

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Heating Requirements	12-A-01
REGULATORY REFERENCES <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Section 16(6) <u>AR 62/2003 Occupational Health and Safety Regulation</u> Section 12	Initial Release Sept 1, 2009
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RATIONALE

Personnel, in a “Licensed Meat Facility” (facility) will not work effectively if they are required to work in temperature extremes for prolonged periods.

Note: Extreme temperatures are defined as those that fall outside of the range of the body’s ability to maintain a normal internal temperature, either hot or cold.

Personnel working close to stoves, or other cooking equipment, may be exposed to excessive heat while those working in refrigerated areas are often exposed to excessive cold.

Facility personnel working in loading, or shipping, areas may also be exposed to excessive cold through open doors.

The heating and/or ventilation systems should be designed to maintain comfortable temperatures and humidity levels.

Note: Discomfort tends to impair an individual’s concentration and accuracy. This can lead to safety hazards both for facility personnel and the product.

Heat stress (heat stroke) will occur with prolonged exposure to extremely warm conditions. The ability of the body to get rid of excess heat is limited.

Note: There are no specific regulations, under the Occupational Health and Safety Act, that set temperature limits, however the American Conference of Governmental Industrial Hygienists suggest a maximum of 30⁰ C for continuous light work.

Working, for prolonged periods, in extremely cold temperatures can cause cold stress.

Note: Again there are no specific regulations under the Occupational Health and Safety Act, for cold conditions an argument could be made that section 12 of AR 62/2003 requires the provision of suitable equipment to provide protection from the cold. It is commonly accepted wisdom that facility personnel working in areas that are not normally heated, or where perishable goods are processed, or stored, should be provided with suitable protective clothing.

OBJECTIVE/OUTCOME

Enclosed work spaces will be maintained at suitable temperatures for the work being performed.

Note: It is generally recommended that the heating and ventilation systems be capable of producing and maintaining temperatures between 18 and 30⁰ C with the following exceptions:

- a) areas that are generally accepted as being unheated, e.g. outside animal holding facilities;
- b) where doors are frequently opened and for long enough periods of time, to make it impossible maintain temperatures in the recommended range;
- c) refrigerated areas where perishable goods are stored and/or processed;
- d) areas where radiant heating, from other areas, is sufficient to maintain a comfortable temperature range;
- e) during the first hour of a main operating shift where heat generated during processing provides a substantial portion of the building's heat

There will be provision for easy exit from the inside of climate controlled spaces such as coolers and freezers.

RELATED SECTIONS OF TIPM

02-G-01 Processing Rooms - Temperature Requirements

02-K-02 Lunch & Locker Rooms

02-L-02 Inspector's Change Areas, Showers & Toilets

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Ventilation Requirements	12-A-02
REGULATORY REFERENCES <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Section 16(6) <u>Occupational Health and Safety Code 2006</u> Part 26 <u>Meat Facility Standards (MFS)</u> Section A.2.3.1	Initial Release Sept 1, 2009
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RATIONALE <p>Circulation of fresh, clean air in the indoor workplace is essential for the creation of a healthy working environment.</p> <p>Note: There will be varying levels of substances, in the air, throughout a “Licensed Meat Facility” (facility), which can cause discomfort for personnel working in the facility. Examples include steam, odors, animal dander, feather dust, etc.</p> <p>Some of these materials, e.g. feather dust and animal dander can be hazardous for personnel with medical conditions such as asthma.</p> <p>The presence of stale air may also be hazardous particularly where operations require an indoor open flame source. Without adequate ventilation carbon monoxide could rise to poisonous levels.</p> <p>General, or passive, ventilation may remove sufficient amounts of hot, or humid, air but mechanical ventilation (e.g. exhaust fans) is required to effectively remove airborne contaminants.</p> <p>Note: Replacement air should be free from contamination and should not blow directly onto facility personnel working in the area.</p> <p>Respiratory protection (e.g. face masks) should be provided whenever ventilation does not effectively remove particulate matter from the air.</p>	
OBJECTIVE/OUTCOME <p>Ventilation will be sufficient to provide a healthy work environment, for facility personnel, in all parts of the facility.</p> <p>Note: Either natural, or mechanical ventilation, or a combination of both, may be used as long as the end result is a healthy environment.</p> <p>Appropriate amounts of replacement air will be provided to replace exhausted air.</p> <p>Note: It is particularly important that sufficient incoming air be available to satisfy the combustion needs for any open flames.</p> <p>Replacement air will be free of contaminants such as dust, fumes, smoke, gas, etc. and will enter in a manner that does not:</p> <ul style="list-style-type: none">a) disturb settled dust;b) interfere with the exhaust system;c) cause undue drafts	

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Exhaust air will be discharged in a manner that prevents the return of any contaminants into the work area.

