

**Inspection Manual  
for Local OHS Committees/Representatives**

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# Introduction

The monthly occupational health and safety inspection is a fact-finding exercise, with the aim of preventing accidents and incidents from happening. Inspectors and employees need to well understand the goal of the inspection at the workplace to encourage the maximum exchange of information.

The employer may conduct additional inspections considering the following points:

1. the number and scale of the processes, operations or tasks;
2. hazardous equipment requiring inspections at fixed intervals;
3. processes that pose a significant hazard, requiring separate and more frequent inspections;
4. the number of shifts, because work activities may vary from one shift to another; and/or
5. introduction of a new process or new machine in the workplace, requiring a special inspection.

# References

Canada Labour Code Part II, section 125. (1) (z.12), section 135. (7) (k), and section 136. (5) (j)

HRPOL13, Parag. 13.21 to 13.26 – *OHS Prevention Program*

# Definitions

OHS: Occupational Health and Safety

LOHSC: Local Health and Safety Committee

LOHSR: Local Health and Safety Representative

DND/CAF: Department of National Defence/Canadian Forces

SLER: Senior Local Employer Representative

# Timeframes

Every building must be inspected monthly in its entirety (12 times per year).

* Perform inspection a week prior to the Local OHS committee meeting in order to discuss pressing issues. If no meeting is scheduled, please proceed a month after the previous inspection.
* Record a proof of inspection and the observations / findings / recommended actions in SMAAT within a day of the inspection.
* Expect a response to all inspection tickets within 30 days of their creation.

# People involved

|  |  |  |
| --- | --- | --- |
| **Role** | **20 employees or more** | **Less than 20 employees** |
| Inspector | Local OHS Committee Members (team of 2: employee representative and management representative) | Local OHS Representative (may team up with a manager on the floor) |
| Reviewer | Local OHS Committee Co-chairs | Local OHS Representative |
| Manager | Senior Local Employer Representative (SLER) | Senior Local Employer Representative (SLER) |

# What to inspect

The LOHSC/LOHSR shall conduct a visual inspection of all workplaces monthly. Areas that are not generally used as workplaces, such as parking facilities, cafeterias and locker rooms should also be inspected.

**General :** Observe for housekeeping, emergency equipment and fire hazard.

Look in:

* Work area, office and cubicle area
* Storage rooms, restricted access rooms
* Common areas such as meeting rooms, reception, entrance, stairwells, aisles, lunchroom, washrooms/showers

**Personal Protective Equipment (PPE).** Observe for operating errors in the use of personal protective equipment provided to protect :

* Eyes and face
* Ear
* Hands and arms
* Feet and legs
* Respiratory system or vital organs

Look for:

* Failure to use
* Improperly fitted or adjusted
* Unqualified or not trained in use
* Failure to properly maintain
* Use of damaged equipment, etc.

**Equipment and Tools.**

Look for:

* Use of incorrect tools for the task
* Use of unsafe or improperly maintained tools Incorrect use of tools
* Abuse of tools
* Unqualified or unauthorized person using tools or equipment.

**Procedures and Orderliness.**

Look for:

* Use of incorrect procedures for the task
* Unqualified or unauthorized person
* Avoiding proper application of procedures
* Sub-standard of orderliness (housekeeping).

**Security measures:** First aid kit and first aid station

# Tools

Inspector’s notes: see page 12

Quick Reference Cards: see page 13-16

Link to SMAAT is available at <http://cfmws.com/OHS> under *OHS Representatives & Legislation*

# Steps of an inspection

## Preparing

1. Schedule the inspection in advance.
2. To facilitate the inspection of a large building, share the task and map out the location of the following:
   1. Safety bulletin board(s)
   2. Portable fire extinguishers
   3. First aid stations
   4. Sections
3. Find the inspection *quick reference card* that best suit the workplace you are planning to inspect.
4. Review previous month’s inspection observations / findings / recommended actions and actions taken.
5. If areas are restricted or you are not familiar with it, make an appointment with the person responsible.
6. Sometimes, other groups perform inspections (e.g. fire wardens, first aid kit provider). You might team up to avoid duplication.

## Inspecting

1. Inspectors perform visual inspection and write down observations / findings / recommended actions. They may use photographs where possible and feasible for problem areas as they provide positive proof and greatly reduce report writing.
2. Inspectors record within a day of the inspection using the SMAAT web based software:
   1. proof of inspection
   2. observations / findings / recommended actions
3. The co-chairs review the tickets and modify the information, if required. They discuss during regular committee meeting any outstanding tickets.
4. The SLERs review the tickets and take action within their delegated authority to resolve items (Tickets). They may have to consult, work with, delegate to others or escalate according to the chain of command. An item may take more than one step to resolve. It is best to record progress as it occurs.

