



**INSIDE THIS ISSUE: HIGHLIGHTS FOR APRIL 2007**

- [ESAO BOARD OF DIRECTORS](#)
- [OCCUPATIONAL EXPOSURE LIMITS](#)
- [COLLEGE BORÉAL NOW AN APPROVED TRAINING ORGANIZATION FOR ESAO](#)
- [ESAO TRAINERS](#)
- [8% FIRMS FOR 2007/2008](#)
- [LOW VOLTAGE AND COMMUNICATION CABLES AND WIRING:](#)
- [THREADS OF LIFE](#)
- [CONFERENCE UPDATE](#)
- [SCHOOL BOARD FINED \\$100,000 FOR HEALTH AND SAFETY VIOLATION](#)
- [MOL ORDERS ISSUED FOR TEACHER-SUPERVISED SKATING ACTIVITIES](#)
- [NEW TO THE WEBSITE](#)
- [ESAO REGIONAL COURSES AND ACTIVITIES](#)

**ESAO BOARD OF DIRECTORS**

Each year the Voting Members of ESAO meet to conduct the business of the Annual General meeting, and one of the items of business is the election of new Directors.

Our Board of Directors is drawn from firms in the education sector, and is representative of the stakeholders in the corporation. The Nominating Committee of the Board is tasked with selecting individuals who will act with a view to the best interests of the Association as a whole, and who bring skills and abilities to the Board table that will complement those already serving. The Committee seeks to ensure that the Board is representative of all of the geographic areas in Ontario, as many of the client groups that we serve as possible, and strives to maintain a balance reflecting our urban and rural clients, our English and French language firms, labour and management.

Board members serve for a three year term which may be renewed once. The initial terms were staggered so that each year the terms of some of the directors expire, and new directors are elected to the Board. This ensures an appropriate balance of experience and renewal.

If you would like to learn more about serving as a Director, or if you would like to nominate someone to this position, please e-mail the Past Chair of the Board, who is the Chair of the Nominating Committee. Currently this is Elizabeth Mathewson, at Fleming College. E-mail: [lmathews@flemingc.on.ca](mailto:lmathews@flemingc.on.ca) . She will be pleased to answer your questions, and to send you further information about the nomination process.

[Return to the top](#)



## OCCUPATIONAL EXPOSURE LIMIT UPDATES

The Ministry of Labour is continually involved in updating occupational exposure limits (OELs), based on stakeholder input and recommendations from the American Conference of Governmental Industrial Hygienists (ACGIH). This is an annual process, which started in 2004, and reviews a number of the 700 OELs that apply to substances which can be found in Ontario's workplaces.

The most recent round of consultations were held in the summer of 2006, and resulted in 16 changes to limits. The list of substances that have been affected by this revision can be found at <http://www.labour.gov.on.ca/english/news/2007/07-33b.html> and this page contains links to the individual exposure limits, detailing the specific changes.

[Return to the top](#)

## ESAO APPROVED TRAINERS

ESAO Field Staff provide Basic Certification training for approximately 500 education sector staff over the course of a typical year. This is done in classes of about 25, and these sessions are scheduled in workplaces across Ontario. Many of our clients are able to address their Basic Cert needs through these courses. These sessions are posted on our website, and we encourage clients and non-clients to keep an eye on the schedule for their area.

Sometimes, however, clients need large numbers of staff trained and they may need them trained in a hurry. This can arise when the Ministry of Labour revokes a multi-site committee, or finds that a client has been operating without an approval for a multi-site committee. We have received calls from clients asking about Basic Certification training for two or three hundred staff at once. We can't devote the resources to a single client for a dozen Basic Certification courses over a year – the other clients in the area would get no attention at all. And, we can't provide a quality training program for several hundred people at once.

In order to assist clients in this situation, we have developed another approach. We have authorized some of our clients to designate one of their staff to become "ESAO Approved Trainers". This allows the client to purchase the training materials from ESAO and deliver this training to classes of 25 in their own workplace, according to their own schedule. Clients are then able to meet their training needs, as quickly as they can free them up for the three days of training. Just like the courses delivered by the Field Staff, the course outline must be followed and the course concludes with the WSIB exam and the results are sent into the WSIB for grading.

