

TITLE: PRE-START SAFETY REVIEW PROCEDURE

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Effective Date: Immediate

Mandatory Review Date:

March 27, 2023

Approved By:

**Occupational Health and
Safety Services**

1. PURPOSE

The introduction of new processes or equipment may introduce new hazards into the workplace. The corresponding procedure is intended to standardize a safety review process that must be performed prior to use of new or modified equipment or processes in order to protect all Workers from new hazards. This procedure is intended to be in compliance with the Industrial Establishments Regulation 851, section 7 (Pre-Start Health and Safety Reviews).

2. SCOPE

This procedure applies to the following circumstances at Sheridan as prescribed in the Industrial Establishments Regulation 851, section 7:

- In areas where flammable liquids are located or dispensed on Sheridan property;
- For equipment that uses safeguarding devices that signal the apparatus to stop;
- For equipment that uses barrier guards that use interlocking mechanical or electrical safeguarding;
- For racking structures used for storage;
- For a process that involves a risk of ignition or explosion that creates a condition of imminent hazard;
- For the use of a dust collector;
- The construction, addition, installation or modification as it relates to a lifting device, travelling crane, or automobile hoist; and
- For any process that uses or produces a substance that may result in the exposure of a Worker in excess of any exposure limit set out in Ontario Regulations 833/90, 278/05 and/or 490/09.

3. DEFINITIONS

Employer: as defined in the Occupational Health and Safety Act (section 1(1)), refers to a person who employs one or more Workers or contracts for the services of one or more Workers, and includes a contractor or subcontractor who performs work or supplies services and contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Equivalent Documentation: means a report provided by a Professional Engineer containing recommendations to achieve compliance with Section 7 of Regulation 851.

Flammable Liquid: means a liquid having a flash point below 37.8° Celsius, and a vapour pressure below 275 kilopascals absolute at 37.8° Celsius.

Guard: means a type of safeguard consisting of a physical barrier which prevents a Worker from reaching over, under, around or through the barrier to a moving part or point of operation.

Hazard: any source of potential damage, harm or adverse health effects on something or someone.

Hoist: means a device used to lift or lower material or equipment.

Interlocking Device: a mechanical, electrical, or other type of device, the purpose of which is to prevent the operation of machine elements under specified conditions.

Joint Health and Safety Committee (JHSC): means a committee composed of Worker and employer representatives that work together to improve health and safety conditions in the workplace.

Lifting Device: means a device that is used to raise or lower any material or object and includes its rails and other supports but does not include a device to which Ontario Regulation 209/01 (Elevating Devices), made under the Technical Standards and Safety Act, 2000.

Occupational Health and Safety Management System (OHSMS): is part of the overall management of the organization that addresses OHS hazards and risks associated with its activities.

Pre-Start Safety Review (PSR): As required under Section 7 of the Industrial Regulations, a process initiated prior to the purchase or use of new or modified equipment or the change/introduction of a process that may result in injury to Workers. The review process involves multiple stakeholders in the assessment of risk, recommendation, and implementation of controls and a written report.

Process: means a series of actions or steps taken in order to achieve a particular end.

Professional Engineer: means a member or licensee of the Association of Professional Engineers of Ontario under the Professional Engineers Act.

Risk: is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment.

Safeguarding device: means a device that detects or prevents inadvertent access to a hazard.

Supervisor: as defined in the Occupational Health and Safety Act (section 1(1)), means a person who has charge of a workplace (i.e. is responsible for the space) or authority over a Worker (i.e. issues instructions or has authority to hire and terminate Workers). At Sheridan this includes Vice Presidents, Directors, Deans, Managers, Associate Deans, Supervisors and any other person that has charge of a workplace or worker.

Worker: as defined in the Occupational Health and Safety Act (section 1(1)), means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participated inside the institution or facility in a work project or rehabilitation program.

4. PROCEDURE STATEMENT

Sheridan is committed to protecting Workers' health and safety through the proactive identification of hazards through PSRs and by mitigating all hazards to support the continuous improvement of Sheridan's Occupational Health and Safety Management System (OHSMS).

4.1 ROLES AND RESPONSIBILITIES:

4.1.1 Sheridan

Sheridan as an Employer will:

1. Ensure that any newly purchased or modified equipment or introduction of new processes under the Scope of this Procedure include PSRs prior to commissioning.
2. When necessary, hire a Professional Engineer as defined by Section 7(1) of the regulations to perform the PSR.

4.1.2 Supervisors

Supervisors shall:

1. When requesting the purchase or modification of equipment, or changing a work process that falls into this Procedure scope, initiate a PSR prior to the purchase or modification of equipment, or the introduction of a new work process by contacting Occupational Health and Safety (OHS) Services.
2. Ensure that a PSR is completed prior to commissioning the new or modified equipment or new or modified work processes.
3. Ensure equipment or process requiring a PSR is not used until the PSR has been completed and all safety measures are implemented. If the equipment or process is expected to be used without full compliance with the PSR recommendations, OHS Services must be contacted.
4. Offer recommendations for safe use and, if required, help develop any Health and Safety Procedures after the PSR has been completed.
5. Ensure that all Workers affected by the new equipment or change in process are trained to safely operate the new equipment or process.
6. Ensure that PSRs are retained and made readily accessible to all applicable Workers.

4.1.3 Workers

Workers shall:

1. Participate and contribute to the PSR process, when requested.
2. Follow Health and Safety Procedures established for the equipment or process.
3. Report any deficiencies in safe operation to their Supervisor.

4.1.4 Occupational Health and Safety (OHS) Services

OHS Services shall:

1. Participate and manage the PSR process.
2. Identify a requirement for a PSR during procurement, pre-purchase or process design stages.
3. Provide consultation in the development of any Health and Safety Procedures developed based on the PSR.
4. Liaise with the JHSC to provide copies of the PSRs,
5. Liaise with the JHSC when either a process or equipment is to be used prior to full compliance with the recommendations of the PSR.

4.1.5 Joint Health and Safety Committee (JHSC)

JHSC may:

1. Have a Worker member participate and contribute to the PSR process.
2. Review PSRs and provide additional feedback regarding outlined recommendations.

5. RELATED DOCUMENTATION (Procedures/Additional Policies/Forms)

[Health and Safety - Workplace Health and Safety Duties and Responsibilities Policy](#)

[Health and Safety - Workplace Hazardous Materials Information System \(WHMIS\) Procedure](#)

[Industrial Establishments Regulation 851, Section 7](#)

[Control of Exposure to Biological or Chemical Agents Regulation 833](#)

RESPONSIBLE EXECUTIVE: Vice President, Human Resources & Equity

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