## Following up

1. Local OHS Committee Co-chairs/ Representatives raise to SLER’s attention any pending/unresolved tickets.

# Best practices for inspectors

* When OHS committee members are walking around inspecting or observing the environment, some employees might wonder what’s going on. It is good practice, to introduce yourself as a member of the local OHS committee/ representative. Explain that you are performing the monthly inspection of the workplace with the aim of preventing accidents and incidents from happening.
* When employees raise a safety concern to your attention, take the time to listen. Ensure that they have first discussed the concern with their manager. Take note on the form. Please refer to *Guide for possible answers to provide employees when concerns are raised with inspectors*below.
* People in the workplace may hear the inspectors discuss issues during inspections, but we want them to hear positive feedback as well. (e.g. this section is well maintained)
* Be specific about the information you record (observations / findings / recommended actions) as it is likely to be passed to management for decision and action.

# Guide for possible answers to provide employees when concerns are raised with inspectors

## 1. Ergonomics

Employees should discuss concerns with their manager first as they might be able to try out solutions that are available to them.

1.1 If an employee has an existing medical condition, [HRPOL](https://www.cfmws.com/en/EmployeeZone/HumanResources/Documents/HRPOL.pdf) section 15 – Employment Accommodation should be used.

1.2 If an employee experiences discomfort at their workstation, [HRPOL](https://www.cfmws.com/en/EmployeeZone/HumanResources/Documents/HRPOL.pdf) section 13 – Safety - Ergonomic Program should be used.

* Employees should read the DND/CAF Guide to Office Ergonomics and adjust their workstation, to the best of their ability. It is understood that there are some limitations to the adjustments the employee can make;
* Ergonomic assessment can be performed by a third party when the employee completes the form and the director approves it;
* The division is responsible to implement the third party recommendations in a timely manner. The employee is responsible to adopt the third party recommendations.

Finally, the local HR Office can help with employment accommodation and ergonomic assessment.

## 2. Thermal comfort in the office

The federal legislation doesn’t provide a single value for the maximum/minimum temperature to which you can be exposed while working in an office environment.

The CSA Standard CAN/CSA Z412-00 (R2011) - "Office Ergonomics" gives acceptable ranges of temperature and relative humidity for offices in Canada[[1]](#footnote-1). The recommended temperature ranges (see below) have been found to meet the needs of at least 80% of individuals.

**Standards on office temperatures**

*Note: Some people may feel uncomfortable even if these values are met.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Temperature / Humidity Ranges for Comfort** | | | |
| **Conditions** | **Relative Humidity** | **Acceptable Operating Temperatures** | |
| **oC** | **oF** |
| Summer (light clothing) | If 30%, then  If 60%, then | 24.5 – 28  23 – 25.5 | 76 – 82  74 – 78 |
| Winter (warm clothing) | If 30%, then  If 60%, then | 20.5 – 25.5  20 – 24 | 69 – 78  68 – 75 |

Source: Adapted from ASHRAE 55-2010.

Facility management aims to keep the workplace temperature in the middle of the range, but sudden change in weather, locations near windows, doors, vents, and occupancy are all factors that influence thermal comfort.

## 3. Workstation

Employees are responsible to maintain their workstation clean. The cleaning staff vacuums the floor and dusts the top of the cubicle separators. They are not allowed to move items in cubicles. Employees who encounter an issue with the furniture or office accessories (lighting, furniture that needs to be moved, etc.) should discuss it with their manager/supervisor.

## 4. Parking lot/ Pathways

The employer is responsible for taking all reasonable precautions to prevent injuries or accidents in the workplace. What is considered reasonable? The usual clearing, salting and applying of abrasives is the reasonable standard. A good practice when gauging what is a reasonable precaution is to compare it with a similar situation. For example, when it comes to snow or ice accumulation, one could compare the clear up with commercial buildings and roads around. A small patch of ice or a pothole in a pedestrian area can be marked with a sign similar to wet floor in the office.

However, if there is a snowstorm, the parking lot might be less than ideal. The employee also has the responsibility to exercise reasonable caution to ensure his or her own safety (change the way one walks, wear appropriate footwear, ask for help etc…