Becoming an approved trainer involves having the client firm sign a contract with ESAO. The agreement is between the firm and ESAO and the organization then designates an individual as the "trainer". This Individual must have experience in adult training, health and safety experience, must have completed an ESAO Basic Certification Course and adhere to all guidelines, instructions and policies. The contract spells out our quality control issues related to class size, and requires that the designated trainer complete a training session, to see how the material is delivered. The agreement specifies that the firm is authorized to provide training only to employees of that firm. ESAO reserves the right to sit in on any



April 18, 2007 Issue 29

of the sessions to ensure that the content and format is followed and ESAO shall have the right to terminate the agreement and/ or the appointment of the Trainer as an ESAO approved trainer if the trainer fails to comply with any obligation under this Agreement.

For those ESAO clients facing a sudden and unanticipated need for high volume Basic Certification training, having your own ESAO approved trainer on staff may be the way to go. For further information, please contact Tracy Byng in the ESAO office in Toronto.

[Return to the top](#)

### **COLLEGE BORÉAL NOW AN APPROVED TRAINING ORGANIZATION FOR ESAO**

We are pleased to announce that College Boréal will be providing Basic Certification training using the ESAO approved Certification package to the remote areas in the north through **Video Conferencing** in the fall of 2007. The College has designated a trainer who is approved to train in both official languages.

This service will be of great interest to those located in remote areas who have had difficulties in the past readily accessing classroom style training.

For more information on upcoming courses and frequency please contact Patrice Dubreuil, MBA Directeur Ventes / Sales Director 'Les Entreprises Boréal', division du/of Collège Boréal, [patrice.dubreuil@borealc.on.ca](mailto:patrice.dubreuil@borealc.on.ca)

[Return to the top](#)

### **8% FIRMS FOR 2007/2008**

The Ministry of Labour is extremely pleased with the workplace health and safety strategy. The integrated program of education, training, legislation/regulation and enforcement is producing impressive results.

At the opening of the International Association of Labour Inspection (IALI) Conference in Toronto on April 18, Minister of Labour Steve Peters re-affirmed the government's commitment to this program: "Our plan is working – we are well on track to reduce the lost-time injury rate by 20% by 2008." Ontario's lost-time injury rate was reduced from 2.2 per 100 workers in 2003 to 1.9 for 2006. The goal for 2008 is 1.8 lost-time injuries per 100 workers, and attaining this goal will result in a savings of billions of dollars in compensation costs.

In the March newsletter we mentioned that the Ministry of Labour was preparing the list of firms that would make up the 8% firms for the education sector for the coming government fiscal year. We reported that we would not be receiving the list until later in April.

In order to be as accurate as possible in the selection process, the Ministry is releasing the 2007/2008 education sector list, through the WSIB to us, in two installments. We are currently reviewing the first



April 18, 2007 Issue 29

portion of that list in order to balance assignments in the field, and to ensure that all firms on the list have an opportunity to work with us, should they choose to do so. We expect the balance of the list to be available before the end of June.

In late April we will be reviewing the assignments with our field staff, and will begin notifying those firms shortly after that.

As we mentioned in our March newsletter, we believe that safety performance improvement in most of our 8% firms should not be seen as a quick fix, just to get off "the list". We encourage those firms working with us to look at their safety program from a continuous improvement perspective, over a longer time frame than a single year.

If you are currently working with us to improve your performance in this area, you are already moving forward. If you are not, maybe you should be. Being on or off "the list" is not really a good reason to change your approach to workplace safety.

We will send out updates as soon as they become available.

