



PEI Aquaculture Safety Code of Practice



The WCB wishes to acknowledge the PEI Aquaculture Alliance for the generous use of their photos.

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INTRODUCTION

The aquaculture industry on Prince Edward Island is a diverse workplace with multiple worksites – indoors, on the water, and on the ice. Many situations in these workplaces have the potential to cause serious injury or death.

Aquaculture operation employers have a responsibility to ensure a safe and healthy workplace. The loss of workers due to accident and injury can have a significant impact on productivity and business operations. When a worker is not able to work, overall productivity can decline and employee morale is affected. Additional expenses may be incurred as a result of property damage, lost time, and additional training expenses for new workers.

The Prince Edward Island Aquaculture Safety Code of Practice assists mussel, oyster, and finfish growers protect themselves, their workers, and their property. It provides guidance to help employers meet their obligations with respect to workplace safety provisions under the OHS Act and its Regulations.

This document is divided into four sections:

- Chapter 1 identifies what is required under the *Occupational Health and Safety Act*.
- Chapter 2 provides details about the legal requirements found in the *Occupational Health and Safety Act* Regulations that apply to the aquaculture industry.
- Chapter 3 provides additional safety information that may not be directly articulated in the Regulations but plays a major role in the legal responsibility of maintaining a safe and healthy workplace and ensuring due diligence.
- The Appendix contains helpful policy templates, forms and publications produced by the Workers Compensation Board of PEI.

This publication is not intended as a form of legal advice, and should not be taken as a statement of the law; therefore the reader should always refer back to the OHS Act and its Regulations for specific requirements. This Code of Practice may be used as evidence of industry best practice in cases where a prosecution under the OHS Act occurs.



OHS ACT ADMINISTRATIVE RESPONSIBILITIES

1.0 Duties of Persons in the Aquaculture Industry

The Prince Edward Island *Occupational Health and Safety (OHS) Act* makes Aquaculturists (mussel, oyster and finfish), their workers and contractors responsible for ensuring the safety of the aquaculture workplace. This includes growers who may be working on aquaculture leases, at their farm buildings, on their own property, and lease owners who do not personally operate the lease.

1.1 The Owner's Responsibilities:

The owner of a worksite has the responsibility to ensure a safe and healthy workplace. These are in addition to any other responsibilities the owner may have as the employer or general contractor, which include:

- Maintaining the land and premises used as a workplace in a manner that ensures the health and safety of persons at or near the workplace.
- Providing the employer, or general contractor at the workplace, with any information known to the owner that is necessary to identify and eliminate or control hazards.
- Complying with occupational health and safety requirements and orders directly relating to the property.

1.2 The Employer's Responsibilities:

The *responsibilities for all employers*, including Aquaculturists, can be found in Section 12 of the PEI OHS Act. Employers are responsible to take every reasonable precaution to protect the health and safety of their workers and any person on or near the workplace. This includes:

- Providing and maintaining machinery, equipment and materials in a safe condition.
- Providing adequate information, instruction and training to enable workers to work safely.
- Ensuring workers are adequately supervised.
- Ensuring workers are familiar with the task at hand.
- Ensuring workers are familiar with the proper use of all personal protective equipment (PPE) and devices (e.g., guarding) required for their health and safety.
- Consulting with workers on health and safety matters.
- Ensuring a copy of the current OHS Act and Regulations are readily available.
- Preparing a list of all chemical substances in the workplace which may be a hazard to the health or safety of the workers. The list must include the chemical trade name, address of the supplier and manufacturer, chemical composition and common/generic name, toxic effects of exposure, protective measures to be used and emergency measures to be used to deal with exposure.



- Serious injuries and fatalities must be reported when a worker is critically injured in a manner which:
 - causes or may cause a fatality
 - produces unconsciousness
 - results in a substantial loss of blood
 - involves a fracture
 - causes the loss of a limb
 - amputation of a leg, arm, hand, or foot
 - causes a burn(s) to a major portion of the body or
 - causes the loss of sight in an eye

Employers must ensure that all serious injuries or fatalities are reported to the OHS Division of the Workers Compensation Board of PEI and to the Health & Safety Committee or Safety representative in the workplace within 24 hours of the injury. Submitting employer or worker forms to the Workers Compensation Board of PEI for insurance purposes is not considered notifying the OHS Division.

It is an offense to disturb the scene of a serious workplace incident until OHS Officers have completed their investigation. Exceptions are granted to attend to the injured worker(s) or to prevent further injury or damage to property.

**An OHS Officer is always on call to respond to a serious workplace injury or fatality.
Call the 24 hour OHS Emergency Line number at 902-628-7513.**

1.3 the Captain's Responsibilities:

Captains who employ or contract workers on a vessel have the same responsibilities as employers under the *Occupational Health and Safety Act*:

- Provide a safe and healthy workplace.
- Ensure workers are informed, instructed, trained, and supervised.
- Ensure that equipment is guarded and that tools and PPE are properly used and maintained to protect workers.
- Support safety activities and cooperate with safety officials.
- Report serious incidents by calling the OHS Emergency Line.
- Conduct risk assessments so that workers are not exposed to hazards.



Did You Know?

The term "fishing vessel" is specifically included in the definition of a workplace in the Occupational Health and Safety Act.

Resource: Captain Responsibilities Poster

English: http://www.wcb.pe.ca/DocumentManagement/Document/pub_captainposter.pdf
 French: http://www.wcb.pe.ca/DocumentManagement/Document/pub_captainposter_FRE.pdf

1.4 The Supervisor's Responsibilities

Supervisors should give health and safety the same priority as productivity or quality control. They must **know** and **comply** with OHS requirements. A supervisor is a person who provides direction to workers on how their work-related tasks are done, and can include any worker, manager, or employer regardless of whether or not they have the title of “supervisor.” Supervisors must:

- Ensure the health and safety of all workers under their direct supervision.
- Know the OHS requirements that apply to the work being supervised and ensure they are followed.
- Ensure workers are made aware of all known or reasonably foreseeable health and safety hazards where they work.
- Consult and cooperate with safety committee members or safety representatives.
- Ensure the appropriate PPE are available, properly worn, properly inspected and maintained.
- Investigate unsafe conditions reported to them and ensure that corrective action is taken without delay.
- Document and maintain records of all safety training activity.
- Provide proper safety orientation and training to all workers including:
 - identification of the hazards that exist
 - a review of written procedures to perform the task safely and overview of safety controls, including any PPE required
 - a demonstration in how to safely perform job tasks
 - an opportunity for the worker to demonstrate competence in performing the job task
- Ensure workers are trained in how to safely handle, store, use, and dispose of chemicals and biological substances at the workplace.
- Ensure any tools, equipment, devices, or machines are properly maintained and in good working condition, as recommended by the manufacturer or regulations.



1.5 The Worker's Rights and Responsibilities

Everyone, from the owner of a business to newly hired workers, has the shared responsibility to work together to prevent injuries and illnesses. The OHS Act protects workers by providing three important rights:

- The **right to know** about workplace hazards - how to identify them and protect themselves - and the rights given to them under the *Occupational Health & Safety Act*;
- The **right to participate** in decisions related to health and safety in the workplace; and
- The **right to refuse** dangerous work.

Resource: Crew Responsibilities Poster

English: http://www.wcb.pe.ca/DocumentManagement/Document/pub_crewposter.pdf
French: http://www.wcb.pe.ca/DocumentManagement/Document/pub_crewposter_FRE.pdf

Workers and Crew who work on a vessel, including independent contractors, must take reasonable care to protect their own safety and health, as well as that of others on or near the aquaculture operation. To ensure health and safety, workers must:

- Always wear required PPE.
- Use the protective devices and equipment provided.
- Cooperate with the employer, captain, co-workers and OHS Officers on workplace health and safety issues
- Comply with the OHS Act and Regulations
- Report any potential workplace hazards or dangers to a supervisor, captain or employer
- Refuse to do work that the worker believes has reasonable cause to create an undue hazard to the health

1.6 Self-Employed Persons

A self-employed person is required to take the same precautions that a worker would to protect themselves and others who may be affected by their activities. A self-employed person must comply with the OHS Act and Regulations. See Section 17 of the OHS Act.

1.7 Suppliers' Responsibilities

A supplier is any person who manufactures, supplies, sells, leases, distributes, or installs tools, equipment, machinery, devices, or biological, chemical, or physical agents. Suppliers are responsible to ensure that anything they supply is in safe condition and properly labeled.

This would include supplying Safety Data Sheets with hazardous products and ensuring that the labels on Personal Flotation Devices are legible.