Note: This is generally accomplished by ensuring that the intake vents are located a sufficient distance away from the exhaust vents.

Open flames will be vented to the outside.

Note: This will ensure that there is no build-up of carbon monoxide in the workplace.

Respiratory protective equipment (e.g. face masks) will be provided as necessary.

REQUIREMENTS FOR AN AUDITABLE SYSTEM (MFS)

Requirements for “**Ventilation Requirements**” will be met when:

1. On site observation demonstrates that:
 - a) ventilation is appropriate in volume, direction of flow, location, screening, and filtering as necessary;
 - b) airflow is directed from cleaner to dirtier areas

Note: This is particularly important in ready to eat areas.

2. Airflow direction is monitored and recorded.

Note: Monitoring can be recorded in the “Internal Premises Inspection Record”.

3. An effective written “**Maintenance Procedure/Schedule**” for components of the ventilation system is on file.
4. Maintenance and cleaning records demonstrate that all components of the ventilation system are maintained, cleaned and sanitized regularly in accordance with the “**Maintenance Procedure/Schedule**”.

Note: Maintenance and cleaning activities may be recorded in any of the following documents:

- a) “**Master Sanitation Schedule**”
- b) “**Internal Premises Inspection Records**”
- c) “**Maintenance Schedules, or Records**”

RELATED SECTIONS OF TIPM

02-H-01 Windows

02-H-02 Air Intakes

02-H-03 Vents, Filters & Ducts

02-H-04 Air Flow - General

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: WHMIS Program for Chemicals	12-A-03
REGULATORY REFERENCES <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Section 16(6) <u>Occupational Health and Safety Code 2006</u> Parts 4 & 29 <u>Meat Facility Standards (MFS)</u> Sections B.2.2 (1, 2, 3 & 4)	Initial Release Sept 1, 2009 Page 1 of 2
RATIONALE <p>In the performance of their duties Meat Inspection Branch (MIB) Inspectors have to use potentially hazardous chemicals from time to time.</p> <p>Note: Examples include marking inks, denaturants and de-characterizing agents.</p> <p>The “Licensed Meat Facility” (abattoir) is responsible for providing lockers, or cabinets, for the storage of these materials.</p> <p>The MIB is responsible for ensuring that the products are properly labeled and for ensuring that the MIB Inspector has information on the proper handling of these materials.</p> <p>Note: The MIB uses “Workplace Hazardous Materials Information System” (WHMIS) for dealing with hazardous chemicals.</p> <p>WHMIS is a comprehensive system for providing information on the safe use of hazardous materials in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education.</p> <p>MIB Inspectors are knowledgeable about WHMIS and have had training, in the hazards associated with and the recommended methods of use, for the chemicals that they are responsible for.</p> <p>Note: The improper use of some chemicals could be directly hazardous to the MIB Inspector or to the safety of meat products.</p> <p>Abattoirs are also required to utilize and store hazardous materials such as, chemicals used for cleaning and sanitizing, pest control products, acids, etc.</p> <p>Note: Under the Occupational Health and Safety Act abattoirs are legally required to use WHMIS.</p>	
OBJECTIVE/OUTCOME <p>A WHMIS program will be in place for all non-food chemicals being used in the plant.</p> <p>Note: In accordance with WHMIS all non-food chemicals must be:</p> <p>a) stored separately in their original containers bearing their original labels,</p>	

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- b) or with appropriate WHMIS labels;
- c) stored in a manner that ensures there will be no chance of contaminating carcasses, parts of carcasses, meat products and ingredients;
- d) used in accordance with the manufacturer's directions, by a person trained in their use, and in a manner that prevents contamination of carcasses, parts of carcasses, meat products and ingredients

Current MSDS information will be available for all applicable chemicals.