# SMAAT – Process to record an inspection

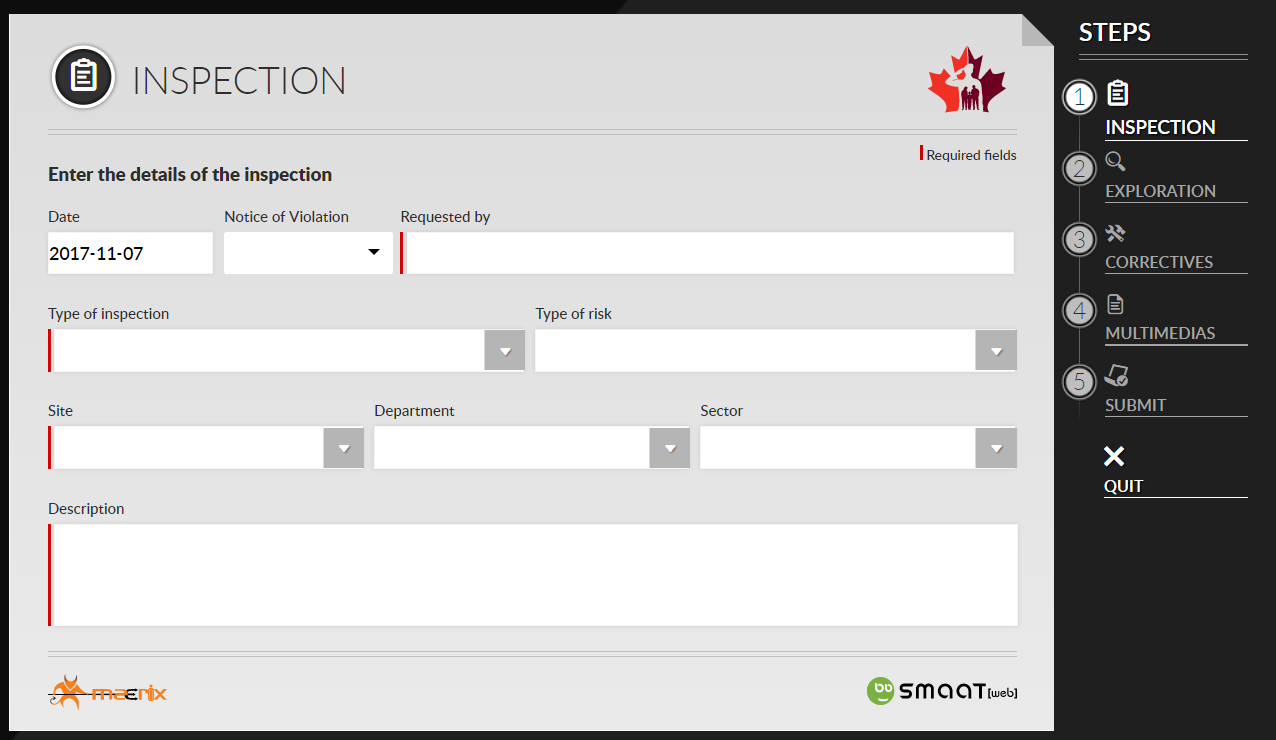
Important:

* Keep proof of mandatory monthly inspection in SMAAT by creating one ticket and entering it under *Type of risk* as “*1-proof of inspection*”
* Record each issue noted during the inspection separately. 1 issue = 1 ticket