2.0 Occupational Health and Safety Policy:

An employer, **who has five (5) or more workers**, is required to have a written policy outlining the safety responsibilities of the employer, supervisors, and the workers. The policy is required to be posted, reviewed annually, and typically includes:

- The employer's commitment to the OHS program.
- The employer's commitment to protect the health and safety of workers.
- The aims and priorities of the program.
- The responsibilities of the employer, supervisors, and the workers.

See Appendix A for an example.

Resource: Guide to Workplace Health and Safety Policy

http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetoworkplacehealthandsafetypolicy.pdf



3.0 Workplace Harassment Policy:

Workplace Harassment Regulations came into effect on July 1, 2020. This new legislation now requires all employers to have a harassment policy in place.

Harassment is defined as any inappropriate conduct, comment, display, action, or gesture where the person knows, or ought to know, that the behavior could have a harmful effect on a worker's psychological or physical health and safety. An employer must:

- Encourage everyone at the workplace to treat each other in a respectful and professional manner.
- Develop a workplace policy and program that includes reporting procedures.
- Encourage open communication between the employer, supervisor and workers.
- Educate workers and supervisors about what is considered harassment and whom they can go to for help.
- Take action right away. Treat all reports seriously, and investigate them promptly.
- Train supervisors and managers in how to address workplace conflict, whether or not a formal report has been filed.
- When necessary, have an impartial third party assist with the resolution.
- See Appendix B for a sample.

*Resource: Guide to Workplace Harassment Regulations
(Includes Sample Policy and Harassment Complaint Form)*

http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetoworkplaceharassmentregulations.pdf

4.0 Participation in Health and Safety

Everyone working in the aquaculture industry has the responsibility to work together to prevent injuries and illness. A safety representative or a committee can improve communications between workers and the employer creating a safer workplace.

4.1 Occupational Health and Safety Representative:

If the workplace has **five (5) or more, but less than 20, regularly employed workers**, employees must select one (1) worker to be the health and safety representative. The role of the Safety Representative is to:

- Direct attention to safety issues and facilitate communication between the owner, supervisor or manager, and the workers to find a solution on safety concerns.
- Identify hazards in the workplace and follow an effective process to respond to the hazards.
- Receive, investigate, and promptly deal with issues regarding workplace safety.
- Participate in inspections, inquiries and investigations regarding safety in the workplace.
- Advise the employer on individual protective equipment, devices, and safety features best suited for the needs of the workers.
- Make recommendations to the employer for the improvement of the occupational health and safety of persons at the workplace.

4.2 Joint Occupational Health and Safety Committee:

If the workplace has **20 or more regularly employed workers**, at least one Joint Occupational Health and Safety Committee is required. The employer is responsible to ensure that the committee is established and that information on the committee is made available to workers. The role of the committee is to provide advice to the employer and monitor the effectiveness of the OHS Program through the same methods as the Safety Representative. See Section 4.1. In addition, the committee is required to maintain records and minutes of committee meetings.

5.0 Occupational Health and Safety Program:

A health and safety program is required for any employer **with 20 or more** regularly employed workers at a workplace. A good safety program can help avoid incidents that are costly, time-consuming and stressful for everyone involved. A health and safety program helps ensure that every reasonable step is taken to prevent an incident from occurring. A program shall include:

- Provisions for the training and supervision of workers in matters necessary to their occupational health and safety.
- Preparation of written work procedures and identification of types of work that require procedures.
- Provisions for the establishment and operation of a committee.
- Provisions for the selection and functions of a representative.
- A hazard identification system.
- A system for workplace occupational health and safety monitoring, prompt follow up and control of hazards.
- A system for prompt investigation of hazardous occurrences to determine their causes and actions needed to prevent recurrences.
- Maintenance of records and stats.
- Provisions for monitoring the effectiveness of the program.

Did You Know?

Regularly employed workers include those with seasonal employment that have a recurring period of employment that exceeds 12 weeks.

5.1 Identifying and Controlling Hazards:

A hazard is any situation, thing, or condition that may expose a person to risk of injury or occupational disease. All tasks, equipment, and substances should be examined to determine if there is a hazard.

Common workplace hazards on an aquaculture operation include:

- work environments -sun, noise, heat, cold, rough weather
- machinery and equipment - overhead loading, transporting, pinch points, etc.
- Workplace - small boat stability, drowning
- chemicals - hydraulic fluid, lime, sanitizer
- ergonomics - repeated movements, strenuous work



There are several ways to control a hazard. Select methods that are reasonable and practical:

- Eliminate hazards posed by equipment, animals, and the environment if at all possible. For example, do not use a faulty machine.
- Substitute something safer by using a different machine, material, or work practice that poses less risk to perform the same task. For example, use a safer chemical instead of a more dangerous one.
- Use engineering/design controls when it's not possible to eliminate hazards. Engineered controls include machinery guards and PTO shields. Design controls, such as locked fences, isolate the worker from the hazard.
- Protect workers if other controls are inadequate. Protect workers through training, supervision, and personal protective equipment. For example, supervise new workers until they are competent to deal with the hazardous situations. Use and provide proper clothes and respirator protection for handling dangerous chemicals or biohazards.

Employers need to obtain and read the manuals and Safety Data Sheets that are provided by equipment/machinery/chemical manufacturers. Employers should also develop and implement communication and emergency plans to allow for a timely response in the event of an accident.

5.2 Assess the Risk

A risk assessment is the process used to determine the probability and severity of a worker being exposed to injury or occupational disease in the workplace. Assess the risk by examining:

- The likelihood of the hazard resulting in injury to the worker – is it likely or unlikely to occur?
- The likelihood of the hazard resulting in damage to equipment.
- The severity of the incident – could it cause death, serious injury, or minor injury?
 - How many people come in contact with the hazard?
 - How likely is an incident to occur?
 - How seriously could someone be harmed?
 - Will workers have time to safely react if a dangerous situation comes up quickly?

Develop a logical risk management plan with the workers for each area of activity on your aquaculture farm. A careful review of both the workplace operations and this Code of Practice will assist you in identifying areas of concern. While the existence of a risk management strategy may not prevent all accidents from occurring, it will assist in the demonstration of due diligence.

As the employer, have you asked yourself these important questions to determine the level of safety:

- Are you and your workers aware of your health and safety responsibilities?
- Have you, as the employer, developed a program to orientate and supervise new and young workers?
 - After you train a new/young worker do you check to make sure that they are carrying out the work properly?
 - Do you have experienced, responsible workers that new workers may turn to if they need assistance?
- Have workers been advised of any potential hazards (physical, chemical, ergonomic, health, biological) that they may encounter on the job?
- Have all of your workers been familiarized with the communication and emergency plans?
- Have you and your workers taken the appropriate safety, technical and first-aid training to safely accomplish work that needs to be done?

- Do you allow only authorized and trained workers to operate tools and equipment or use chemicals?
- Have you, or your business, developed emergency procedures? Do you and your workers practice them regularly?
- Do you review accidents that occur at your workplace with your workers and discuss how they might have been avoided?

Resource: Guide to Performing a Hazard Assessment

http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetohazardassessment.pdf



COMPLYING WITH OH&S REGULATIONS

6.0. Chainsaw Safety

The chainsaw is not a traditional aquaculture tool, but it is often used for winter harvesting and cutting holes in the ice. It is also sometimes used to clear wood debris around buildings.

Regulatory Guidance:

- Wear approved hearing protection, safety eyewear, safety pants, a hard hat and safety footwear.
- Operate a chainsaw that is in safe working order equipped with a safety chain, chain brake, anti-vibration mounts, throttle-control lock out, chain catcher and rear hand guard.
- Stop the chainsaw motor prior to refueling or performing maintenance work on it.
- Hold the chainsaw firmly in both hands while operating.
- Start the chainsaw away from any part of the body.
- Maintain tools in good condition.
- Wear safety gloves or mitts while sharpening a chainsaw.

Did you know?

Jerry cans have a 5 year expiry date, chainsaws operate at an average speed of 60 mph, and the average chainsaw injury requires 110 stitches.

7.0 Chemical Safety

Chemicals, fuels, and lubricants can pose a hazard to both the environment and the persons using them. Proper handling, transport, and storage are critical for maintaining the health and safety of anyone coming into contact with these substances. The majority of these products used in aquaculture are associated with the routine maintenance and use of vehicles, vessels, and equipment. However, there are materials used for cleaning fouling from gear, inorganic fertilizers for enriching fish ponds, and disinfectants for cleaning equipment which pose similar hazards and require workers to exercise many of the same health and safety precautions.

Regulatory Guidance

- Ensure that a hazardous product is not used, handled, stored, or produced at a workplace unless all of the regulated requirements are met in regards to labels, safety data sheets, and worker education and training are complied with.