## CONFERENCE UPDATE

Registrations have been hectic, and the number of registrations that were received by the early bird cut-off date (April 16th) surpassed previous years' numbers. Many school boards, public libraries, colleges, universities, museums and independent companies are coming in from every corner of the province. ESAO is thrilled to host delegates from the BC Public School Employers' Association in Vancouver and from Red Deer College in Alberta. The trade show promises to be interesting and informative, with a diverse group of organizations including The Canadian Centre for Occupational Health & Safety, Deb Canada, ErgoCentric Seating Systems, Non-Slip Solutions, NORCAT, Osprey Scientific, CARFAC, the Workplace Safety & Insurance Board and more. Some of the sessions are filling up quickly, so if you have not yet sent us your registration form, this is the time to do so. An interactive registration form is available on our website that you can download, complete on your computer and email to [esao@esao.on.ca](mailto:esao@esao.on.ca)

If you have any questions about registering for the Professional Development sessions, or the Conference, please contact Penny Ebanks by email to: [pebanks@esao.on.ca](mailto:pebanks@esao.on.ca), or call her at extension 113.

We look forward to seeing you there!

[Return to the top](#)



**MOL ORDERS ISSUED FOR TEACHER-SUPERVISED SKATING ACTIVITIES**

Head protection is a common topic of discussion in many working sectors. While we may think that risks associated with head injuries only occur in high risk sectors, such as construction, or in an industrial setting, we can't ignore this hazard in the education sector.

The activities that are planned at our schools change with the seasons. Winter fun often suggests skating activities and the hazard posed for potential head injuries is very real, with numerous incidents occurring each year, often resulting in some degree of head trauma. This past winter, the MOL investigated several cases of critical injuries involving teachers who had fallen on the ice while supervising skating at a local arena or outdoor rink. As a result of the investigations, several orders were written against various school boards. The orders were made under Section 25(2)(h), dealing with exposure to the hazard of falling, specifying that suitable head protection should be worn; Section 25(2)(a), dealing with providing instruction and training regarding the use and care of head protection; and Section 57(4), dealing with the submittal of a compliance plan.

The lessons learned here are simple and the injuries are preventable. Hazard identification and the implementation of safe work practices are essential to proactive safety management. In the case of skating activities, all it takes is the acknowledgement of a potential hazard for head injury and the preventive measure to wear a helmet.

[Return to the top](#)

**SIMCOE MUSKOKA CATHOLIC DSB FINED \$100,000 FOR HEALTH AND SAFETY VIOLATION**

BARRIE, ON, April 13 /CNW/ - The Simcoe Muskoka Catholic District School Board, a school board bounded by Huntsville, Highway 9, Collingwood and Brechin in central Ontario, with 42 elementary schools and nine secondary schools, was fined \$100,000 today for a violation of the Occupational Health and Safety Act that resulted in the death of an employee at a school in Collingwood.

On June 2, 2005, an energy management systems technician was accessing an electrical panel using a laptop computer in order to troubleshoot a problem with a mechanical cooling system when the technician was found collapsed on the floor in a mechanical room. The technician died in hospital as a result of an electrocution. The incident occurred at Jean Vanier High School at 160 Collins Street in Collingwood.

A Ministry of Labour investigation found the technician, who was not wearing personal protective equipment, had come in contact with a live high-voltage panel that controlled the school's cooling tower. The precise reason the technician was at the live high-voltage panel was not determined because the technician was working alone. However, it is believed the technician either fell into or accidentally touched the live high-voltage electrical panel. The technician's role involved working from a laptop computer, accessing two low-voltage panels. A small relay box in one of those panels was located near the high-voltage panel. The technician was found collapsed on the floor in front of the high-voltage panel which was opened and energized with 110 to 600 volts of power.



The school board had procedures for locking out live power sources before performing maintenance work at or on electrical panels. However, these procedures did not detail in written form when personal protective equipment was required for work near live power. The procedures also did not sufficiently warn all workers of the hazards of working near live power.

The Simcoe Muskoka Catholic District School Board pleaded guilty, as an employer, to failing to take the reasonable precaution of having sufficient procedures for working safely on or near live power. This was contrary to Section 25(2)(h) of the act.

The fine was imposed by Justice of the Peace Linda Kay of the Ontario Court of Justice in Barrie. In addition, the court imposed a 25-per-cent victim fine surcharge, as required by the Provincial Offences Act. The surcharge is credited to a special provincial government fund to assist victims of crime.