Appropriately located separate lockers and/or cabinets will be provided for the use of MIB Inspectors for storing their inspection related chemicals.

REQUIREMENTS FOR AN AUDITABLE SYSTEM (MFS)

Note: Auditors from the MIB will not specifically request WHMIS documents however the MFS and TIPM documents have been based on WHMIS principles.

Requirements for the “**WHMIS Program for Chemicals**” will be met when:

1. An up-to-date, “**Sanitation Chemicals and Equipment List**”, which is specific for the abattoir, is on file.

Note: This list must include documentation that verifies that all of the chemicals used in the “**Sanitation Program**” have been approved for use in a food processing facility.

2. All chemicals for sanitation, maintenance and pest control are stored in their original containers or in containers that have labels correctly identifying the contents and prescribed dilutions.
3. All non-food chemicals are stored in a separate room, or area, from meat, meat products, ingredients, or packaging materials.

Note: If this is not possible non-food chemicals can be stored in the same area as long as they are in closed containers and physically separated from any edible products.

RELATED SECTIONS OF TIPM

02-F-04 Non-food Chemicals - Storage of
03-C-02 Approved Chemicals & Chemical Listing
03-C-09 Pesticide Use & Listing

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: First Aid	12-A-04
REGULATORY REFERENCES <i>AR 42/2003 Meat Inspection Regulation</i> (Consolidated to 112/2009) Section 16(6) <i>Occupational Health and Safety Code 2006</i> Part 11	Initial Release Sept 1, 2009 Page 1 of 1
RATIONALE By its very nature the meat industry is a hazardous occupation. Unfortunately there is substantial risk and a number of work related accidents and injuries can and do occur in a “Licensed Meat Facility” (facility). Due to the hazardous nature of the work it is essential for a facility to have a properly: <ol style="list-style-type: none">1. Equipped and maintained first aid kit.2. Trained first aid attendant on site during operational hours. <p style="text-align: center;"><i>Note: Without properly equipped first aid kits and training for first aid providers, treatment of injured workers may be unsuccessful, or even damaging.</i></p>	
OBJECTIVE/OUTCOME A properly equipped first aid kit will be available, at the facility, at all times. <p style="text-align: center;"><i>Note: The first aid kit must be readily accessible to facility personnel and all personnel should be aware of where the kit is kept.</i></p> First aid kits will be inspected and replenished, as required, following use and at least once every three months. Designated facility personnel will be available to provide first aid at all times while the facility is in operation. <p style="text-align: center;"><i>Note: Designated personnel must hold a current “First Aid Certificate”. These individuals should be given regular opportunities to update their first aid skills through attendance at recognized first aid training sessions.</i></p>	
RELATED SECTIONS OF TIPM None	

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Fire Safety	12-A-05
REGULATORY REFERENCES <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Section 16(6) <u>Occupational Health and Safety Code 2006</u> Part 7	Initial Release Sept 1, 2009 Page 1 of 2
RATIONALE <p>Fire is an every present danger in any commercial building. A “Licensed Meat Facility” (facility) is not exempt from this hazard.</p> <p>All facility personnel must be aware of what is expected of them in case of fire.</p> <p>The most important safety feature, related to fire, is to have a comprehensive evacuation plan.</p> <p>Note: Personnel must know the best escape routes from every area of the facility that they are required to work in. They should also know where to congregate after evacuating the building. Large facilities should have periodic fire drills.</p> <p>All fire exits must be operable and kept free of obstructions in case they are needed for an emergency evacuation.</p> <p>Note: This includes keeping all passages clear as well. Blocked exits have been responsible for many needless fire deaths in the past. All facility personnel must be able to leave the building quickly and safely when required.</p> <p>Fire extinguishers are an important component of fire safety. In the early stages of a fire they can be critical in preventing loss of life, injury and significant property damage. Time is critical when dealing with the early stages of a fire therefore there should be an appropriate number of extinguishers that are conveniently located and readily accessible.</p> <p>Note: Extinguishers should be:</p> <ul style="list-style-type: none">a) located near exits;b) located in areas where there are hazards associated with the use of flammable liquids;c) mounted approximately 5 feet off of the floor;d) visible and readily accessible <p>Extinguishers are of no value if they can’t be located, or reached, in an emergency.</p> <p>The correct class, or type, of extinguisher must be available.</p> <p>Note: Different types of fires require different types of extinguishers. An assessment should be made about the most likely types of fire expected in any given area and appropriate extinguishers should be placed in these areas.</p> <p>Appropriate personnel should be trained in the proper use of each type of fire extinguisher.</p> <p>Note: Fire extinguishers are only a first line of defense and operators must be aware of their limitations so that they are not placed in a dangerous situation by trying to fight a fire that is beyond being controlled by simple means.</p> <p>Fire extinguishers also need to be checked and serviced frequently to ensure that they are functional.</p>	