- Train workers in the procedures for the safe use, handling, storage, and disposal of the product. Refer to the [WHMIS Regulations](#) for further guidance.
- Store chemicals in a well-lit and ventilated area, separate from other chemicals that may cause them to react dangerously.
- Store chemicals in the original containers with the labels intact. Damaged labels must be replaced.
- Obtain Safety Data Sheets (SDS) from the supplier and ensure that they are readily available at the workplace.
- Post warning signs and emergency numbers in chemical storage areas.
- Keep absorbent materials - kitty litter, absorb-all, sorbent pads - close by in case of a spill.
- Wear appropriate PPE as stated in the SDS for the chemicals being used.
- Dispose of chemicals according to the SDS.

Did You Know?

Hydrated lime is used for controlling predators and fouling organisms that impact the culture of shellfish on PEI. Dermatitis can result from prolonged exposure and repeated skin contact and a risk of severe and permanent eye damage exists if hydrated lime comes in contact with the eyes.

Resource: Guide to WHMIS 2015 for PEI Workplaces

http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetoWHMIS2015forPEIworkplaces.pdf





8.0 Diving Safety

Diving is an integral part of PEI’s aquaculture industry. Divers often inspect lines, anchors, and assist with double socking, and basic crop operations. Some growers only need to snorkel for their operations, while others must use Self Contained Underwater Breathing Apparatus (SCUBA).

Diving operations must be well planned and carried out by experienced divers with the proper knowledge, training, and experience to carry out the work.

Regulatory Guidance

The CSA Standard Z275.2-20, *Occupational safety code for diving operations*, referred to as “the CSA Standard” in this section, provides the regulatory guidance for the OHS Regulations. Therefore, all diving operations done at aquaculture workplaces must meet the CSA Standard, including:

- Diving personnel must be qualified according to the CSA Standard.
- Divers must obtain medical qualification:
 - Medical certification—signed by a Level 1 physician
 - Medical record of medical examinations and associated test
 - Fitness and daily medical examination reviewed on a day to day basis
 - Medical alert tag to be worn 24 hours after completing each dive
- Divers must obtain training qualifications:
 - Skills training including a successful completion of a training course or training that is equivalent to the requirements of the CSA Standard
 - Safety training in cardiopulmonary resuscitation (CPR), first aid including oxygen administration and the use of an automated external defibrillator
- Diving records:
 - Each diver shall maintain and retain a personal logbook that meets the CSA Standard.
 - A daily record of each dive which must be made available to authorities upon request.

- General dive procedures must include:
 - A documented plan of the diving operation.
 - A competent diving supervisor on site.
 - A review of the signals and procedures to be used.
 - The transportation to the water surface when the diving station is more than 5m above the water.
 - Recovery of an unconscious or injured diver.
 - Pre-dive inspections of all required equipment.
 - Planned maintenance that meets the manufacturer’s recommendations and is documented.
- Standby diver:
 - Must be on-site, adequately dressed and has adequate diving and communication equipment checked and readily available for the circumstances.
- Adherence to planned procedures:
 - A diver shall not be permitted to remain at any depth longer than the maximum time planned for that specific depth, except in unavoidable circumstances.
- Identification of work site:
 - Buoys, flags, lights, lamps or flares shall be deployed in a manner that defines the boundary limits of the dive. They must be removed when the dive is not in progress.
- Diving hazards:
 - The diving supervisor must review the hazards with the divers prior to the dive.
 - Aquaculture divers must be trained in the hazards of diving among floating structures, suspended shellfish lines and anchoring systems.
- Emergency services and contingency planning:
 - The dive team must observe the dive for any sign of malfunction or symptom of distress and immediately terminate the dive should these circumstances present themselves.



- SCUBA shall **NOT** be used for:
 - Diving operations involving underwater intakes and/or entry into pipes.
 - Operations that involve welding, burning, cutting, high-pressure jetting, hoisting, dredging, the use of power tools, planned diving beyond the no-decompression limit, in a contaminated environment or the use or handling of explosives.
 - Diving in the water with a current of one (1) knot or greater unless the diver is tethered by a lifeline.
 - Diving operations greater than 30m.
- SCUBA diving operations must have all communication requirements in place and use the minimum crew numbers as outlined in the CSA Standard. Each crew member plays an important role in the safety of the operation. Diving must never be done alone or without an acceptable form of communications. Possible options for communications include using the buddy system, being tended on a lifeline by a competent diver's tender, constant radio communication with the surface or being tethered to a float located on the surface that is constantly monitored.
- Surface-supplied diving, where divers are supplied with air or enriched air by an umbilical from the surface shall not be used for:
 - Diving operations that exceed 50m.
 - Welding, burning, cutting, high pressure jetting, explosives, hoisting, dredging, working in contaminated environments or liveboating.
- Surface supplied diving must meet the CSA Standard for crew numbers and equipment requirements.

If diving is an activity done at your workplace, a copy of the CSA Standard may be reviewed free of charge, at <https://community.csagroup.org/welcome>

You are required to create a username and password to login. All CSA Standards referenced in the PEI *Occupational Health and Safety Act* Regulations are accessible on this site to view.

Did You Know?

The most common causes of diving accidents are inexperience and lack of proper training, not following safety procedures and protocols, defective equipment, poor maintenance, and environmental conditions.

9.0 Electrical Safety

Electricity is an essential component of any aquaculture business. However, it also has the potential to cause serious damage and harm. Proper care and attention should be given to the maintenance and use of electrical equipment. Wet conditions can create extremely dangerous electrical hazards and an abundance of caution must be taken in these working environments. The use of electricity can be taken for granted. It is important to appreciate its ability to cause serious harm or death and take the necessary precautions to keep your workplace safe.

Regulatory Guidance

- Ensure that the installation, use and maintenance of any electrical wiring or equipment, including temporary wiring, complies with the *Electrical Inspection Act* and the regulations.
- Place “Danger-High Voltage” signs in prominent positions near electrical equipment operating at over 600v that may be accessible to workers.
- Keep access to all electrical switching devices clear of obstructions.
- Use Lock-out Tag-Out procedures before working on power circuits.
- Use adequately insulated and approved hand tools, pliers, screw drivers, when performing electrical work. Do not carry out any work that may bring any person, apparatus, machine, machine component, material or property within a distance of energized electrical conductors closer than:
 - 3ft for up to 750 volts,
 - 12 ft for 751-100,000 volts,
 - 17 ft for 100,001-250,000 volts, and
 - 20 ft for 250,001-345,000 volts.
- Ensure extension cords and devices are properly grounded.
- Do not operate a crane, or similar operating device, closer than the length of the boom of the crane to a power line unless a competent signaler is present.

9.1 Electrical Contact

If equipment does come in contact with electrical lines remain calm and assess the situation. It is always safest to stay in or on the equipment. If the equipment is still functional try and move away from the power line to a safe distance of at least 50 ft. Have someone call the local utility and warn others to remain clear as the ground may be energized. Stepping off the equipment while it is energized will create a path-to-ground for the electrical current and cause electrocution. Stay in/on the equipment until a representative from the electric utility advises it is safe to exit.

Any equipment involved with electrical contact must be thoroughly inspected prior to going back into service. There may be damage to tires, hoses, hydraulics, or other components of the equipment.

10.0 Equipment and Machine Safety

Machinery and equipment make many of the tasks associated with the aquaculture industry lighter work. However, if neglected or abused, they can cause serious injury or death.

Did You Know?