[Return to the top](#)

**POTENTIAL DEATHS AND INJURIES RELATED TO LOW VOLTAGE AND COMMUNICATION CABLES AND WIRING:**

The ESAO has several concerns based on what we have seen in every medium or large organization we have visited recently though not necessarily in every site:

Our biggest concern related to this issue at the moment is that when we visit educational facilities we are seeing conduit and cabling normally used for high voltages being used for communication cables (low voltage or optical). They are never labeled since they are not hazardous. What make this a serious problem is that normal electrical conduits and cables are also not labeled in most buildings unless they are above 1000 volts. Since the communications cables and conduits look like normal electrical conduits it's only a matter of time before some communication technician or student accesses a high voltage cable/conduit thinking they accessing a communication cable.

Related concerns are:

1. Communication wiring "dangling" in mechanical and electrical rooms or in ceiling spaces. These cables are usually not identified. They are not hazardous but they contain wires and often have a ground shielding. Those components conduct electricity. If the wires get damaged and make contact with a live circuit the whole communication system could become dangerous. The worst seen are those that are unanchored near a hot device or mechanical hazard. They may be the cables for controlling the power to the device and as a result actually running into the high voltage control region of the equipment. They are often not secured when approaching the power box and have no strain release mechanism at the boxes. Most individuals working with communication systems assume that all these wires are grounded but often they are not grounded to a true electrical ground to prevent "ground loops" (electrical noise).
2. Low and high voltage in electrical rooms mixed in a manner which will lead to an accident somewhere at some time in the future. Communications services require power. Electrical rooms properly set up are good locations for communication wiring, controllers and related services. However communication staff are not electricians and are usually not trained in



electrical power systems. When the two services share the same area they should be physically separated, well identified and the organizations must have appropriate safety procedures in place.

For additional information see our website:

1. Working On Live Circuits - Electrical Hazard Alert at - [http://www.esao.on.ca/alert\\_pdfs/Electrical\\_hazard.pdf](http://www.esao.on.ca/alert_pdfs/Electrical_hazard.pdf)  
This document has links to the ESAO information document "Information to Assist with the Development of Policies and Procedures for Working on Indoor Energized Electrical Systems" with some specific suggestions for content for developing policies and procedures for energized electrical systems.
2. Lock out Alert at - [http://www.esao.on.ca/alert\\_pdfs/lockout\\_related.pdf](http://www.esao.on.ca/alert_pdfs/lockout_related.pdf)

[Return to the top](#)

## NEW TO THE WEBSITE

### Click to Download

- Portuguese WHMIS Poster (full colour)
- Conference 2007 16 Page Guide
- Directions Magazine 2007
- Field Trip Sample Policy & Guide to Vehicle Selection

### Links

- MSD Prevention Guidelines (Part 1) – English and French
- MSD Resource Book (Part 2) – English and French

If you are writing, reviewing or updating your H&S policies, please review the many links to other university, college and school policies. If you need any assistance navigating the website or have suggestions for improving it, please feel free to contact us at [esao@esao.on.ca](mailto:esao@esao.on.ca), or call your local Field Consultant.

[Return to the top](#)

## THREADS OF LIFE

Threads of Life is a national, not-for-profit organization created in 2003 to provide the emotional support and caring required for families to make it through the aftermath of a workplace fatality or a severe workplace injury or illness.

The organization provides families with peer support assistance, and it promotes public awareness and accountability for workplace health and safety. It is supported by a group of volunteers from across Canada that has been personally touched by workplace tragedies.



April 18, 2007 Issue 29

Across Canada, three people are killed on the job, every workday. Thousands of Canadians have experienced the effects of workplace tragedy, and many of them are now members of Threads of Life – and are committed to being a voice to help prevent other Canadians from experiencing the same pain and suffering.

As Shirley Hickman wrote in their spring 2007 newsletter, "No family member wants to be a member of this organization. But each one of us takes our personal tragedy, and with passion and great courage makes a commitment to lead and inspire a culture shift, where work-related injuries and illnesses will be morally, socially, and economically unacceptable."

Threads of Life offers a number of programs, including a Speakers Bureau as part of their Community Action program. Members offer their personal testimony at conferences, community events, and health and safety meetings.