OBJECTIVE/OUTCOME

A fire safety plan will be developed and implemented.

Note: This plan must include:

- a) written emergency procedures;
- b) evacuation routes;
- c) outside gathering locations;
- d) schematic drawings showing the type and location of emergency fire equipment;
- e) training in how to operate emergency fire equipment;
- f) emergency contact numbers;
- g) name of designated facility personnel responsible for liaison with the fire department, police and other emergency personnel

Emergency fire procedures will be posted and clearly visible.

Note: It is critical for all facility personnel to be knowledgeable about the fire safety plan and the location of fire exits.

In larger facilities regular fire drills should be part of the fire safety plan.

Emergency telephone numbers will be posted near the telephone.

All fire exits will be clearly marked and access to them will remain unobstructed at all times.

Note: This means that there should be absolutely no accumulation of equipment, supplies, refuse, etc. in hallways and other access routes.

There will be a sufficient number of properly mounted fire extinguishers, in appropriate and accessible locations throughout the facility.

Note: Extinguishers must have adequate capacity and capabilities for the size of the facility and the types of hazards that are likely to be encountered.

An appropriate number of facility personnel will be trained in the proper operation of fire extinguishers.

All fire extinguishers will be inspected at least once a month.

Note: Facility personnel responsible for the inspections must have sufficient training to ensure that they know how to conduct a proper inspection.

This individual must be able to recognize when an extinguisher requires servicing.

Authority and responsibility should be delegated to allow this individual to take whatever corrective actions are required.

RELATED SECTIONS OF TIPM

12-B-02 Propane - Safe Use of

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Electrical Safety	12-B-01
REGULATORY REFERENCES <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Section 16(6) <u>Alberta Electrical Utility Code</u>	Initial Release Sept 1, 2009 Page 1 of 1
RATIONALE A wide variety of electrical fixtures and equipment are used in a “Licensed Meat Facility” (abattoir). Poorly maintained electrical equipment can be extremely hazardous. Note: The damp work conditions present in an abattoir greatly increases the risk of severe electrical shocks, burns and even death. Electrical fixtures and equipment must be maintained in a satisfactory state of repair. Note: Any shock, no matter how mild, must be reported so that the source can be determined and corrected.	
OBJECTIVE/OUTCOME Electrical equipment and wiring, in the abattoir, will be designed in accordance with the Alberta Electrical Utility Code. Note: Compliance with this code will minimize the chance of electrical related injuries to MIB Inspectors and abattoir personnel. All electrical switches and controls will be readily accessible. Note: This is particularly important in case of emergency. Water resistant (sealed) fixtures will be used where conditions dictate. Note: A “line stop switch” is an example of where conditions would warrant the use of a sealed fixture. Portable electric tools used in wet locations will be protected by a “Ground Fault Circuit Interrupter” (GFCI). Note: GFCIs monitor the flow of electricity through the outlet's circuit. If there is any variation in the current, the GFCI will automatically cut off the flow of electricity, preventing injury. They can be installed at the electrical outlet used for the equipment, or in the electrical panel. All electrical equipment, cords & wiring will be properly maintained at all times. Note: Checking the integrity of all electrical equipment should be a component of the abattoir's routine maintenance procedures. Abattoir personnel will be advised to report any shocks and appropriate action will be taken. Note: Whenever an electrical shock is reported the equipment must be taken out of service immediately and not put back into service until the source of the shock has been determined and corrected.	
RELATED SECTIONS OF TIPM None	