Electric shocks received in wet areas are more likely to be fatal



Regulatory Guidance

- Safeguard all moving parts of machinery, equipment and tools unless they are positioned to prevent contact or the guarding would unreasonably interfere with the operation of the machinery, equipment, or tool.
- Erect, install, assemble, operate, store, service, test, maintain, and dismantle machinery in accordance with the manufacturer's specifications.
- Inspect machinery for defects and remove from service until repaired.
- De-energize all mechanical equipment before approaching unguarded moving parts. This can be done by installing a kill-switch or circuit breaker on guarding so that when the guarding is removed the equipment automatically shuts off.
- Use an effective Lock-out Tag-out Program in all workplaces that have mechanical equipment. Educate and train all workers on the program and the procedures to be followed.
- Wear close fitting clothing or protective equipment, such as sleeve guards, to prevent clothing from becoming entangled in mechanical equipment. See [Hazard alert on Lock-out Tag-out](#)
- Ensure that abrasive and grinding wheels are guarded to contain fragments or ruptured wheels. Abrasive or grinding wheels shall be checked for flaws before use.
- Ensure power driven conveyers have emergency stop devices at loading and unloading stations, and other convenient places along the run of the conveyer.
- Ensure machines are equipped with certified protective structures that meet the CSA Standard B352.0-16 Rollover Protective Structures (ROPS), Falling Object Protective Structures (FOPS), Operator Protective Structures (OPS), and Tip-Over Protective Structures (TOPS) for mobile machinery.
- Use seat belts and/or restraining devices provided while the equipment is in motion.
- Ensure that powered mobile equipment, including boats and work trucks are:
 - Inspected and maintained in a safe operating condition
 - Modified as required, in accordance with the equipment's manufacturer instructions or, approved by a professional engineer
 - Used exclusively for the purpose for which the equipment is designed and equipped
 - Operated only by competent persons
- Ensure powered mobile equipment, where required, is equipped with:
 - a braking system
 - a horn or other warning device
 - an adequate rear view mirror
 - an audible automatic back-up alarm
 - adequate lighting for use after dark
 - controls which cannot be operated from outside of the cab unless the controls are designed to be operated from outside the cab,
 - air and hydraulic lines, hose, and components that are maintained in safe operating condition
 - wire ropes, drums and sheaves that are inspected daily; and
 - safe and easy access to the operator's station by means of a ladder, steps and a handrail.
- Designate walkways to separate workers from the movement of powered mobile equipment. Where it is impracticable to provide designated walkways for pedestrian traffic, the employer shall ensure that safe work procedures are used to minimize the possibility of a collision in hazardous work areas.

Did You know?

The most common injuries from accidents involving dangerous machinery include lacerations, crushed limbs, hands or fingers and broken bones

11.0 Fire and First Aid Safety

Fires and explosions on an aquaculture farm can be caused by a number of things including fuels, faulty wiring, overheating equipment and welding. Unfortunately, fires can also occur on the aquaculture boat when it is working the lease. These hazards can damage buildings, equipment, and machinery, as well as cause serious injury or death.

It is important to be prepared for an emergency situation before it happens. Stats show that workers trained in First Aid are less likely to have workplace incidents and the recovery time of workers who do get injured is generally much shorter. For aquaculture crew members, who spend much of their time on the water and away from immediate professional medical assistance, it is extremely important to be able to administer proper emergency First Aid and cardiopulmonary resuscitation (CPR). Having a crew trained in First Aid and CPR could be the difference between life and death.

Regulatory Guidance

Fire Prevention

- Provide at least one approved 4.5 kg (10 lb.) ABC multipurpose fire extinguisher in every workshop and in every storage building for combustible materials.
- One or more dry chemical extinguishers with a capacity of 2.2 kg (5 lb.) ABC multipurpose or equally effective extinguisher shall be provided where flammable liquids are stored or handled and where oil or gas-fired heating equipment are used; Use suitable non-freezing solution or take other effective precautions to prevent fire extinguishing equipment from freezing.
- Protect fire extinguishers from mechanical injury; and maintain in good operating condition.
- Locate fire extinguishers in an accessible location that is identified with signage.

First Aid

- Provide and maintain First Aid supplies and services at each workplace.
- Ensure workplace first aid supplies and services are readily available and accessible during working hours.
- Conduct a workplace first aid assessment with the safety representative/committee or workers to determine first aid needs. See link on the next page.
- Designate at least one or more workers to act as first aiders at each workplace and maintain a record of the name of each designated first aider. Ensure that all workers are informed of the name and phone number of the first aiders at the workplace.
- Ensure that each designated first aider holds a valid first aid certificate of the type or level required.
- In the following circumstances, ensure at least one workplace first aider holds:
 - 1-20 workers on a shift - a valid Emergency First Aid Certificate
 - 20-100 workers on a shift - a valid Standard First Aid Certificate; and
 - more than 100 workers on a shift - a valid Advanced First Aid Certificate



If a vehicle or boat is being used to transport workers to a worksite, the vehicle must have an Intermediate first aid kit, large enough to accommodate the seating capacity. Report injuries to the employer/supervisor and ensure that first aid records are documented and retained for a period of three years.

Did you Know?

First aid training helps workers learn to be more conscious of safety in the workplace, leading to a reduced number of accidents and injuries. Minimizing risk to workers and decreasing workplace incidents is a benefit to everyone, but for employers it has implications on all aspects of business operations.

Resource: Guide to Workplace First Aid Requirements

http://wcb.pe.ca/DocumentManagement/Document/pub_firstaidregguide.pdf

12.0 Hand and Power Tools

Repairs and maintenance of machinery and equipment can often lead to injury if an incorrect or faulty tool is used. Take time to understand the potential hazards associated with the equipment and tools found on the worksite. It is important to realize that workers can become complacent while using the same hand and power tools and may need to be encouraged to maintain their concentration while using these tools.

Regulatory Guidance

- Ensure workers are instructed and trained in the handling and safe use of tools.
- Ensure tools are only used for their intended purpose.
- Wear and use the proper PPE and follow safe operating procedures.
- Support or block a load that has been raised by jacks so that the load cannot be lowered inadvertently.
- Maintain tools in safe working condition, and ensure tools are put away safely after use.
- Use a holding tool, or suitable device, for all chisels, drills etc. which are held by one worker and struck by another. The worker holding the tool should stand in a safe position so as to not be struck by the hammer if it should glance off the tool or the handle breaks.
- Keep axes sharp and do not use them as a mallet or wedge. Clear away any interfering objects before swinging an axe. Do not chop towards the feet or legs.
- Ensure that power tools are inspected regularly and remove defective tools from service until repaired.
- Clean power tools with non-flammable, non-toxic solvent.
- Electrically powered tools must be properly grounded and ensure electric cords and air lines are suspended over aisles or work areas, where possible, to eliminate stumbling or tripping hazards.
- Drill steel, used for pneumatic hammers, shall be sharpened and tempered in accordance to manufacturer's specifications.
- Protect flexible shafts of flexible tools against denting and kinking which may damage the inner core. When starting the motor of these tools, hold the tool end firmly to prevent whipping.
- Do not wear loose clothing or jewelry while using revolving power tools such as drills, saws, and grinders.
- Do not use air lines from air operated tools for cleaning clothing, etc.
- Never point a pneumatic hammer at anyone or stand directly in front of a person handling a pneumatic hammer.

Did you Know?

Power nailers, table saws, chain saws, circular saws, drills, and snow blowers are the most common power tools that cause injuries. The most common injuries are puncture wounds and injuries caused by loose clothing.

13.0 Hoisting Devices and Conveyors

Many aquaculture operations use some form of a hoisting system. While some of these machines are found in the warehouse or socking shed, others can be found on the boat (hydraulic winches and star wheels). Since these pieces of equipment are intended to lift or move much heavier loads they can be dangerous to be around if not given the proper respect.

Regulatory Guidance

- Ensure that a hoisting apparatus is constructed of sufficient strength and equipped with suitable ropes, chains, slings, hooks, and other fittings so as to adequately ensure the safety of persons.
- Ensure the hoisting apparatus is designed, installed, erected, examined, inspected, operated, and maintained in accordance with CSA Standards B167-16 Overhead cranes, gentry cranes, hoists, and jib cranes; C22.2 NO.33-19 Electrical safety requirements for cranes and hoists; Z150-20 Safety code on mobile cranes; and Z150.3-17 Safety code on articulating boom cranes.
<https://community.csagroup.org/welcome>
- Obtain from the manufacturer, or from an engineer, a statement of the safe load carrying capacity of the hoisting apparatus. Post the safe load capacity where the operator can see it from their operating position.
- Ensure that the hoisting apparatus is maintained in good condition
- Designate a competent person to thoroughly inspect and test the hoisting apparatus including safety devices.
 - Inspect prior to using the apparatus, once a month, and after an incident that may have damaged
- Maintain a log book recording of inspections and repairs. Ensure it is available should an OHS Officer request to view it.
- Use a signaler, when necessary, to move a load and avoid carrying a load over workers. Never leave a suspended load unattended. Ensure that a tag line or guide rope is used to control loads which may swing while being moved.
- No persons shall ride on loads being moved by a hoisting apparatus. Do not ride on the block, hook, or weight suspended from a hoisting apparatus.
- Ensure that a conveyor is so constructed and installed so that there is sufficient clearance between fixed and moving objects.
- Ensure conveyor has emergency stop devices at loading and unloading stations.
- Ensure that adequate crossing facilities are provided where a worker must cross over a conveyor.
- Install sheet metal or screen guards under a conveyor that is not entirely enclosed and may have falling material that could cause injury.
- The employer shall ensure that a belt conveyor is provided with adequate guards extending 1 060 mm (40 in.) from the pulleys and along the sides of the conveyor where there is danger of injury to a worker. The employer shall ensure that a screw conveyor is placed in metal troughs fitted with secured covers of not less than 3.2 mm thick metal plates in removable sections or other equivalent protection. The employer shall ensure that when a screw conveyor is fed from the floor level, adequate safeguards are provided around the opening.
- Unless the conveyor is stopped and locked out, a worker shall not stand on the supporting frames of an open conveyor while loading, unloading or when clearing blockages.
- Remove heavy or bulky articles by hand from a moving conveyor at designated stations only.