On Sunday, May 6, 2007, Steps for Life will take place in Toronto, Hamilton and Thunder Bay. This event raises money to assist families suffering from a workplace tragedy. For more information about Threads for Life, the programs they provide, and how to become involved, please check their website [www.threadsoflife.ca](http://www.threadsoflife.ca) or call Susan Butyn, Community Action Program Manager 1-519-685-4276 or use the toll free line 1-888-567-9490.

[Return to the top](#)

## ESAO REGIONAL COURSES & ACTIVITIES

The following activities have been booked for April to July by the ESAO Field Consultants. Any client interested in attending one or more of the following sessions or courses should directly contact the Field Consultant responsible for the activity. Should you have problems or concerns regarding a scheduled activity or wish to attend one, please contact your ESAO Field Consultant or the ESAO Toronto office at 1-877-732-3726, or via email at [esao@esao.on.ca](mailto:esao@esao.on.ca)

### Niagara - Bill Urie (905) 312-9962

Basic Certification:  
July 3, 4 & 5, 2007  
Ontario Alliance of Christian  
Schools, 617 Garner Road  
East, Ancaster, ON

Phase II Training:  
April 23, 2007, Grand Erie  
DSB, Cayuga Support Centre  
72, Hwy 54, Cayuga, ON  
Slips, Environmental, Violence  
and Ergonomics

July 6, 2007,  
Ontario Alliance of Christian  
Schools, 777 Garner Road  
East, Ancaster, ON  
Bio, Chemical, Environmental &  
Slips

Workshop  
Brant Haldimand Norfolk CDSB  
Education Centre, 322 Fairview  
Drive, Brantford, ON

April 2007  
Hamilton, ON – TBA

Workshops:  
May 2, 2007  
Inspection Workshop  
Hamilton-Wentworth DSB  
100 Main St. W.  
Hamilton, ON

**Francophone – Alain  
Chenard  
(613) 837-2042**

Programme de Formation  
de Base à l'Agrément  
le 1, 2 & 3 mai, 2007



April 18, 2007 Issue 29

Siège Social du CSDECSO  
7515 Promenade Forest  
Glade, Windsor, ON

le 14, 15 & 16 mai, 2007  
Sudbury, ON

Programme de Formation  
des Formateurs – SIMDUT  
le 28 & 29 mai, 2007-04-16  
College de Victoria, campus  
de université Toronto

Ateliers  
17 mai, 2007  
Gérer les personnes difficiles  
Holiday Inn, 1696 rue  
Régent, Sudbury, ON

18 mai, 2007  
Diligence raisonnable pour  
superviseurs & loi et  
règlements, Pavillion R.D.  
Parker de l'Université  
Laurentienne' 935 rue  
Ramsay Lake, Sudbury, ON

**East – Jean-Guy Raymond  
(613) 592-4491**

Basic Certification:  
April 10, 11 & 12, 2007  
Renfrew County DSB  
1270 Pembroke St. W.  
Pembroke, ON

Phase II Training:  
May 7-8, 2007  
Driving, Environ., Ergo.,  
Machine Guarding, Physical,  
Slips & Falls, Working at  
Heights, Workplace Violence  
Algonquin College  
1385 Woodroffe Ave.  
Nepean, ON

June 25 – 28, 2007  
all 16 modules  
St. Lawrence Parks  
RR#1, 13740 County Rd. 2  
Morrisburg, ON

WHMIS Train the Trainer  
June 13 – 14, 2007  
Catholic DSB Eastern Ontario  
2755 Highway #43 Kemptville

Client Network Meeting:  
June 5, 2007  
Catholic DSB of Eastern  
Ontario  
2755 Highway #43  
Kemptville

Workshop:  
April 11, 2007, morning  
Accident Investigation  
Kemptville College  
830 Prescott Rd.  
Kemptville, ON

April 11, 2007, afternoon  
Workplace Inspection  
Workshop  
Kemptville College  
830 Prescott Rd.  
Kemptville, ON

**North East – Doug Bennett  
(705) 476-7433**

Phase II Training:  
April 12 & 13, 2007  
Boardroom, Near North DSB  
963 Airport Rd.  
North Bay, ON  
Biological, Driving & Environ.  
Hazards, Ergo., Machine  
Guarding, Slips, Trips & Falls,  
Working at Heights