Access SMAAT at <http://cfmws.com/OHS> under *OHS Representatives & Legislation*

1. Click on *Inspection*



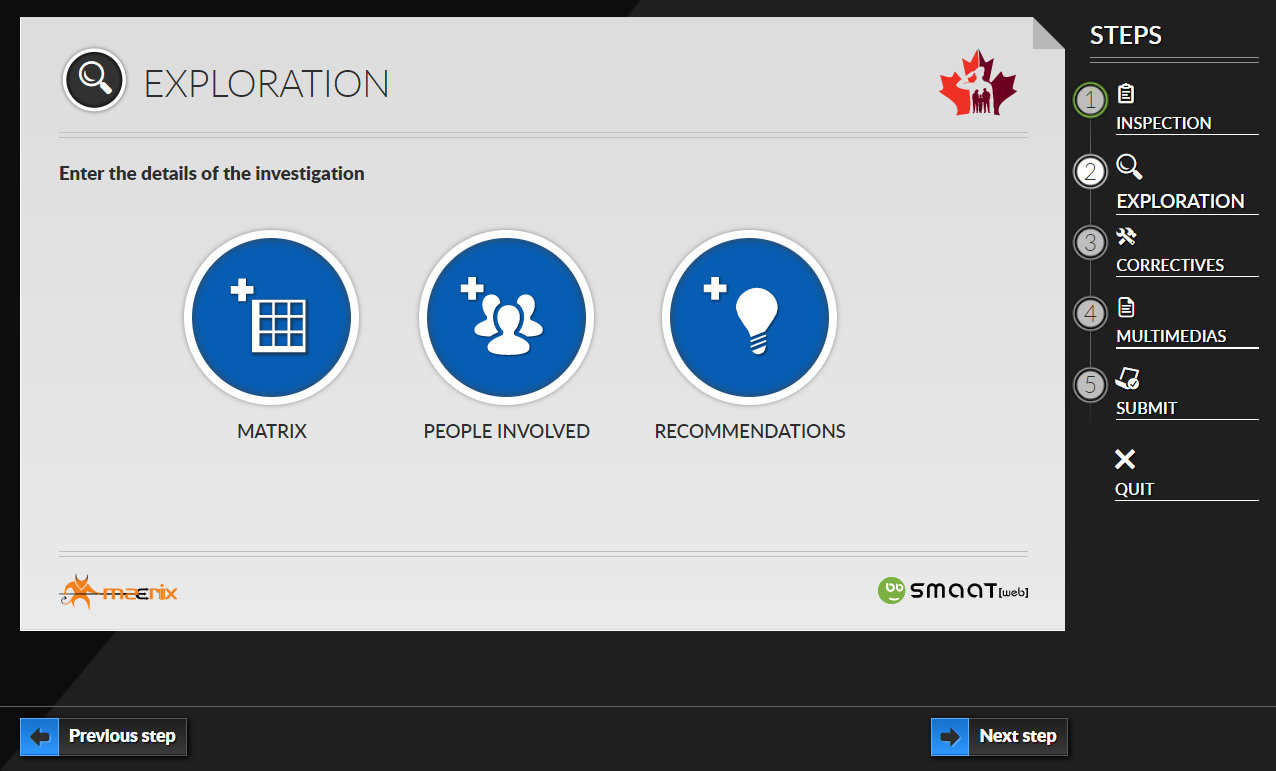


STEP 1 – INSPECTION

* Date: Date of inspection
* Notice of Violation: “no” is selected unless an Employment and Social Development Canada OHS Officer is involved.
* Requested by: enter the name of your SLER
* Type of inspection: select Local OHS committee
* Type of risk: Biological hazard, Chemical hazard, Ergonomics hazard, Physical hazard, Psychosocial hazard, Safety hazard. For more info, table below
* Site / Department / Sector: Select as appropriate
* Description: Be specific when providing a description of the observation, finding or recommendation. Include the hazard and safety issue. (e.g. torn carpet in the middle of high traffic hallway represents a risk of slips, trips and same-level falls)

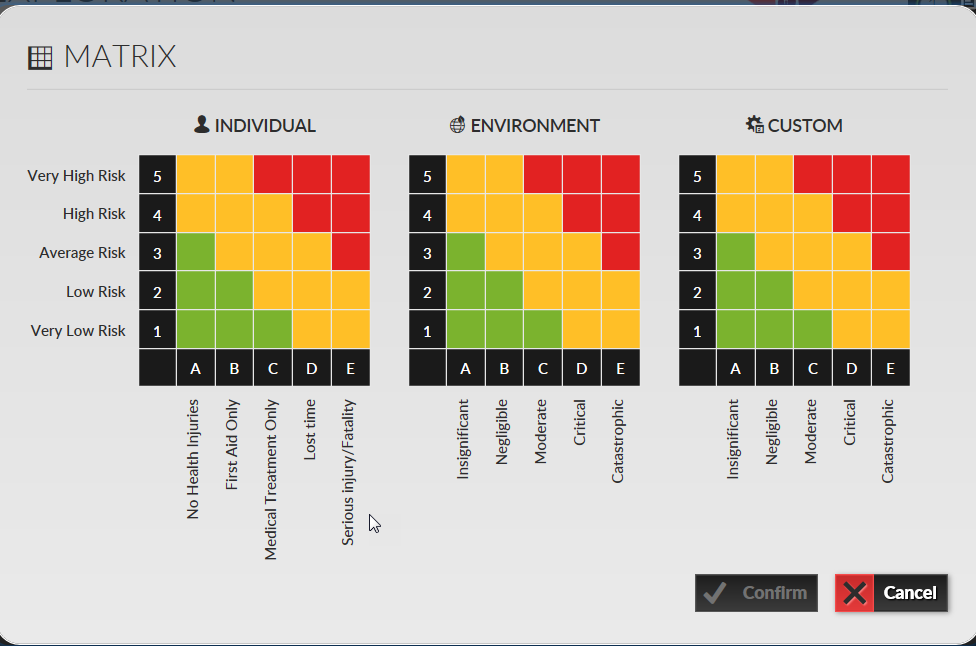
|  |  |
| --- | --- |
| **Type of risks** | **Description** |
| Biological hazard | Microscopic organisms such as bacteria, viruses, or fungi transmitted by insects, plants, birds, animals, or humans. |
| Chemical hazard | Liquid, gases, or solids substance that can be inhaled, swallowed, injected or absorbed through the skin |
| Ergonomics hazard | Lifting, pushing, pulling ; sitting / standing ; lighting |
| Physical hazard (molecular level) | Extreme temperature, radiation, vibration |
| Psychosocial hazard | Stress, bullying, violence, working alone, shift work |
| Safety hazard | Slips, trips and falls;  Ladders / platforms, tools, confine spaces, machinery, traffic |

* Site / Department / Sector: Be as specific as possible
* Description: Be specific when providing a description of the observation, finding or recommendation. Include the hazard and safety issue. (e.g. torn carpet in the middle of high traffic hallway represents a risk of slips, trips and same-level falls)