Did you Know?

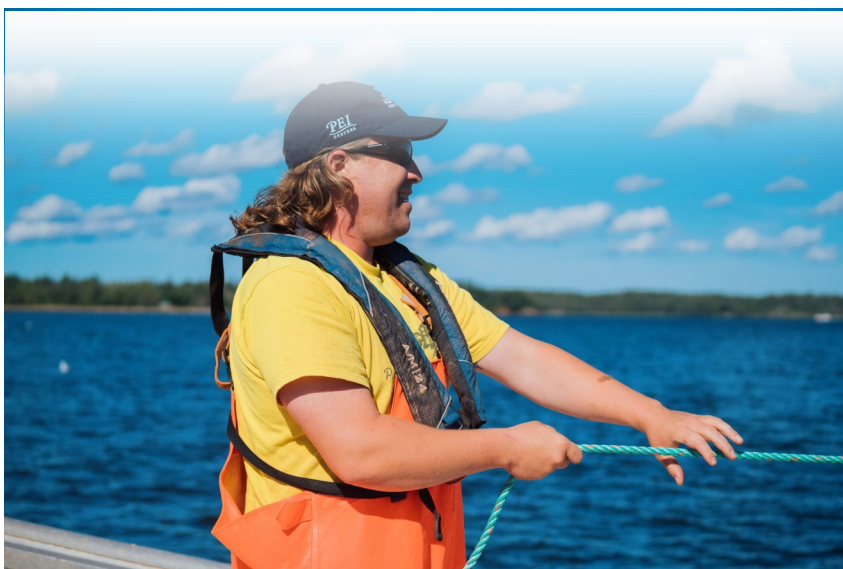
Cranes used on oyster, mussel or similar vessels must be constructed using an engineered design.
http://www.wcb.pe.ca/DocumentManagement/Document/pub_oysterbargehazardalert.pdf

14.0 Personal Protective Equipment

Personal protective equipment (PPE) is any clothing or equipment that helps to protect a worker from injury. Some common examples of PPE used in the aquaculture industry include Personal Flotation Devices (PFDs) or lifejackets, safety glasses, safety footwear, gloves, and hearing protection.

Regulatory Guidance

- Wear a lifejacket or PFD where there is a risk of drowning. This does not apply if other sufficient safety measures are in place such as a guardrail or safety net; or the worker is performing occupational diving tasks.
- Ensure the PFD is the correct size and appropriate for the weight of the person who will wear it. Ensure that inflatable lifejackets or PFD's are inspected and maintained and records of all inspections and maintenance are kept for the life of the lifejacket or device.
- Wear CSA approved protective headwear where there is a hazard that could injure the head.
- Wear CSA protective eye wear (ie. safety glasses or goggles) where there is a risk of injury to the eyes.



- Safety Data Sheets (SDS) provide information on the correct type of eye protection when using hazardous products.
- Notify your employer if you wear contact lenses.
- Do not wear contact lenses where gases, vapours or other materials are present which may harm the eyes when absorbed by contact lenses or when dusts or other materials are present. Do not wear contact lenses while welding.

- Use the appropriate gloves when handling materials likely to puncture, or irritate hands or arms, including acids, caustics, steam and other harmful substances.
- Wear CSA approved footwear where there is a risk of injury to the foot.
- Wear CSA approved hearing protection like earplugs, earmuffs, when exposed to hazardous noise levels.
- Wear CSA approved respiratory equipment where the elimination of harmful concentrations of air contaminants is not possible.
 - Workers must be clean-shaven to have an effective seal on the face.
 - Workers must be fit-tested every two years to ensure the respirator is properly fitted.
- Post warning signs at access routes to work areas where there is an oxygen deficient atmosphere or harmful concentrations of air contaminants.

Did you Know?

It is important to select the PPE based on the specific workplace circumstances. For example, earplugs need to be selected to reduce excessive noise to the wearer, however, blocking out too much noise can also create new hazards, e.g. if the wearer cannot communicate with colleagues or hear alarms. A “one size fits all” approach to PPE may not suit all workers. When it comes to earplugs and respirators, the PPE must be fitted to each individual.

15.0 Washrooms

Proper toilet facilities in outdoor work areas or on small vessels may not be practical but employers must take these provisions into consideration.

Regulatory Guidance

- Provide toilet facilities, where possible, and ensure that they are kept clean, are private and have light, heat and ventilation.
- Where toilet facilities are not practical, consider placing a portable toilet or chemical toilet in a convenient location, such as the dock.
- Never permit the unsanitary act of urinating or defecating into the water.
- Provide adequate breaks to allow for the use of toilet and washing facilities.
- Provide adequate hand-cleaning facilities, such as soap and water or hand sanitizer.
- Provide [emergency eyewash](#) facilities where poisonous, irritating or infectious material may be used. When using hazardous products, follow the recommendations on the Safety Data Sheet (SDS) for first aid.
- Shower facilities, where available, must be adequately supplied and maintained.

16.0 Welding and Cutting

The use of gas and arc welding to build and repair machinery are common practices on many Island aquaculture operations. As with the use of any equipment, there are hazards involved and the appropriate care and training should be given to ensure the health and safety of the welder and any person working nearby.

Regulatory Guidance

- Ensure ventilation is provided that removes welding, cutting or soldering fumes at the source to ensure airborne contaminants are at or below the permissible levels.
- Prohibit welding or cutting in areas containing combustible materials, explosive or flammable dusts, gases or vapours, unless adequate precautions are taken to prevent fires or explosions.
- Prevent slag and sparks from falling on persons or combustible materials located below overhead welding and cutting operations. Place fire retardant blankets over open gratings to contain slag and sparks produced by welding and cutting operations.
- Stationary, or portable screens, that are painted dark with non-reflective paint are required when welding and cutting operations are carried out around other persons. Screens must be at least 1 800 mm (6 ft.) in height.
- Ensure adequate fire extinguishing equipment is readily available.
- Ensure workers engaged in welding or cutting operations wear adequate fire retardant work clothing. Fire retardant work clothing includes:
 - fire retardant gauntlet type gloves and arm protection
 - an apron of fire retardant or other adequate material
 - adequate eye and face protection against harmful radiation, or particles of molten metal, or while chipping and grinding welds
 - fire retardant safety boots
- Wear approved respirator equipment when necessary.
- Inspect welding and cutting torches, their fittings and regulators before use.
- Repair or replace defective equipment with approved fittings in accordance with the manufacturer's specifications.
- Ensure the supply of gas is cut off to any part of the welding or cutting operation when a leak develops.
- Ensure welding or cutting operations are not undertaken in a totally enclosed container or on a container or pipe that has contained an explosive or flammable substance or gas. Certify in writing that the container or pipe is free from combustible gases or vapours if the previous contents are known.
- Ensure that a welding or cutting torch is not laid down until the gases have been completely shut off. Do not hang the torch from a regulator or other equipment to avoid contact with a gas cylinder.



- Use cylinders for compressed, liquefied and dissolved gases, their fittings and attachments according to the *Fire Prevention Act*.
- Store cylinders containing flammable compressed gas away from areas where welding or cutting operations are carried out and areas that contain oxygen cylinders, unless they are separated by a fire resistant partition that has a fire-resistance rating of at least two hours.
- Keep compressed gas cylinders in an upright and secured position to avoid falling during storage, transportation and use. Do not drop or subject cylinders to impact.
- Trucks used for transporting acetylene and oxygen cylinders must have specially designed restraints for that purpose.
- Protective caps on acetylene and oxygen cylinder valves must be screwed on firmly when the cylinders are being moved or not in use.
- Hose lines for conveying acetylene or oxygen from supply piping or cylinders to burners shall be different threads and shall be plainly marked to avoid interchanging the hose.
- Ensure empty compressed gas cylinders are stored in an area designed for such use and are removed from any building or structure being constructed, renovated, or demolished. Acetylene and oxygen cylinders in an upright position shall be held by straps, collars or chains to prevent them from falling over.
- All welding and cutting burners must be equipped with reverse flow check valves that are installed as close as possible to the regulators.