Workshops:  
April 27, 2007  
Workplace Inspection  
Workshop (1/2 day)  
Sudbury Catholic DSB  
165A D'Youville St.  
Sudbury, ON

April 27, 2007  
Accident Investigation  
Workshop (1/2 day)  
Sudbury Catholic DSB  
165A D'Youville St.  
Sudbury, ON

May 16, 2007  
Due Diligence for Supervisors  
(1/2 day)  
Laurentian University  
935 Ramsey Lake Rd.  
Sudbury, ON

May 16, 2007  
The Act & Regulations (1/2  
day)  
Laurentian University  
935 Ramsey Lake Rd.  
Sudbury, ON

**North West – TBA  
1-877-732-3726**

**Georgian Bay - TBA  
1-877-732-3726  
[esao@esao.on.ca](mailto:esao@esao.on.ca)**

Basic Certification Training  
April 27, May 4 & 11, 2007  
Waterloo Regional Children's  
Museum  
10 King St. W. Kitchener, ON

Phase II Training:  
May 25, 2007



April 18, 2007 Issue 29

Conestoga College, Doon  
Campus, 299 Doon Valley Dr.  
Kitchener, ON  
Chemical Hazards, Fire &  
Explosion Hazards, Machine  
Guarding Hazards

June 8, 2007  
Conestoga College, Doon  
Campus, 299 Doon Valley Dr.  
Kitchener, ON  
Ergonomics, Slips, Trips &  
Falls, Workplace Violence

Workshop:  
April 24, 2007  
JHSC Effectiveness – Roles  
& Responsibilities, Georgian  
College, One Georgian Drive  
Barrie, ON

**GTA – Training  
416-250-8005**

Phase II Training  
May 28, 2007 – Office  
Hazards, Victoria College – U  
of T Campus Toronto, ON

May 29, 2007 Plant Hazards  
Victoria College – U of T,  
Toronto, ON  
Phase II Train the Trainer  
May 28 - 29, 2007  
Victoria College – U of T,  
Toronto, ON

WHMIS Train the Trainer  
May 28 & 29  
Victoria College – U of T,  
Toronto, ON –

**GTA East - Mike Atkinson  
(416) 466-1923**

Basic Certification:  
April 10, 11 & 12, 2007  
Toronto Public Library  
Coxwell-Danforth Branch  
1675 Danforth Ave. Toronto

June 12, 13 & 14, 2007  
North York Memorial  
Community Hall  
5110 Yonge St., Toronto, ON

Workshops  
May 3, 2007  
Workplace Inspection  
Workshop, ESAO Offices  
4950 Yonge St., Ste. 1505  
Toronto, ON

**GTA West: - Janice Gallant  
(905) 785-3742**

Workshops:  
Oakville Public Library  
120 Navy St.  
Oakville, ON

April 26, 2007  
JHSC Effectiveness  
Workshop  
Peel DSB  
5650 Hurontario Street  
Mississauga, ON

**South West – Ed Hager  
(519) 264-9738**

Basic Certification:  
Apr 27, May 4 & 11, 2007  
The Children’s Museum  
10 King St. W. Kitchener

May 2, 9, 16, 2007  
London DCSB – Education  
Ctr, 5200 Wellington Rd. S.  
London

July 3, 4 & 5, 2007  
Greater Essex DSB  
451 Park St., Boardroom  
Windsor, ON

Client Network Meetings:  
April 30, 2007  
London, ON - TBA

**Central Lakes - TBA  
(705) 876-1001**

Client Network Meetings  
June 18, 2007  
Whitby, ON

[Click to access Training Events Calendar](#) [Click to access Workshop/Conference Calendar](#)

**ESAO Offices & Staff**

ESAO serves all Schedule 1 firms in the WSIB rate groups 810 & 817, as well as Schedule 2 firms in the education sector. Contact your ESAO Field Consultant for more information on any courses or products. Head Office: [www.esao.on.ca](http://www.esao.on.ca) Tel: (416) 250-8005 Fax: (416) 250-9190 Toll Free: 1-877-732-3726

**Drive Carefully! Next Newsletter: June 2007**