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Propane - Safe Use of	12-B-02
REGULATORY REFERENCES <i>AR 42/2003 Meat Inspection Regulation</i> (Consolidated to 112/2009) Section 16(6) <i>Occupational Health and Safety Code 2006</i> Part 10	Initial Release Sept 1, 2009 Page 1 of 1
RATIONALE <p>There are numerous safety issues relating to the use of flammable substances in and around a “Licensed Meat Facility” (facility).</p> <p>Note: Examples of flammable substances that might be used include, but are not limited to propane, kerosene, diesel fuel, fuel oil, gasoline, etc.</p> <p>Propane is the most common flammable substance used in a facility therefore this document is primarily concerned with the proper use of propane.</p> <p>Propane can be safe and convenient providing it is piped into the facility and the system is checked regularly for leaks.</p> <p>Propane tanks cannot be located inside the facility.</p> <p>Note: Inside tanks greatly increase the chance of injury to MIB Inspectors and facility personnel. Faulty valves, accidental damage to the tanks and leaks while attaching the tanks to equipment are explosion hazards.</p> <p>Portable tanks for fuel burning devices such as heaters, or generators, cannot be used in the facility, or any other areas where MIB inspectors may have to work.</p> <p>Note: All heating and burning devices must be properly installed according to regulatory and manufacturer specifications.</p> <p>The storage of flammable liquids inside of the facility is not allowed.</p>	
OBJECTIVE/OUTCOME <p>All propane cylinders will be located outside of the facility.</p> <p>Note: This applies to portable propane tanks as well. Propane for all equipment, including portable units that may be designed to have a small portable propane tank, must be piped in.</p> <p>Propane tanks must be at least 3 meters (10 feet) away from any:</p> <ol style="list-style-type: none">1. Opening into the facility.2. Source of ignition. <p>Note: This is a horizontal measurement.</p> <p>Propane lines will be installed and located so that they are protected from accidental damage.</p> <p>Note: Lines must be checked, routinely, for any leaks.</p> <p>No portable fuel burning devices (e.g. kerosene heaters) should be used in the facility.</p> <p>Flammable liquid fuels should not be stored on the premises.</p>	
RELATED SECTIONS OF TIPM 12-A-05 Fire Safety	

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Floors - Safety of	12-B-03
REGULATORY REFERENCES <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Section 16(6) <u>Occupational Health and Safety Code 2006</u> Part 9 - Section 121(2) & Part 10	Initial Release Sept 1, 2009 Page 1 of 1
RATIONALE <p>The nature of work being conducted, in a “Licensed Meat Facility” (facility), can result in very hazardous floor conditions.</p> <p>Note: Not only does the work quickly lead to untidy conditions the material worked with (blood, fat & body tissues) is inherently slippery.</p> <p>It is important to routinely remove debris from the floor in all processing areas.</p> <p>Note: Floors need to be cleaned frequently. Slippery material cannot be allowed to accumulate. Large amounts of material, on the floors, will clog boot treads, which will greatly increase the possibility of slipping or falling.</p> <p>Slippery conditions are also exaggerated by the presence of excessive ice, water and other extraneous materials.</p> <p>Note: The presence of ice on the floors of coolers, or freezers, must be avoided.</p> <p>The presence of trip hazards from hoses, extension cords and garbage greatly increase the chances for injury.</p> <p>Note: Meat Inspection Branch (MIB) Inspectors and facility personnel must be able to concentrate on their jobs rather than on their footing. The only way to do this is to ensure that all traffic areas are kept free of any extraneous materials and trip hazards, or obstructions, such as hoses and extension cords.</p> <p>Good overall floor conditions must be maintained through good housekeeping practices.</p>	
OBJECTIVE/OUTCOME <p>Floors, throughout the facility, will be constructed of non-slip materials.</p> <p>Note: This will ensure adequate traction providing other hazards are eliminated.</p> <p>Suitable sized drains will be present where required and the slope of the floor will be sufficient to prevent the buildup of excessive amounts of water, blood, fat, or other slippery materials.</p> <p>Floors will be maintained in a clean and tidy condition at all times.</p> <p>Note: This includes eliminating tripping hazards such as extension cords, hoses, missing floor tiles, loose drain covers, etc. and the frequent routine removal of slippery materials.</p> <p>Equipment, supplies, and other required materials will be located where they don't cause any potential tripping hazards.</p> <p>Ice will not be allowed to build-up on the floors of coolers, or freezers.</p>	
RELATED SECTIONS OF TIPM 02-C-06 Construction - Floors & Walls 02-J-01 Drains 02-L-03 Inspection Station Requirements - Red Meat Animals 02-L-04 Inspection Station Requirements - Poultry	