Did You Know?

Matte paint finishes in the welding area will assist with lighting the area while not reflecting the arc light. However, do not use turquoise or blue paint as these colors reflect ultra violet (UV) light.

17.0 Working Alone

Working alone in the aquaculture industry can be a common occurrence, especially within the oyster sector. It is important to develop and follow procedures to minimize the risk of working alone.

Working alone means the worker is the only worker at a workplace and assistance is not readily available to the worker in the event of injury, illness, or an emergency.



Regulatory Guidance

- Develop and implement practical written procedures to ensure the health and safety of the worker. Written procedures developed shall include the following information:
 - the name, address, location and telephone number of the workplace
 - the name, address, location and telephone number of the employer
 - the nature of the business conducted at the workplace
 - identification of the possible risks to each worker working alone that arise from or in connection with the work assigned;
 - the steps to be followed to minimize the risks identified
 - details of the means by which a worker who is working alone can secure assistance in the event of injury or other danger
- Specify:
 - the time intervals for checking on the worker;
 - the person responsible for contacting the worker and recording the results of the contact;
 - the process to be followed if the worker cannot be contacted, including provisions for an emergency rescue; and
- Implement a training program for each worker who is working alone and their supervisor.

Did you Know?

While it is not always hazardous to work alone, it can be when other circumstances are present.

Whether a situation is a high or low risk will depend on the location, type of work, and the consequences of an emergency incident or injury.



Resource: Guide to Working Alone

http://www.wcb.pe.ca/documentmanagement/document/pub_guidetoworkingaloneregulations.pdf

ADDITIONAL SAFETY INFORMATION

18.0 Ergonomics

Ergonomics looks at the relationship between the demands of the workplace and the ability of the worker. Repetitive strain and carpal tunnel injuries are common among PEI aquaculture workers. Redesigning the workplace or reorganizing tasks can increase productivity and lessen down-time due to injury related absences.

Best Practice Guidance

- Provide mechanical or powered aids where practical, to assist with carrying or moving materials and articles. If not practical, ensure adequate help is available to lift heavy or bulky objects.
- Provide floor mats in areas where prolonged standing is required.
- Minimize the effects of undesirable environmental conditions where possible.
- Choose power tools and equipment with features designed to control or limit vibration.
- Where possible, fit the work area to the worker's body size and shape in order to decrease the effort required to complete the task.
- Avoid working in one position for long periods of time.

Did You Know?

Using proper body mechanics when you are lifting, bending or pushing can mean the difference between an injury or not.



20.0 Finfish Safety

The PEI finfish industry is predominately comprised of land-based, freshwater operations. While workers on these operations do not encounter all of the same hazards as their marine counterparts, there are still many that they share.

Best Practice Guidance

- Ensure workers have good footing and clean walkways when treating fish.
- Ensure the anesthetic bath is set up so that there is minimal lifting required to get the fish into it. Make sure the fish is fully anaesthetized before taking it out of the bath.
- When walking in tanks, scrub an area of the tank to ensure good footing before entering – especially if work involving fish is being completed before, or without, completely draining the tank.
- Use a ladder that hooks over the tank edge instead of jumping onto the top edge of the tank or dropping into the tank.
- Ensure there are railings surrounding ground level tanks.
- Ensure workers have the proper PPE, such as a PFD when on the platforms.
- Ensure there are handrails along all walkways, around edges of cages, or over tanks.
- Wash hands regularly, especially after cleaning tanks and handling fish.
- Clean and disinfect work surfaces at the end of the day, after working on any fish, or using any chemicals.
- Ensure that all workers that work with a hazardous product, are trained in the procedures for the safe use, handling, storage, and disposal of the product.

21.0 Hydraulic Safety

Hydraulic systems allow us to lift and move large, heavy objects with minimal effort. However, if they are not properly maintained or adjusted they can cause serious injury or death. Hydraulic fluid is extremely toxic and when exposed can cause human flesh to deteriorate.

Best Practice Guidance

- Precautions must be taken to keep hydraulic fluids from entering the eyes or being injected into the skin.
- Block hydraulic systems to prevent the active piece of equipment or load to fall. Individuals who perform maintenance tasks should be experienced and should be knowledgeable in safe procedures for blocking and relieving pressure from the hydraulic system.
- Read and follow safety procedures found in the manufacturer's manual.
- Check for hydraulic fluid escaping through pinhole leaks by passing a piece of cardboard or wood over the suspected area. Do not check with your hand as the high pressure of pinhole leaks can puncture skin. Have a physician treat any hydraulic skin punctures immediately.
- Clean up spilled hydraulic fluid immediately.

Did You Know?

Pressurized hydraulic fluid will move at the velocity of a bullet leaving a rifle barrel. Flesh, punctuated with hydraulic fluid, will immediately begin to die.

22.0 Slip, Trip, and Fall Safety

Many PEI aquaculture injuries occur as a result of slips, trips, and falls. These often can result in muscle strain, broken limbs, contusions and can even cause death.

Slips happen when there is insufficient traction between footwear and the surface being walked on.

Trips can occur when there is an obstructed view, cluttered or poorly lit working area, uneven walking surfaces or there are lines and cables to walk over. Falls from an elevation can occur when balance is lost, faulty equipment is used, or the worker has inadequate training involving the equipment being used.



Best Practice Guidance

- Install resilient, non-slip flooring or pressure sensitive abrasive strips where necessary.
- Remove any oil, ice, or debris from walking surfaces immediately.
- Remove obstacles and debris from the working area.
- Cover lines, cables or ropes that cross the walk way area.
- Keep work areas and walkways well lit.
- Select the appropriate anti-slip footwear for the task and working conditions.
- Install a guardrail on at least one side of all runways, ramps, or platforms.
- All runways, ramps, and platforms should be constructed and maintained to safely support all loads that they might reasonably be expected to carry.
- Things being carried or pushed should not obstruct the view of any hazards in the walking path.
- Don't place equipment, tools, or other obstructions where they may be hazardous to other workers.
- Use a sturdy, secure ladder for workers to access elevated or sub-level areas.
- Secure the top of the ladder, where possible, to prevent it from moving. All ladders should be equipped with non-slip bases.
- Keep all ladders in good working condition. Remove the ladder from service when it has hazardous defects.
- Three-point contact should always be maintained when climbing ladders. Avoid overreaching and keep between the rails.
- Avoid jumping down or off the ladder.
- Be aware of power lines and soft or uneven ground (place the ladder on a sturdy support).



Did You Know?

Keeping the worksite tidy, wearing proper footwear and working at the appropriate pace are all critical for preventing slips, trips, and falls.

23.0 Marine Safety

While the vessel, or boat, is a key component for the aquaculture industry, it can also pose considerable hazards to those that work on them. The size and type of vessel depends on the size of the operation, the type of activities to be carried out, the distance the lease is from shore, the depth of the water available, and the amount of product or material being transported. Regardless of the vessel or operation size, every worker is exposed to many of the same hazards. It should be noted that each individual vessel is considered a workplace. For example 10 boats at a lease would be considered 10 different workplaces.

Best Practice Guidance

- The vessel owner, operator, or foreman should communicate a written or oral sail/voyage plan to a designated person remaining on land prior to heading out.
- A Sample Voyage Plan can be found in Appendix D.
- Crews must be aware of small boat safety and the regulations regarding small boats. [https://laws-lois.justice.gc.ca/eng/regulations/C.R.C., c. 1486/](https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1486/)
- Develop written procedures for the safe operation and regular inspection of every type of vessel.
- All crew must be aware of basic vessel operation, hazards, risks, and controls and trained in the use of emergency equipment and procedures.
- At least one member of the crew must have valid first aid training.
- An adequately stocked first aid kit must be on board.
- PPE must be available and worn when required. This includes head protection, appropriate footwear, eye and face protection, hearing protection, and PFDs or lifejackets.
- The crew must be trained in emergency rescue procedures.
- The vessel must have emergency rescue equipment including a life buoy, boat hook, and audible alarm.
- Maintained and serviced fire extinguishers must be on board the vessel.
- All equipment on board must be maintained in proper working condition according to the manufacturer specifications or regulations.
- All equipment must be guarded to prevent entanglement and hot surfaces must include shields to prevent burning.
- Passageways and work areas must be clear of clutter and loose materials secured.
- If hazardous products are present, product containers must be properly labelled and crew trained in the proper use, care, storage, and disposal of chemical and biological substances.

24.0 Transportation Safety

PEI aquaculturists depend on various modes of transportation such as boats, trucks, tractors, All-Terrain Vehicles (ATVs), and snowmobiles to carry out their daily tasks. Each of these modes of transportation has specific health and safety requirements.