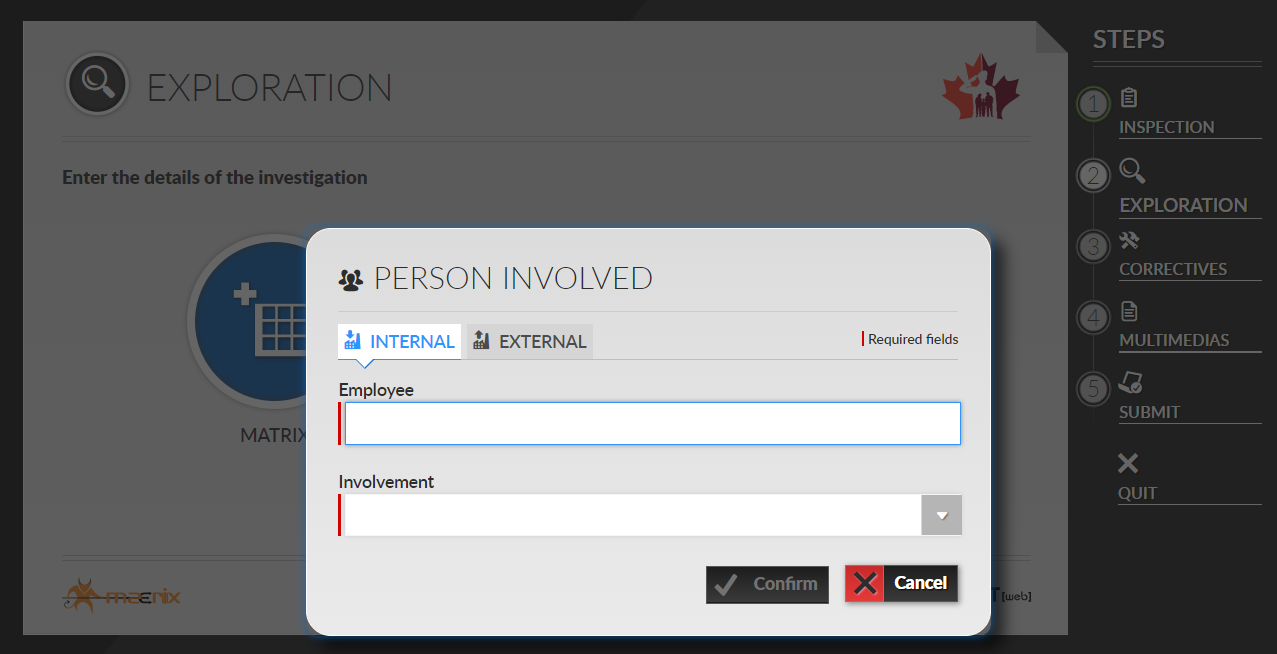


STEP 2 – EXPLORATION

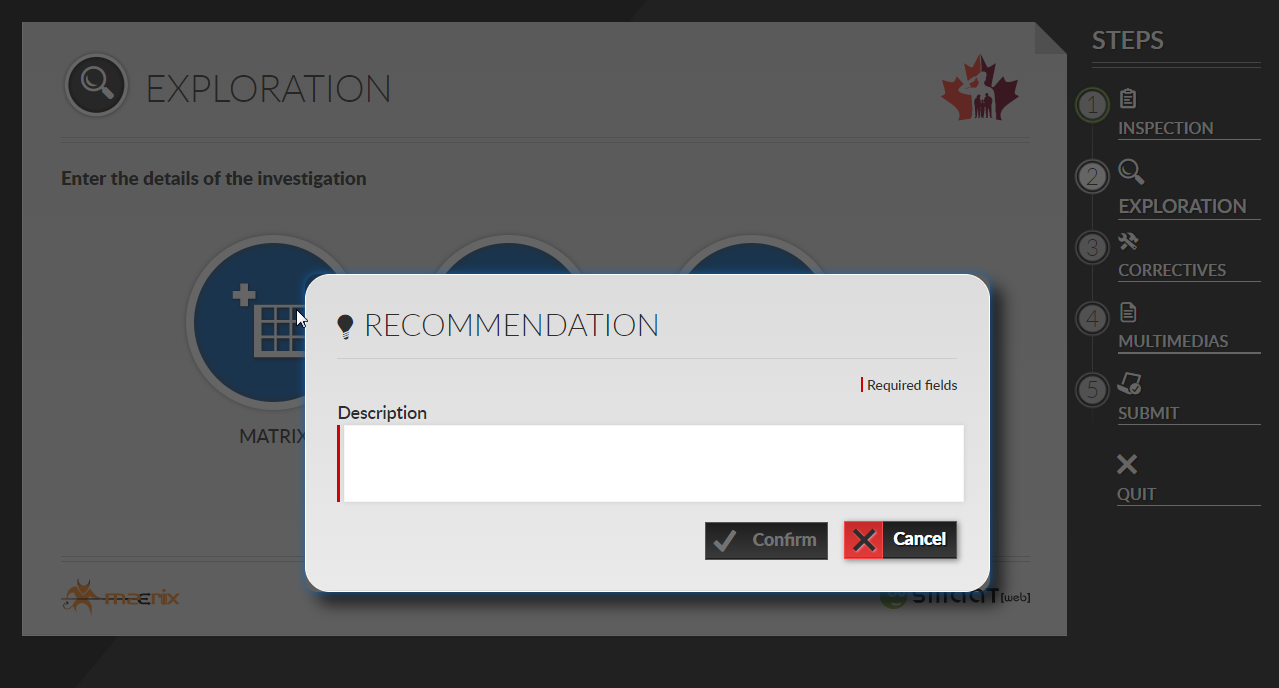
**Matrix**: Select to the best of your knowledge the appropriate box for “Individual” and “Environment”. Roll over "*levels of risk*" to preview the definitions.



