

Purpose

University of Regina will ensure that only competent operators are required or permitted to operate powered mobile equipment. *Saskatchewan Occupational Health and Safety Regulations 1996*, Section 154 defines “competent worker” as a worker who has successfully completed a training program that includes all of the elements set out in Table 14.1 or is completing the practical training required by Table 14.1 under the direct supervision of a competent operator. Section 154 also requires employers to keep a written record of all PME training delivered to workers.

Definitions

Competent – possessing knowledge, experience and training to perform a specific duty.

Powered Mobile Equipment (PME) – any self propelled machine that is designed to manipulate or move materials or provide a work platform for workers.

Train – to give information and explanation to a worker with respect to a particular subject matter and require a practical demonstration that the worker has acquired knowledge or skill related to the subject matter.

Responsibilities

1. Vice-President Administration will:
 - 1.1 ensure that adequate resources are available to implement appropriate measures.
 - 1.2 require that the procedure is communicated to employees.
 - 1.3 require compliance with the procedures.
2. Associate Vice-President of Facilities Management will:
 - 2.1 ensure that all University buildings comply with these procedures.
 - 2.2 ensure that the procedures are communicated to the faculty and staff.
3. Associate Vice-Presidents, Deans, Directors, Department and Unit Heads will:
 - 3.1 ensure that the procedures are communicated to the faculty and staff.
 - 3.2 require compliance with the procedures.
4. Supervisors will:
 - 4.1 evaluate the Personal Protective Equipment necessary. This could include but is not limited to: CSA approved steel toe boots or shoes, hand protection, hearing protection, safety goggles/glasses, traffic vests and protective headwear.
 - 4.2 report all hazards that cannot be immediately corrected, to the Dean, Director, Department or Unit Head.
 - 4.3 require compliance with the procedures.
 - 4.4 ensure workers are trained on each type of equipment they operate.
 - 4.5 identify employees who will be required to work with powered mobile equipment and ensure they receive adequate training.

- 4.6 require that contractors comply with University policies and programs, and notify the Health, Safety & Environment Unit or Facilities Management Project Manager of non-compliance.
 - 4.7 report all incidents to the Health, Safety & Environment Unit within 24 hours of occurrence.
 - 4.8 maintain a written record of the inspections and maintenance of equipment that the operator can review.
5. Workers will:
- 5.1 comply with safe work practices provided in the training or otherwise by the employer.
 - 5.2 complete the required training. Training will be required for each type of equipment operated but will not have to be recertified unless the worker has not operated the equipment for a period of three years.
 - 5.3 wear any necessary Personal Protective Equipment necessary to perform the job safely.
6. Occupational Health Committee will:
- 6.1 review training records.
 - 6.2 ensure PME is inspected by members of the committee routinely.
 - 6.3 evaluate operator training.
7. Trainers will:
- 7.1 assess the equipment type and determine the course content using relevant sections of Table 14.1 and relevant information sources.
 - 7.2 prepare a checklist or similar written record setting out the course content for each type of PME.
 - 7.3 assess the operator's past training experience to determine how much the 16 hour training requirement can be reduced.
 - 7.4 document training, including credit given to past training and experience and deliver the record to the employer.

Procedures

1. Operators of powered mobile equipment must be competent in operating the equipment effectively and also aware of the potential health and safety hazards to themselves and others. The University of Regina will ensure that all operators meet all of the following criteria:
 - Completed either:
 - formal training in the safe operation of PME, or
 - In the absence of available training, self study on the relevant elements of Table 14.1 as it relates to the equipment based on identified content sources;
 - Completed 16 hours of training and supervised operations combined, less credit hours granted by a competent trainer for operator's past experience and/or training; AND
 - Assessed as competent by the competent trainer based on training and experience and a hands-on practical demonstration of competence by the operator.

2. a) Persons delivering trainers will be competent:
Employers can train their own staff as trainers to meet their needs or rely on third party trainers. In either event trainers must be competent. In choosing a trainer for a type of equipment the employer would need to ensure that the person had:
 - appropriate training on the equipment, and experience.
 - understood the content of Table 14.1 as it relates to the type of equipment.
 - the skill and processes in place to train and assess others.
- b) Trainers will have a written process or procedure to train and assess the competence of others. The written training process will contain identified course content for the equipment type using the relevant sections of Table 14.1.

The training may be supplied by a manufacturer or vendor or other formal training course provided by an external agency.

- Information sources for training may include:
 1. the text of formal training courses.
 2. the operator's manual whenever available.
 3. any relevant safety information concerning the equipment obtained from reliable sources. Reliable sources include:
 - a. Work-Safe Saskatchewan – www.worksafesaskatchewan.ca
 - b. Canadian Centre for Occupational Health and Safety – www.ccohs.ca
 - c. Canada Safety Council – www.safety-council.org
 - d. Manufacturer – operators manual, training information videos and DVDs
 - e. *The Occupational Health and Safety Regulations, 1996*

3. The University of Regina will keep a written record of all training delivered.
4. The training will be 16 hours combined classroom/practical training and experience, less any credit hours the competent trainer may give a worker for the worker's previous experience and training.

“Classroom” training means *all type of training that does not involve hands-on operation and includes reading the manual and other types of self-study, discussions, videos and on-line training courses.*

5. Operators will be trained on each type of equipment they operate. A competent person will evaluate the type and amount of training required. Credit may be given for previous training and experience on other types of equipment to the extent that the training/operation of that equipment is the same as the equipment being trained upon.
6. Any contractor working for the University Of Regina must provide written documentation to ensure the operators of their equipment have received training sufficient to meet OHS regulations, section 154.
7. A written record of the inspections and maintenance of equipment will be kept and available to the operator.
8. The University of Regina will ensure that powered mobile equipment is equipped with necessary safety devices. Safety devices could include, but are not limited to, a horn or other warning device, guards, brakes, seat-belts and roll-over protection.

- The operator's manual will be kept or stored with the equipment so as to be readily available to the operator.

Approach

- List types of equipment.
- Identify competent trainers: It is more likely that competent in-house staff will be found for less complex equipment such as a ride-on floor scrubber/burnisher. The employer is more likely to rely on an external agency for training on more complex and hazardous equipment such as skid steers or forklifts.
- Develop the training course using the trainer's knowledge, a checklist, Table 14.1 and other resources to identify training elements. A sample checklist is attached.
- Document the training whether it is in the form of classroom, videos, review of owner's manuals, equipment vendor supplied, operator experience and practical.

Example 1: Ride-on floor scrubber/burnisher:

Face- to-face training may be limited in length, but will need to cover the contents of the instruction manual and the relevant Sections of Table 14.1. The remainder of the 16 hours may be credited for an experienced operator.

Below is an example only:

3 years previous experience	15 hours credited
30 minutes review of operator's manual and/or training checklist	0.5 hours (actual)
30 minute practical observation to assess competence	<u>0.5 hours (actual)</u>
	16 hours

Example 2 New Hires/Summer Students:

All new hires and summer students with no or limited experience that will be operating certain less complex equipment will have taken an instructional session either in a classroom setting, reviewing of videos, owner's manuals, or equipment vendor supplied training material. These hours will count towards classroom training and the additional time will be spent under the direct supervision of a competent worker or supervisor and time allocated as practical.

Below is an example only:

Classroom	4 hours (actual)
Supervised Operations	11.5 hours (actual)
30 minute practical observation to assess competence	<u>0.5 hours (actual)</u>
	16 hours

- Approach for new equipment – All purchases of powered mobile equipment shall allow for vendor supplied training on the model-specific device where practicable. Where the vendor can provide adequate training on existing equipment, they shall be asked to do so.