Best Practice Guidance

- Ensure that operators of these vehicles/vessels have been properly trained and wear the appropriate PPE.
- All modes of transportation should be in proper working order before used and must be regularly inspected and maintained.
- When towing implements ensure that the proper size ball is used and that chains are connected correctly. Do not allow workers to ride on the implement when towing. Ensure materials are properly loaded and made secure for stability. If applicable, implement tires must be inflated and in good condition. The driver must have experience or training in operating the towing vehicle and attached implements.
- Never attach an implement when the Power Take Off (PTO) is engaged.
- When using an ATV, side-by-side, or snowmobile, make sure to perform pre-ride inspections. Wear the appropriate helmet, eye protection, and other PPE. Operate at a speed appropriate for the terrain, visibility, weather and experience. When operating on ice, make sure the ice is thick enough to support the mode of transportation being used.
- Never stand on the bucket, forks, or other accessories of the tractor or forklift while in motion or in a raised position.

Did You Know?

In 2018, 2,834 Canadians ended up in the hospital after an ATV accident. Injury rates are the highest in Atlantic Canada with up to 21 people per 100,000 hospitalized after an accident.

25.0 Weather Hazards

In occupations like aquaculture, where much of the work is done outside, the weather can pose many hazards. Exposure to the heat and sun during the hot summer months, and to the cold and wind during the winter months, can cause challenges for any work crew. Working in the heat and sun can result in dehydration, fainting, sunburn, heat exhaustion, and heatstroke. Prolonged exposure to cold weather, particularly in water-soaked clothing or from falling overboard or through ice can result in hypothermia, which affects a person's mental and muscle functions and can ultimately result in death.



Best Practice Guidance

- Provide ample drinking water, rest breaks in a cool area, and wear appropriate protection such as sunscreen, hat, sunglasses, etc. when working in hot weather conditions.
- Wear warm, protective clothing and keep the head and extremities covered to reduce the chance of hypothermia when the weather is extremely cold.
- Learn the appropriate methods to stay warm should a fall into the water occur. Heat is lost most rapidly through the head and neck, sides of the chest, and the groin area.

Did you Know?

The victims of heat stroke and hypothermia are unable to notice the symptoms. Their survival will depend on their co-workers ability to identify the symptoms, provide emergency assistance, and seek medical help.

Appendix A – Sample Occupational Health and Safety Policy

This Occupational Health and Safety Policy will apply to _____ at all locations.
(Name of Firm)

POLICY

_____ is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety – as developed in cooperation with the Joint Health and Safety Committee, representative or workers.

As the employer, _____ is responsible for the health and safety of its workers.

_____ will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As _____, I give you my personal promise to take all responsible precautions to prevent harm to workers.

Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy. They are accountable for ensuring that workers use safe work procedures/practices and receive training to protect their health and safety.

Supervisors also have a general responsibility for ensuring the safety of equipment, facility and the vessel.

_____ through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee, (*if you have one*) or the representative and workers to create a healthy and safe work environment. Co-operation will also be extended to others (e.g., contractors, owners, OHS officers, etc.).

The workers of _____ will be required to support this organization's health and safety initiative and to cooperate with the Joint Occupational Health and Safety Committee or representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, incident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by _____.

_____ will, where possible, eliminate hazards and thus the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices and materials for personal protection.

_____ recognizes the worker's duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Signed: _____ Date: _____

Title: _____

Appendix B - Sample Workplace Harassment Policy

Purpose

The purpose of this policy is to prevent and investigate harassment in the workplace. The policy applies to the employer and all employees of **[insert name of the organization]**.

Definition of Harassment

Harassment is any single or repeated occurrence of inappropriate conduct, comment, display, action or gesture or incident of bullying that the person knows or ought reasonably to know could have harmful effect on the employee's psychological or physical health and safety.

Harassment includes conduct that is based on any personal characteristic such as, but not limited to, race, creed, religion, colour, sex, sexual orientation, gender identity, pregnancy, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

Harassment also includes any inappropriate sexual conduct that is known or ought reasonably to be known to the person responsible for the conduct to be unwelcome, such as, but not limited to, sexual solicitation or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images or unwanted physical contact.

Reasonable action taken by an employer or supervisor related to the management and direction of employees, such as performance reviews, work evaluation, and disciplinary measures taken for any valid reason, is not harassment.

Rights and Responsibilities

[Insert name of the organization] recognizes that everyone has the right to work free of harassment.

No employee will be subjected to reprimand, reprisal or discrimination for reporting a harassment complaint in good faith.

This policy is not intended to discourage, prevent or preclude a complainant from exercising their legal rights under any other law or filing a complaint under the PEI *Human Rights Act*.

Everyone at **[insert name of the organization]** - including the employer, supervisors and employees—are responsible to:

- Maintain a respectful and harassment-free workplace.
- Report all incidents of workplace harassment and keep a record of the details of the incident to assist with the investigation.
- Cooperate in the investigation of a workplace harassment complaint as required.
- Understand and follow the workplace harassment policy.

In addition to the rights and responsibilities of all employees, employers and supervisors have additional responsibilities.

As the employer, **[insert name of the organization]**, is responsible to:

- Take all reasonable measures to ensure that no employee is subjected to harassment in the workplace.
- In consultation with the Joint Occupational Health and Safety Committee or Safety Representative, develop and implement a written harassment prevention policy.
- Ensure the policy is readily available to all employees.
- Train supervisors on how to recognize and address workplace harassment.

- Have a process for reporting and investigating workplace harassment.
- Ensure the source of harassment is identified and the harassment is stopped.
- Take corrective actions any employee who subjects another to workplace harassment.
- Take all reasonable steps to remedy the effects of harassment and prevent or minimize future incidents.

All [insert name of the organization] supervisors are responsible to:

- Ensure all employees are trained on the workplace harassment prevention policy.
- Treat all reports of workplace harassment seriously and respond promptly.
- Address any behaviours that may lead to a workplace harassment complaint.

Complaints of Workplace Harassment

Information resolution

If an employee feels they have been subject to workplace harassment, there may be informal ways to resolve the issue, such as asking the person to stop the behavior, or getting assistance from a supervisor. The supervisor may speak to the harasser and may also arrange for mediation, to help the people involved reach an acceptable solution.

Formal complaint process

If an employee is unable to resolve the matter by dealing directly with the person or is uncomfortable approaching the person, the employee must notify their supervisor or another member of management immediately to file a formal complaint. If the employer or supervisor is the source of harassment, then the employee can contact the HR department to report the complaint.

A complaint form is available [insert location of the form] and must be completed to initiate the formal process.

Investigation into Workplace Harassment

The company will investigate all reports of workplace harassment.

- Once a complaint is received, the company will immediately start an investigation.
- The complaint will be investigated thoroughly and promptly by an impartial party, either internal or external, trained to investigate such matters.
- The investigator will review any related documentation and interview the complainant, the alleged harasser, and witnesses, if applicable.
- When the investigation is complete, the investigator will provide a written report for management.
- If it is determined that workplace harassment occurred, the harasser will be subject to corrective action.
- The company will communicate the findings, including any corrective action taken, to the complainant and the accused harasser in writing following the completion of the investigation report.

Confidentiality

All complaints must be kept confidential. Information about the people involved and the circumstances of the complaint can only be disclosed to the extent required to report the harassment, conduct the investigation, take corrective action, or when permitted by law.

Policy Review

The policy will be reviewed in consultation with the Joint Occupational Health and Safety Committee or Safety Representative every [insert number of years] or as required to ensure it is up to date.

Appendix C - Fishing Vessel Crew Orientation Checklist

FISHING VESSEL CREW ORIENTATION CHECKLIST



This checklist is a guideline for conducting safety orientation for crew members.

SAFETY ORIENTATION FOR CREW

- Trained in proper use of fishing gear, equipment, and safe handling and lifting practices
- Aware of posting location of safety information including:
 - OHS Act and Regulations
 - Emergency phone numbers or contact information
 - Reporting a serious injury to the 24-hour OHS Emergency Line at 902-628-7513
- Understands the expectations of being fit for duty
- Understands the responsibilities to ensure passageways and work areas are clear of clutter and loose materials are fastened and secured
- Trained in WHMIS and proper use, storage, disposal, and emergency procedures if hazardous products are present

EMERGENCY PREPAREDNESS

- Trained in the use of emergency equipment and procedures, including:
 - Emergency communication equipment
 - Overboard retrieval procedures and equipment
 - Firefighting procedures
 - Medical emergencies
- Trained in basic vessel operations

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Depending on the job task, the following PPE must be worn to ensure adequate safety:

- Trained in the proper use and care of the following:
 - Personal flotation devices
 - Head protection
 - Eye and face protection
 - Hearing protection
 - Protective footwear
 - Fall protection equipment (life buoys, boat hooks, and guard rails)

FIRST AID SUPPLIES, EQUIPMENT, AND TRAINING

- Aware of who is responsible for providing first aid treatment
- Aware of the location of the first aid kit

HAZARDS SPECIFIC TO JOB DUTIES

- Awareness of fishing hazards to eliminate or minimize the risk of injury

This document is meant to be a quick reference to the relevant PEI Occupational Health and Safety Act and Regulation requirements. It is not a substitute for reviewing the applicable provincial and federal legislation and regulations.

