

1. Lifting/lowering
2. Manual materials handling on ladders, mobile ladders, step stools, and sliding/fixed ladders
3. Unnecessary manual materials handling due to obstructions and piled materials in aisles
4. Pushing/pulling
Wood and Metal Fabrication

- Handling long or awkward pieces (e.g. lumber; into and out of machinery)
- Walking on uneven surfaces (e.g. walking on loose metal rods, different sized raw metal such as sheets, angle irons, I-beams)
- Stacking and staging heights (i.e. low or high) of raw and finished product
- Retrieving raw stock from disorganized stacks
- Manufacturing and handling moulding
Retail

- Handling materials on ladders
- Receiving stock (i.e. depalletizing)
  - Above shoulder/head height
  - Extended reach to center of pallet
- Stacking heights on shelving
- Repetitive handling in stock room
- Loading and movement of carts (e.g. better to push than pull carts)
- Obstructions in aisles resulting in unnecessary manual materials handling
  - Double handling of items
  - Overreaching, awkward postures
Wholesalers (including Building Supply Centres)

- Handling materials on ladders
- Size, quantity and weight of products (e.g. ready-to-assemble items)
- Repetitive handling of items (e.g. order picking)
- Stacking onto pallets at ground level
- Manual pushing of loaded carts with building material
- Co-packing – repetitive handling of loads, palletizing
Chemical, Rubber, and Plastics

- Manual loading of plastic pellets into hoppers (heavy loading above shoulder, static posture)
- Packaging workstations – poor work heights (i.e. below knuckle height and above elbow height) for manual material handling of production parts
- Manual handling of plastic rolls
- Large drums being rolled on edge resulting in high forces (vs. using a cart or dolly)
Automotive

• Repetitive handling
• Excessive reaches into bins, equipment when retrieving parts (extended bending/reaches)
• Stamping plants – handling metal parts in totes
• Supporting tool at shoulder height to cut metal within the press bed
Ceramics, Glass, Stone

- Large, heavy slabs of marble, granite, etc...
- Push/pulling carts loaded with material
- Supporting/stabilizing material on its end
- Concrete stone fabrication – lifting mould box full of wet concrete
Pedestrian Safety

• Protect workers who are working in the area of mobile equipment/vehicles, forklifts and lifting devices:
  - Establish a pedestrian traffic policy and program
  - Conduct a comprehensive workplace assessment of vehicular and pedestrian traffic.

• During the assessment consider the following:
  - Warning lights, signs and audible vehicular devices
  - Policies to restrict or separate pedestrian and/or vehicular movement in high travel routes.
  - Signage such as surface markings to delineate either pedestrian or vehicle use.
  - Driver and pedestrian visibility.
  - Adequate space allowances to allow for safe turning and/or backup.
Pedestrian Safety … cont’d

The following are some examples of requirements in Regulation 851/90 for pedestrian safety:

20. Barriers, warning signs or other safeguards for the protection of all workers in an area shall be used where vehicle or pedestrian traffic may endanger the safety of any worker.

57. A vehicle left unattended shall be immobilized and secured against accidental movement.
Pedestrian Safety … cont’d

Additional example of requirements in Regulation 851/90 for pedestrian safety:

56. Where the operator of a vehicle, mobile equipment, crane or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment or its load, the vehicle, mobile equipment, crane or similar material handling equipment shall only be operated as directed by a signaller who is a competent person and who is stationed,

(a) in full view of the operator;

(b) with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load; and

(c) clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load.
Key Focus for Inspectors – Lifting Devices & Forklifts

Inspectors will focus on the following key priorities to ensure:

- employers are maintaining equipment in good condition to prevent mechanical or operational failure.
- employers are ensuring that lifting devices are operated by competent workers who have appropriate training, knowledge and experience.
Inspection and Maintenance – Legislated Requirements

Inspection and maintenance records

OHSA 25(1)(b) states:

25. (1) An employer shall ensure that,
(b) the equipment, materials and protective devices provided by the employer are maintained in good condition;
Inspection and Maintenance – Legislated Requirements

Industrial Regulation 851/90, subsection 51(1)(b) states:

51. (1) A lifting device shall,

(b) be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,
(i) prior to being used for the first time, and
(ii) thereafter as often as necessary but not less frequently than recommended by the manufacturer and in any case, at least once a year,
and a permanent record shall be kept, signed by the competent person doing the examination;
Operation of Lifting Device by Competent Person