* No health injuries:
* First aid: First aid is the assistance we give an injured person on site to help protect their life and prevent further injury.
* Medical Treatment Only: Medical treatment is provided by a health care professional at a hospital, medical clinic or physician’s office and is not to be confused with first aid.
* Lost time: Lost time occurs when an employee sustains a work-related injury, which results in lost time from work after the day of the incident.
* Serious injury/Fatality: Permanent disabling injury (e.g. amputations, multiple injuries, fatal injuries, occupational cancer)
* Very low risk: less than 1% of being experienced by an individual during their working lifetime
* Low risk: typically experienced once by an individual during their working lifetime
* Average risk: typically experienced once every five years by an individual
* High risk: typically experienced once or twice a year by an individual
* Super high risk: typically experienced once a month by an individual
* **People involved**: Enter the name of the inspectors



* **Recommendations**: Use the text field to enter your recommendations

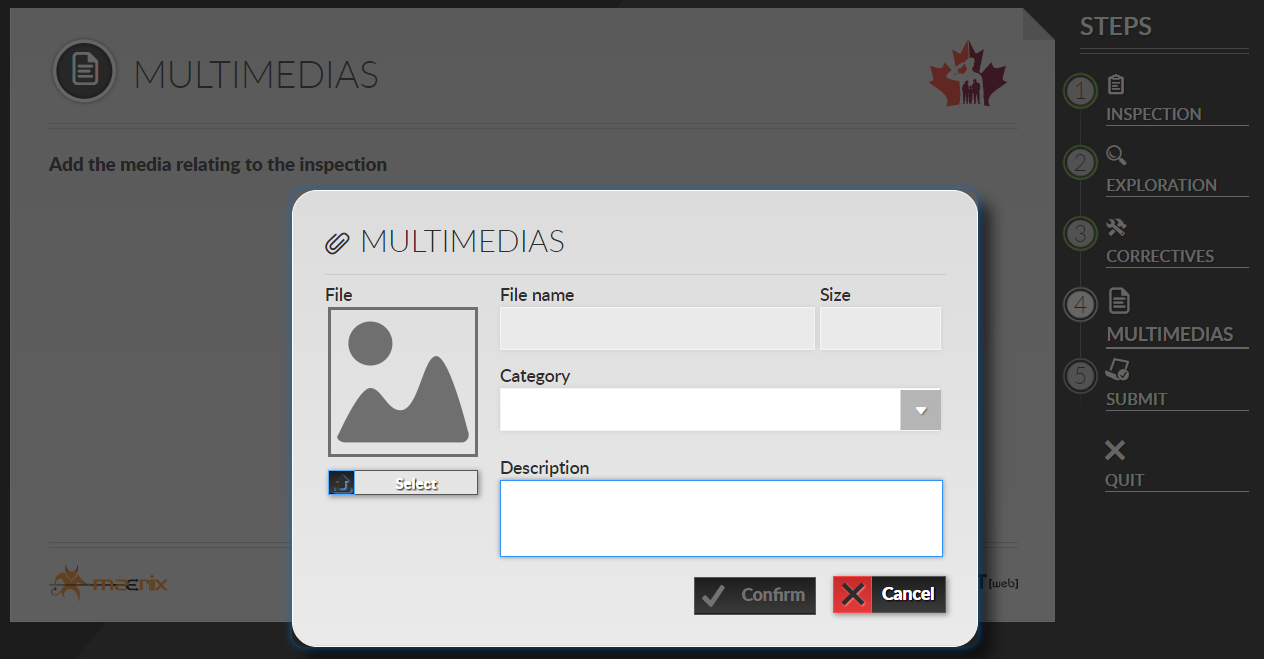


STEP 3 – CORRECTIVES

* Usually the inspector will not be the action taker.

STEP 4 – MULTIMEDIAS

* Attached photos, video or documents pertaining to the issue, as necessary.



STEP 5 – SUBMIT

# LOCAL OHS COMMITTEE/REPRESENTATIVE INSPECTION FORM

## Inspector’s notes

Record observations / findings / recommended actions within a day of the inspection using the SMAAT web based software at <http://cfmws.com/OHS> under *OHS Representatives & Legislation*

**Date of inspection: Area inspected: Name:**

|  |
| --- |
| **Observations / Findings / Recommended Actions** |
|  |

|  |
| --- |
| **Name of employees you provided guidance with short explanation** |
|  |