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Overhead Equipment - Safety of	12-B-04
REGULATORY REFERENCES <i>AR 42/2003 Meat Inspection Regulation</i> (Consolidated to 112/2009) Section 16(6) <i>Occupational Health and Safety Code 2006</i> Part 6	Initial Release Sept 1, 2009 Page 1 of 2
RATIONALE <p>The use of overhead equipment, in a “Licensed Meat Facility” (facility) is inherently risky. Severe injury may occur from falling objects.</p> <p>Note: When the falling object is large, or heavy enough, the wearing of safety hats is not a guarantee against serious head injury.</p> <p>Safe operation of overhead equipment can be ensured by:</p> <ol style="list-style-type: none">1. Ensuring that the equipment is capable of safely lifting, or supporting, the maximum required load. <p>Note: Lifting devices must be inspected, by a “competent individual”, to determine its ability to handle the maximum load as rated, before being used for the first time.</p><p>A “competent individual” is defined as a person that has sufficient knowledge and training to be fully competent in matters of inspection and equipment maintenance. This person must understand the requirements of the Alberta Occupational Health and Safety Code and have knowledge of the potential, or actual, dangers involved in the operation of overhead equipment.</p>2. Incorporating safety devices into the design of the equipment. <p>Note: Examples of safety devices include chain hook safety clips and stops on rail switches. Continuity of the rails is also an important safety feature.</p>3. Providing training for facility personnel that will be operating the equipment. <p>Note: Safe operation includes not exceeding the maximum rated load capacity of the equipment. Overloading can have serious catastrophic consequences. Load ratings should be clearly marked on the equipment.</p>4. Maintaining the equipment. <p>Note: All overhead equipment should be inspected regularly and necessary repairs must be made without delay. Rollers must be properly lubricated to allow for easy movement of carcasses. The condition of hooks and chains must be constantly monitored. These components must be repaired, or replaced, as required.</p><p>Attention should also be paid to mounting brackets and hardware, beams and other supports. Deterioration of these elements could lead to failure even when the hoist is lifting loads that are within its rated capacity.</p>	

OBJECTIVE/OUTCOME

All roof and overhead support structures used for fixed, or mobile, lifting devices (e.g. hoists) will be capable of supporting all loads to which they may be subjected.

Lifting devices will:

1. Be equipped with suitable ropes, chains, slings and other fittings.
2. Be plainly marked with sufficient information to enable the operator to determine the maximum rated load that the device is capable of lifting under any operating condition.
3. Have a cab, screen, canopy guard or other adequate protection for the operator where the operator may be exposed to the hazard of falling material.
4. Have controls that automatically return to their neutral position when released.

Note: The above requirement applies to pneumatic, or hydraulic, hoists.

Only properly trained personnel will be allowed to operate lifting equipment.

Note: Untrained individuals may be allowed to operate the equipment under the direct supervision of a trained individual.

Loads will not be allowed to pass over top of anyone.

All overhead equipment and lifting devices will be routinely inspected, serviced and repaired.

Note: An inspection must be conducted before the equipment is used for the first time, and as often as necessary thereafter to ensure that lift capabilities are maintained.

The frequency of inspections must meet the frequency stipulated by the manufacturer. At an absolute minimum there should be a thorough inspection at least once a year.

The inspection must include all fixed and mobile overhead equipment including extension hooks, rollers, rails, hoists and switches.

The person conducting these inspections must be competent.

Inspection records must be kept of file. These records must be signed by the person conducting the inspection.

Inspection records will be on file.

Note: These records must demonstrate that appropriate repairs and maintenance activities have been performed.