Industrial Regulation 851/90, subsection 51(2)(a) states:

51(2) A lifting device shall be operated,
(a) only by,
(i) a competent person, or
(ii) a worker being instructed who is accompanied by a competent person; and

OHSA subsection 25(2)(a) states:

25(2) Without limiting the strict duty imposed by subsection (1), an employer shall,
(a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;
Housekeeping Controls – slips and trips

• Marking spills and wet areas

• Cleaning all spills immediately

• Routine and heavy duty floor surface cleaning

• Removing obstacles from walkways and always keeping them free of clutter

• Covering cables that cross walkways

• Keeping working areas and walkways well lit

• Salting/sanding, clearing of ice
Ladders

- Requirements for placement of portable ladders are set out in section 73 of Industrial Reg. 851/90

- Employers may wish to contact their respective health and safety association to assist them with their ladder safety program.

- Employers should assess the tasks to determine if the use of ladders is appropriate or, if not, whether a scaffold, lifting device, etc. should be used instead.
Ladders … cont’d

Some elements that an employer’s ladder program should include are:

- include using the correct and properly rated ladder for the job
- ensuring workers are properly trained on the use of ladders
- ensuring ladders are properly maintained
- ensuring ladders are properly used for the job
- using wooden or fibreglass ladder when working around possible electrical contacts
- using ladder as per manufacturer’s instructions
- ensuring ladders are properly secured and protected from surrounding activity
- ensuring other hazards are properly identified when using ladders such as electrical contact

October is Global Ergonomics Month.

Stay tuned to the Ministry of Labour Website for more information!
MOL External Resources

Storage and Material Handling
http://www.labour.gov.on.ca/english/hs/topics/storage.php

Lifting Equipment
http://www.labour.gov.on.ca/english/hs/topics/lifting.php

Mobile Equipment
http://www.labour.gov.on.ca/english/hs/topics/mobile.php

Musculoskeletal Disorders / Ergonomics
http://www.labour.gov.on.ca/english/hs/pubs/ergonomics/is_ergonomics.php
http://www.labour.gov.on.ca/english/hs/topics/pains.php

Preventing Musculoskeletal Disorders (MSDs) at Industrial Workplaces
MOL External Resources

- Forklift and Lifting Devices Safety in Industrial Workplaces
- Racking and Storage Safety
- Warehouse Hazards
- Guideline for the Safe Operation and Maintenance of Powered Lift Trucks
- Heat Stress
- Mobile Compacting Equipment Safety Guidelines
- Portable Ladders (Mobile Ladder Stand, Mobile Ladder Platform)
- Portable Ladders (Step, Platform, or Trestle Ladders)
- Sliding, Fixed, Portable (Extension, Single) Ladders
- Step Stools
MOL Hazard Alerts

- Clark Model ECS and GCS Forklift Trucks
- Collector Shoe Assemblies on Overhead Cranes - Bridging an Isolation Gap
- Concrete Blocks Used for Material Storage
- Loading and Unloading Logging Trucks
- Crane Controls on Crane Trucks
- Equipment Blocking
- Extending Boom of an Articulating Boom Crane While in Stowed / Travel Position
- Horizontal Handling of Steel Plates
- Truck-Mounted Mobile Cranes
MOL External Resources

Videos and Photos

Manual Materials Handling: Industrial Workplaces
Loading Dock Safety
Forklift Safety

Additional External Resources

MMH - Health Hazards: OSH Answers
http://www.ccohs.ca/oshanswers/ergonomics/mmh/hlth_haz.html

Health and Safety Partners
http://www.labour.gov.on.ca/english hs/websites.php
Worker Health and Safety Awareness in 4 Steps

- Workbook and Employer Guide (free for download or through ServiceOntario)
- Available also in e-learning format
Supervisor Health and Safety Awareness in 5 Steps

- Workbook and Employer Guide (free for download or through ServiceOntario)
- Available also in e-learning format
Prevention

Worker guide
Step 1: Get On Board
Step 2: Get in the Know
Step 3: Get Involved
Step 4: Get More Help

Employer guide
Face to face
DVD/CD
electronic
MOL Contact Centre

• Call 1–877–202–0008 any time to report critical injuries, fatalities or work refusals.

• Call 8:30 a.m. to 5 p.m. Monday to Friday for general inquiries about workplace health and safety.

• **Always call 911** in an emergency.
Thank You!

QUESTIONS?