## Quick Reference Card – Generic

**Visual inspection of the workplace by the Local OHS committee / representative performed monthly (12 times per year)**

|  |  |
| --- | --- |
| **Safety Bulletin Board** | **Housekeeping** |
| Every workplace shall have a safety bulletin board accessible to every employee and include:  LOHSC Members or LOHSR: Name, phone number and location  Employer’s statement covering OHS policy  Canada Labour Code Part II and Regulations  NPF OHS Policy (HRPOL section 13)  Building Fire and Emergency Plan  Fire Wardens: Name, phone number and location  Location First Aid Kits and Automated External Defibrillator (AED)  First Aid Attendants: Name, phone number and location  WHMIS Information  Material Safety Data Sheet (MSDS) or (SDS) less than 3 years old  Required where 20 or more employees are working at any time in a workplace.  Minutes of last OHS Committee Meeting, if applicable  ESDC Annual OHS Committee Report, if applicable | Slip (e.g. liquid) and trip hazard (e.g. filing stool, wastebasket, extension cords)  Lighting: insufficient, dark areas  Ceiling: light diffuser or tile missing  Floor: loose material, debris, worn carpeting, broken tile  Furniture or equipment: worn, broken, sharp edges.  Material: Stored safely, neatly and safely piled  Filing cabinets: Drawer kept closed when not in use  Shelves: overloaded, beyond rated capacity, larger and heavy objects stored on lower shelves  Equipment/ Space over crowded  Overhead hazards  Stepladder or stool: adequate to reach overhead storage |
| **Fire hazard** |
| Heating and air conditioning vents: objects covering, accumulation of dust  Combustibles near heating source |
| **Emergency Equipment** | **Sanitation** |
| ***Portable fire extinguishers***  Identified by a conspicuous sign  Available and accessible  Hangers for the extinguishers firmly attached to the wall  Inspection tag attached to the fire extinguisher initialed within the past month  ***Fire alarm pull stations***  Accessible  ***Sprinkler system and associated piping***  Free of any decorations or attachments  At least 18” clearance between sprinkler heads and storage  ***Emergency exits***  Some exit doors are connected to an alarm system. Please DO NOT open the door unless the alarm is turned off. An alternative to opening the door is to go around the building to ensure nothing prevents the door from opening.  Free of obstructions  Exit sign lit  ***Fire-rated door, if any***  Fire-rated doors are marked with a plate near a hinge  Free of obstructions  Kept closed | Refrigerator and microwave  Counter tops and sink  Tables  Garbage containers (with lid in food preparation area)  Toilet  Shower  Drinking fountain  No presence of insects or rodents |
| **Electrical****Safety** |
| Electrical outlets free of overloads  Electrical cords in good condition  Electrical cords used temporarily  Only small appliances in authorized areas  Area around electrical panels and breakers free of obstructions |
| **Emergency Preparedness** | **Tools** |
| Floor plan with evacuation routes identified and posted - “You are Here” indication must appear  Emergency procedures (evacuation, fire, bomb threat, hostile person) posted  List of the hazardous substances used, produced, handled, or stored for use in the workplace.  **Hazardous substance:** includes a controlled product and a chemical, biological or physical agent that, by reason of a property that the agent possesses, is hazardous to the safety or health of a person exposed to it. | Ladders and climbing devices: condition, storage and proper use.  Hand tools: any defects, general conditions, storage and proper use.  Power tools: condition and guarding.  Machine guarding: nip points, cutting and shear edges, presses, rotating parts and gear device. |

## Quick Reference Card – Generic

|  |  |
| --- | --- |
| **First Aid** | **Hazardous Substances** |
| ***First aid Kit***  Proper first aid kit for number of employees and work environment  First aid kit supplies complete as per First Aid kit content checklist  ***First aid stations[[2]](#footnote-2):***  Identified by a conspicuous sign  Names, numbers and location of First Aid Attendants  ***First aid room[[3]](#footnote-3):***  Required where 200 or more employees are working at any time in a workplace.  Identified by a conspicuous sign  Under the supervision of a first aid attendant  Names, numbers and location First Aid Attendants  Phone number to reach emergency services  Telephone  Moisture-protected mattress and moisture-protected pillows clean and tidy | ***Products***  Supplier label appears on original products  Workplace label appears on:   * + a hazardous product is produced (made) at the workplace and used in that workplace   + a hazardous product is decanted (e.g., transferred or poured) into another container   + a supplier label becomes lost or illegible (unreadable).   Any new hazardous products introduced in the workplace since the last inspection  Compressed gas cylinders stored according to manufacturer’s instructions  ***MSDS or SDS***  available to every employee  available to Emergency Response Personnel  available for all hazardous substances  up to date (date of last revision appears in SDS Section 16 – Other Information) |
| **Public Access Automated External Defibrillator (AED)** | **Spill Response** |
| Status indicator (e.g. Illuminated check mark indicates the unit passed its last self-test and is ready for use / Illuminated “X” indicates unit has failed its self-test and is not ready for use.)  Instructions available for the use of the AED in both of Canada’s official languages  Designated person responsible for inspecting the device  Signed and dated record of inspection available | Emergency spill response procedures written and clearly posted in the work area  Absorbent materials available for immediate containment of spills or leaks  Available, accessible and sufficient quantity of absorbent material, equipment and PPE. |
| **Personal Protective Equipment (PPE)** | **Emergency Showers and Eyewash Stations** |
| Work areas where PPE must be worn are identified by a conspicuous sign  ***Disposable Protective Equipment***  Available and accessible  Sufficient quantity  ***Shared Protective Equipment***  Available and accessible  Cleaned and well-maintained  Store in clean dry air - free from exposure to sunlight or contaminants  ***Personal Protective Equipment***  It is the employees’ responsibility to:   * + Follow manufacturer's instructions   + Inspect PPE before and after each use.   + Take care of PPE at all times.   + Clean all PPE after use.   + Store in clean dry air - free from exposure to sunlight or contaminants   + Ask their supervisor to repair or replace damaged or broken PPE | Identified by a conspicuous sign  Accessible  ***Plumbed Emergency Showers and Eyewash Stations***  Clean  Designated person responsible for inspecting and operating (activating) devices weekly  Signed and dated record of inspection available  ***Portable, Self-Contained Eyewash Stations***  Clean  Self-contained systems are fully charged  Shelf life of the solution not expired  ***Eyewash Bottles***  Supplement plumbed and self-contained stations  Expiry date of the fluid printed on the bottle  Shelf life of the solution not expired |