The signatures below indicate that the topics contained in this checklist have been discussed to the satisfaction of the Captain and crew. Signing indicates both parties accept responsibility for maintaining a safe and healthy workplace. Please retain this document for your records.

Captain Signature: _____

Date: _____

Crew Signatures:

1. _____

2. _____

3. _____

For more information please contact
Workers Compensation Board of PEI
Phone: 902-368-5697
Toll Free: 1-800-237-5049
www.wcb.pe.ca



Appendix D - Sample Voyage Plan

Departure date and time: _____

Vessel endurance in hours/days: _____

Intended Work Areas (lease #'s): _____

Proposed route(s): _____

Probable port of refuge: _____

Proposed activities: _____

Estimated time of return/arrival: _____

Name/Number of persons on board: _____

Times of radio calls to person holding the plan: _____

If working with another vessel or diving activities, provide the name of additional vessel(s) and activity location(s):

Appendix E - Posting Requirements Poster



Health & Safety Posting Requirements For Prince Edward Island Workplaces

To protect the health and safety of workers, Island workplaces are required by law to post certain documentation and signage. The specific posting requirements depend on the nature of the workplace and are set out in the *Occupational Health and Safety (OHS) Act*, *OHS General Regulations*, *Scaffolding Regulations* and the *Smoke-Free Places Act*. This document is a quick reference to assist workplaces in determining their posting obligations. Please note that this is a guide only and is not meant to be a substitute for the legislation. All Acts and Regulations can be viewed online at www.wcb.pe.ca.

All workplaces are required to post the following:

Item to be posted	Legislative Reference
Occupational Health and Safety Documentation	
Occupational Health and Safety Act	OHS Act - Section 45(a)
Occupational Health and Safety Regulations (all workplaces except farms)	OHS Act – Section 27(8)(b)(i)
Current telephone number for reporting occupational health or safety concerns to WCB	OHS Act - Section 27(8)(b)(ii)
Compliance Orders by an Officer	OHS Act - Section 8(7)(a)
Names & contact info of first aid providers	OHS General Regulations – Section 9.5(2)
Signs indicating where first aid kits are located	OHS General Regulations – Section 9.13(1)
**Smoke Free Places Act Documentation	
Compliance Orders by an Officer	Smoke Free Places Act – Section 16(4)(a)
Signs indicating where smoking is and is not permitted	Smoke Free Places Act – Section 12
<i>**While the Smoke-Free Places Act pertains to all public places, the WCB Occupational Health and Safety Officers have jurisdiction to enforce this Act where it pertains to workplaces.</i>	

There are additional OHS documentation and signage posting requirements depending on the size of the workplace and the nature of the work:

Size of workplace	Item to be posted	Legislative Reference
5 or more workers	The employer's OH&S Policy	OHS Act - Section 27(8)(b)(iii)
5-19 workers	Name of the OHS Representative and means of contact	OHS Act – Section 27(7)(a)
20 or more workers	Names of the current committee members and means of contact	OHS Act - Section 27(7)(a)
	Minutes of the most recent safety committee meeting	OHS Act - Section 27(7)(b)
100+ workers per shift (requiring a first aid room)	Any necessary emergency phone numbers in the first aid room	OHS General Regulations – Section 9.14(2)(d)
Nature of the work	Item to be posted	Legislative Reference
All farm workplaces	Farm Safety Code of Practice	OHS Act - Section 27(8)(b)(i)
Workplaces where explosives are to be used	Names and persons designated to handle explosives	OHS General Regulations 26.2(b)
Signage		
Construction workplaces where traffic is impeded	Warning signs for impeded traffic flow	OHS General Regulations – Section 12.12(2)
Workplaces where signalers are used on roadways*	Road sign indicating signalers are ahead during restricted traffic flow	OHS General Regulations – Section 50.17
Workplaces with excessive noise areas	Warning signs for noise	OHS General Regulations – Section 8.7(1)(c)
Workplaces where blasting operations are used.	Warning signs restricting radio transmitter use	OHS General Regulations – Section 26.64
Workplaces using a hoisting apparatus	Sign on hoist indicating safe load carrying capacity	OHS General Regulations – Section 34.3(2)
Workplaces with oxygen deficient atmosphere or air contaminants	Signs indicating the required respirator and locations of hazardous areas	OHS General Regulations – Section 45.20(1)
Workplaces where asbestos handling is taking place	Sign indicating restricted personnel in asbestos areas	OHS General Regulations – Section 49(21)(f)
Workplaces providing a power-operated elevating work platform	Rated capacity and direction of machine movement for operating controls of work platform	Scaffolding Regulations – Section 19(6)

**See PEI Temporary Workplace Traffic Control Manual (2005) for complete signage requirements during construction, maintenance, and utility operations on PEI highways and streets.*

For more information about safe workplaces, visit the Workers Compensation Board website at www.wcb.pe.ca, or contact the WCB Occupational Health & Safety Division at 902-368-5680 or 1-800-237-5049 (Toll free in Atlantic Canada)

Reporting Serious Injuries

When a serious injury occurs at a workplace, the employer is required to notify the Workers Compensation Board's Occupational Health and Safety Division **immediately**.

What is a serious injury?

A serious injury can include any of the following:

- unconsciousness
- a fracture
- a loss of a limb
- substantial loss of blood
- an amputation of leg, arm, hand or foot
- a burn to a major portion of the body
- loss of sight in an eye
- a fatality

The scene of an accident that causes a serious injury must not be disturbed except to the extent it is necessary to:

- attend to persons injured or killed;
- prevent further injuries; or
- protect property that is endangered as a result of the accident.

In the above cases, the scene of the accident must be preserved until directed by an Occupational Health and Safety Officer.

If an accidental explosion occurs in a workplace, the employer must notify the WCB Occupational Health and Safety Division, regardless of whether anyone is injured.

What information should be provided?

When reporting a serious injury, the following information should be provided:

- the nature of the accident and injury
- the date, time and location of the accident
- the name of the employer and the location of the accident
- the name of each person involved in the accident



Health and Safety Emergency Phone Number: 902-628-7513

An Occupational Health & Safety Officer is available 24 hours a day, 7 days a week to respond to emergency calls. For non-emergency calls during working hours, please call 902-368-5680 or toll free at 1-800-237-5049.

WHMIS Pictograms

Workplace Hazardous Materials Information System

2015

Flame

- Flammable
- Self-Reactive
- Pyrophoric
- Self-Heating
- In Contact with Water, Emits Flammable Gases
- Organic Peroxide

Flame over Circle

- Oxidizer

Skull and Crossbones

- Acute Toxicity (fatal or toxic)

Explosion

- Explosive*
- Self-Reactive (severe)
- Organic Peroxide (severe)

Gas Cylinder

- Gas Under Pressure

Corrosion

- Serious Eye Damage
- Skin Corrosion
- Corrosive to Metals

Biohazardous

- Biohazardous Infectious Materials

Exclamation Mark

- Irritation (skin or eyes)
- Skin Sensitization
- Acute Toxicity (harmful)
- Specific Target Organ Toxicity (drowsiness or dizziness, or respiratory irritation)
- Hazardous to the Ozone Layer*

Health Hazard

- Carcinogenicity
- Respiratory Sensitization
- Reproductive Toxicity
- Target Organ Toxicity
- Germ Cell Mutagenicity
- Aspiration Hazard

Environment

- Aquatic Toxicity*

A GHS pictogram appropriate for the hazard

- Physical Hazards Not Otherwise Classified
- Health Hazards Not Otherwise Classified

NOTE: No pictogram is assigned to some hazard classes e.g., Combustible Dusts and Simple Asphyxiants, and some less severe hazard categories.

*Not required by WHMIS, but may be used.



Canadian Centre for Occupational Health and Safety



Workers' Compensation Board of P.E.I.



WHMIS.org



wcb.pe.ca | 902-368-5680 | 1-800-237-5049

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