

Health & Safety Topical Scope

The H&S scope includes the ten (10) health & safety primary topics below. The bulleted subtopics are examples and are not all-inclusive.

1. Operating Permit

2. General Health & Safety

- ◆ Worker Committees / Safety Committees
- ◆ First Aid / Medical Services
- ◆ Accident and Injury Reporting and Recordkeeping
- ◆ General Workplace Risk Assessments
- ◆ General Access and Egress
- ◆ Safety Signs and Markings
- ◆ Housekeeping
- ◆ Sanitation, including pest control
- ◆ Break Room Conditions (*general sleeping, resting, etc.*)
- ◆ Confined Space Entry (*only identification of confined spaces and who can work in confined spaces; do not need actual working procedures since it would not be appropriate for office or retail staff to do confined space work.*)
- ◆ Ergonomics
- ◆ Video Display Terminal
- ◆ Work at Height (<1 meter)
- ◆ Special measures for pregnant or lactating women, young people, disabled workers, and remote workers

3. Workplace Hygiene

- ◆ General Workplace Conditions (*light, heat, dust, temperature, indoor noise, etc.*)
- ◆ Hazardous Substances (*exposure standards and exposure-related risk assessments*)
- ◆ Infectious Diseases (*e.g., COVID-19*)
- ◆ Drinking Water (*availability and condition*); and drinking water safety, legionella, and other diseases caused by water
- ◆ Medical Surveillance
- ◆ Radiation (*non-ionising from small devices or equipment that may be present in an office or retail setting such as light sources, video displays – which is also addressed above*)
- ◆ Personal Protective Equipment (*for handling small quantities of hazardous materials or substances, etc.*)
- ◆ Lavatory or WC
- ◆ Changing or Dressing Rooms
- ◆ Walking and Working Surfaces (*focus on slip, trip and fall protection in an office or retail setting*)

4. Fire Safety & Emergency Evacuation

- ◆ Fire Permits and Registrations
- ◆ Multi-topical Emergency and Evacuation Planning (*fire, storm, earthquake, etc.*)
- ◆ Emergency Evacuation Drills
- ◆ Fire Suppression Equipment and Procedures
- ◆ Emergency Alarm Systems
- ◆ Means of Egress Specifically in the Event of Fires and Other Disasters
- ◆ Storage of Flammable and Combustible Liquids (*e.g., cleaning fluids*)

5. Machine & Electrical Safety

- ◆ General Small Tool and Small Equipment Safety (*that could be used in an office or retail setting such as drills, screw drivers, hammers, staple or nail guns, hand saws, etc.*)
- ◆ Electrical Safety Work Practices for an Office or Retail Setting

6. Material Handling

- ◆ Manual Lifting and Handling Procedures (*e.g., lifting of office supplies, computer equipment, etc.; can include lifting equipment that is not ridden such as hand trucks, pallet trucks that are not ridden, etc.*)
- ◆ Small Ladder (<1 meter) Safety
- ◆ Dock/Material Receipt Procedures

7. Chemical Management (*focusing on potential worker exposure and the safety of workers and only as it pertains to chemicals or dangerous substances used in an office or retail setting, such as toner, cleaning fluid, white-out, inks, lubricants, etc.*)

- ◆ Material Safety Data Sheets (*availability to workers and worker training*)
- ◆ Management (*Handling and Storage only*) of Dangerous / Hazardous Materials
- ◆ Management (*Handling and Storage only*) of Compressed Gases
- ◆ Management of Prohibited or Restricted Substances and Chemicals, such as PCBs, CFCs, asbestos (*Handling and Storage only*)
- ◆ Spills and Release Response
- ◆ Pesticides/Insecticides

8. Fleet and Driver Safety (fleet means vehicles owned by the company and driven by employees)

- ◆ Driver Safety requirements (training, mobile phone use, etc.)
- ◆ Driver Permit requirements
- ◆ Vehicle Safety requirements

9. Miscellaneous

- ◆ Cafeteria and food preparation in a cafeteria (*does not include restaurant or full café facilities; includes prepackaged foods and drink dispensers*)

10. Construction Site Safety (as it relates to tenants and lessees on leased premises)

- ◆ Construction safety (*build-out of leased premises if the legal responsibility / liability is with the lessee*)

Environmental Topical Scope

The environmental scope includes the seven (7) environmental primary topics below. The bulleted subtopics are examples and may not be all-inclusive.

1. General Environmental

- ◆ Multi-media operating permits/licenses
- ◆ General multi-media environmental monitoring programs
- ◆ Internal environmental committees/managers
- ◆ Environmental audits/annual reports
- ◆ Sectorial-specific general environmental program requirements
- ◆ Energy use and conservation
- ◆ Life Cycle Assessment and/or Analysis
- ◆ Sustainability

2. Air Emissions

- ◆ Permit and license requirements
- ◆ Performance standards, including emission standards
- ◆ Monitoring and reporting
- ◆ Response to upset conditions
- ◆ Greenhouse gases, including ozone-depleting substances, inventory, verification, reporting, emission allowances/trading

3. Waste

- ◆ Solid and hazardous waste, including clinical and hygiene waste, and PCB and asbestos waste
- ◆ Permits, licenses, registrations, manifests, notifications for Generators
- ◆ Manifests/consignment notes
- ◆ Duty of Care obligations
- ◆ Performance standards relative to disposal of waste, and the training on these standards
- ◆ Monitoring and reporting
- ◆ Emergency response plans and equipment (limited to waste spills and releases)
- ◆ Export/Import of hazardous waste, including samples
- ◆ Waste packaging and product take-back requirements
- ◆ Recycling
- ◆ Electronic waste

4. Water

- ◆ Water Supplies and Use (and conservation)
- ◆ Sanitary Water and Trade Effluent
- ◆ Storm Water (runoff and discharges)

5. Chemical Management (not H&S issues on this topic)

- ◆ Environmental Licensing, Permit, Registration, or Notification Requirements
- ◆ Environmental Labeling Requirements (environmental standards, ecolabels)
- ◆ Removal or Abatement Requirements
- ◆ Disposal requirements

6. Tank Management

- ◆ General tank design requirements
- ◆ Installation requirements and pre-operational testing
- ◆ Permit, licensing, and notification requirements
- ◆ Periodic maintenance and monitoring requirements
- ◆ Environmental requirements in response to a release
- ◆ Closure and removal requirements

7. Transportation of Dangerous Goods (by road)

- ◆ Definitions of Dangerous Goods
- ◆ Packaging and Labeling Requirements
- ◆ Spill Response Requirements
- ◆ Emergency Equipment Requirements
- ◆ Driver Requirements
- ◆ Reporting Requirements
- ◆ Responsible Party Requirements