## Quick Reference Card – Outdoor

|  |  |
| --- | --- |
| **Parking Lot and Walkways** | **Loading Areas** |
| Free from tripping hazards (e.g. no pot holes)  Free of debris  Signs posted in good condition (e.g. no parking in fire routes)  Lighting adequate at night | Free of obstructions or debris  Lifting devices, racking systems, etc. in good condition  Pedestrian walkways clearly marked, if required |
| **Around the Building** | **Storage Shed** |
| Waste is stored in appropriate waste or recycling storage areas  No overflowing garbage containers  Property kept clear of litter, combustibles, hazardous materials, old batteries, etc.  Smoking areas are clean  Appropriate cigarette butt receptacle available  Grounds free from holes or trip hazards where workers/public may walk  Fencing in good condition  Outdoor machinery in good repair | Incompatible materials stored separately  Shed or area secured and access limited  Equipment and machinery in good condition  No leak or spills  ***Hazardous products***  Adequately stored and labelled  Sign of leaks or spills posted  “No Smoking” signs posted when flammable products are stored  Required PPE available to workers |
| **Winter time** |  |
| Exits, walkways, stairs, stairwells, landings, and parking lot  Kept clear from ice and snow  Cleared, salted and/or abrasives applied |  |
| **Additional areas - Indicate location-specific areas or items to inspect** | |
|  | |

## Quick Reference Card – First Aid Kit

|  |  | **Type of First Aid Kit** |
| --- | --- | --- |
| 6 or more employees in office workplace | * for which the ambulance response time is less than two hours. * for which the ambulance response time is more than two hours. | **B**  **C** |
| 6 or more employees in other workplace, but exclude wilderness area | * for which the ambulance response time is less than twenty minutes. * for which the ambulance response time is twenty minutes or more but not more than two hours. | **B**  **C** |
| 2 to 5 employees | * unless one of the item listed below applies. * 1 employee, detached from the main party in a remote workplace (the ambulance response time more than two hours). * 1 to 3, travelling by snowmobile or other small vehicle, other than a truck, van or automobile. | **A**  **D**  **D** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Supplies and Equipment**  NOTE: Prescription drugs or other medications shall not be stored in first aid kits or with first aid supplies. | **Quantity According to  Type of First Aid Kit** | | | |
| **A** | **B** | **C** | **D** |
| 1. | Antiseptic swabs (10-pack) | 1 | 1 | 4 | 1 |
| 2. | Scissors: super shears | - | - | 1 | - |
| 3. | Bandages: adhesive strips | 12 | 48 | 100 | 6 |
| 4. | Plastic bags: waterproof, seal able | - | - | 2 | - |
| 5. | Bandages: triangular, 100 cm, folded | 2 | 6 | 8 | 1 |
| 6. | Blankets: emergency, pocket size | 1 | - | - | - |
| 7. | First Aid Kit Container | 1 | 1 | 1 | 1 |
| 8. | Dressings: combination, 12.7 cm x 20.3 cm | - | - | 6 | - |
| 9. | Dressings: compress, 7.5 cm x 12 cm | 1 | 2 | - | - |
| 10. | Dressings: gauze sterile 10.4 cm x 10.4 cm | 4 | 12 | 24 | 2 |
| 11. | Dressings: gauze, non-sterile 10.4 cm x 10.4 cm | 10 | 40 | 200 | - |
| 12. | Forceps: splinter | 1 | 1 | 1 | - |
| 13. | Gloves: disposable | 4 | 8 | 40 | - |
| 14. | Mouth-to-mouth resuscitation mask with one-way valve | 1 | 1 | 1 | - |
| 15. | Record book: First Aid | 1 | 1 | 1 | 1 |
| 16. | Scissors: bandage | 1 | 1 | - | - |
| 17. | Self-adhering gauze bandage: 7.5 cm x 4.5 m | 2 | 6 | 24 | - |
| 18. | Tape: adhesive, 1.2 cm x 4.5 m | - | - | - | 1 |
| 19. | Tape: adhesive, 2.5 cm x 4.5 m | 1 | 2 | 4 | - |
|  | Additional supplies and equipment maintained outside of the kit itself (for remote workplace) |  |  |  |  |
| 20. | Blankets: bed type | - | - | 2 | - |
| 21. | Splint set | - | 1 | 1 | - |
| 22. | Stretcher | - | - | 1 | - |

1. The CSA Standard CAN/CSA Z412-00 (R2011) - "Office Ergonomics" gives acceptable ranges of temperature and relative humidity for offices in Canada. These values are the same as recommended by the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) Standard 55 - 2010 "Thermal Environmental Conditions for Human Occupancy". [↑](#footnote-ref-1)
2. Canada Occupational Health and Safety Regulations (SOR/86-304) section 16.5 [↑](#footnote-ref-2)
3. Canada Occupational Health and Safety Regulations (SOR/86-304) section 16.9 [↑](#footnote-ref-3)