RELATED SECTIONS OF TIPM

02-O-01 Rails & Supporting Structures

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Safe Handling of Livestock	12-B-05
REGULATORY REFERENCES <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Sections 18(1)(h) & 18(2)	Initial Release Sept 1, 2009
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RATIONALE <p>The “Licensed Meat Facility” (abattoir) is responsible for ensuring a safe working environment for Meat Inspection Branch (MIB) Inspectors during the ante-mortem (before death) inspection of livestock and during any ritual (religious) slaughter that may take place in the abattoir.</p> <p>In relation to the ante-mortem inspection the abattoir must:</p> <ol style="list-style-type: none">1. Designate appropriate personnel to assist with the inspection. Note: To ensure the safety of the MIB Inspector the individual(s) assigned to assist must be knowledgeable about safe livestock handling procedures.2. Ensure that appropriate livestock handling equipment is available and maintained in a manner that facilitates the safe handling of all classes of livestock coming into the facility. Note: The livestock facilities must provide sufficient space for the safe movement of animals. Pens must be readily accessible. Gates must function smoothly. Equipment must be available to isolate and/or restrain animals as required. <p>In relation to any ritual (religious) slaughter the abattoir must ensure:</p> <ol style="list-style-type: none">1. Appropriate restraint equipment is in place.2. The person conducting the ritual slaughter has the skill to conduct it in a safe manner.	
OBJECTIVE/OUTCOME <p>Appropriate facilities and restraint equipment will be available for the safe handling of livestock. Note: The facilities and equipment must be suitable for all species that are handled at the abattoir.</p> <p>Abattoir personnel, trained and/or knowledgeable in the safe handling of animals, will be assigned to assist the MIB Inspector during the ante-mortem inspection. Note: This individual will move and handle animals in a safe manner and as directed by the MIB Inspector.</p> <p>Livestock handling and restraint equipment will be properly maintained and repaired as required.</p> <p>Ritual slaughters will be conducted in a manner that is safe for the MIB Inspector and all facility personnel. Note: This means that there will be suitable restraint equipment and the person conducting the slaughter is competent.</p>	
RELATED SECTIONS OF TIPM 05-B-02 Delivery & Prompt Unloading 06-A-03 Purpose & Conduct of AM Inspections - Red Meat Animals	

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Mechanical Hazards	12-B-06
REGULATORY REFERENCES <i>AR 42/2003 Meat Inspection Regulation</i> (Consolidated to 112/2009) Section 16(6) <u><i>Occupational Health and Safety Code 2006</i></u> Part 25	Initial Release Sept 1, 2009
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RATIONALE

Many pieces of mechanical equipment used in a “Licensed Meat Facility” (abattoir) have their own individual safety hazards.

Ensuring the safety of abattoir personnel and MIB Inspectors requires the implementation of measures that will keep hazards to a minimum.

Examples of safety measures include:

1. Installation of guards, shields, or barriers to protect workers from moving parts.
2. Preventative maintenance of equipment.

Note: Items such as rail switches and door latches are examples of items that need to be maintained to ensure safety.

3. Use of personal safety equipment, e.g. hard hats, eye shields, masks, coveralls, etc.

Note: Personal safety equipment must be properly maintained. For example frayed coveralls increase the chance of an individual getting trapped by moving equipment. Worn boot treads increase the chance of slips, or falls.

4. Limiting the power of certain pieces of equipment.

Note: The use of compressed air is an example of where the power or intensity could be limited to ensure safety. When compressed air is used for cleaning, or other applications the nozzle pressure should be less than 207 kilopascals (30 pounds) per square inch. A “quiet” nozzle (i.e. one with low noise emission) should be selected to prevent hearing loss.

OBJECTIVE/OUTCOME

All hazardous exposed moving parts will be equipped with an appropriate guard, or other device, that prevents access to the moving part.

Note: This only applies to moving parts that a MIB Inspector, or abattoir personnel, may come into contact with. Shields may also be required to protect abattoir personnel and MIB Inspectors from injury from moving meat products.

Guards must be in place below any conveyors that move product over top of any workers.

TIPM – 12-B-06 Page 2 of 2 – OBJECTIVE/OUTCOME (continued)

Portions of conveyors, or other moving machinery, not visible from the control station will be equipped with automatic start-up warning devices.

Note: This applies where starting the equipment places anyone in danger.

All guards and other protective devices, on equipment, will be properly maintained.

Personal safety devices will be available for abattoir personnel that require them.

Note: The MIB is responsible for providing the protective equipment required by MIB Inspectors.

The power of pneumatic, or hydraulic, devices will be limited to the intensity required for satisfactory performance.

RELATED SECTIONS OF TIPM

03-B-04 Preventative Maintenance Procedures - Records of

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Securing of Equipment & Materials	12-B-07
REGULATORY REFERENCES: <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Section 16(6) <u>Occupational Health and Safety Code 2006</u> Part 12, Section 189	Initial Release Sept 1, 2009 Page 1 of 1
RATIONALE <p>Serious injury can occur if personnel, or Meat Inspection Branch (MIB) Inspectors, working in a “Licensed Meat Facility” (abattoir) are hit by falling, or moving, heavy pieces of equipment, or materials.</p> <p>Note: The wearing of personal protective devices doesn’t ensure protection from injury in all instances.</p> <p>Non mobile equipment and materials in storage must be fixed in place to ensure against tipping or falling.</p> <p>The movement of portable equipment, or material, can also pose a risk of injury unless all loads are fully secured.</p>	
OBJECTIVE/OUTCOME <p>All equipment and materials in storage will be secured in a manner that minimizes any chance of injury to abattoir personnel or MIB Inspectors.</p> <p>Note: Section 189 of the OH&S code states that all reasonable steps must be taken to ensure that equipment, or material, is contained, restrained, or protected to eliminate potential danger.</p> <p>Examples of reasonable steps include but are not limited to:</p> <ul style="list-style-type: none">a) fixing equipment in place to prevent tipping;b) securing loads to ensure that equipment, or materials, cannot tip or fall during transportation within the abattoir;c) cylindrical objects will be secured from tipping when stored in an upright position and when stored horizontally they will not be stacked and wedges will be in place to prevent them from rolling;d) placement of two parallel planks between succeeding vertical rows of barrels, drums or kegs;e) keeping valve protection caps on compressed gas cylinders while in storage <p>Racks used to store equipment, or materials will be designed, constructed and maintained in a manner that ensures they can support the load placed on them.</p> <p>Note: Storage racks must also be placed on firm foundations.</p>	
RELATED SECTIONS OF TIPM None	

TECHNICAL INTERPRETATION POLICY MANUAL (TIPM)

SUBJECT: Safe Use of Firearms	12-B-08
REGULATORY REFERENCES <u>AR 42/2003 Meat Inspection Regulation</u> (Consolidated to 112/2009) Sections 22 & 22.1(2)(iv) <u>AR 62/2003 Occupational Health and Safety Regulation</u> Sections 1(h), 13(1), 13(2), 13(3), 14(1), 14(2), 15(11), 15(2), 15(4) & 15(5)	Initial Release Sept 1, 2009
	Page 1 of 4

RATIONALE

The operator of a “Licensed Meat Facility” (abattoir) is allowed to use a rifle to stun an animal.

Note: The use of a rifle, as an acceptable method of stunning is allowed under Section 22.1(2)(iv) of AR 42/2003.

Use of a firearm, in a closed space, is a very hazardous activity.

Note: Although the use of a rifle is permitted, it is recommended that consideration should be given to using captive bolt technology. This would eliminate the inherent risk of using a firearm.

The safety of all abattoir personnel, MIB Inspectors and anyone else that may be in the vicinity is of utmost importance.

Abattoir personnel doing the shooting must be properly trained.

Note: The ability and physical condition of the individual rendering an animal unconscious is of critical importance in ensuring that all of the requirements for humane slaughter, under Section 22.1(2) of AR 42/2003, are met.

In addition to section 22.1 of AR 42/2003, various sections of the Alberta Occupational Health and Safety Act (OHSA) and AR 62/2003 relate to the use of firearms. The following sections apply:

OHSA

Sections 1(b) - Definition of a “contractor” and 2(5) - Obligations of employers, workers, etc. are relevant.

It has been suggested that, in a legal proceeding, section 2(5) would place the onus, on a MIB Inspector, to ensure that the employer (abattoir operator) is following proper procedures in order to be in compliance with the OHS Act.

AR 62/2003

The following sections of AR 62/2003 are relevant to the use of firearms:

- 13(1), (2) & (3) - “General Protection of Workers”
- 14(1) & (2) - “Duties of Workers”
- 15(1) & (2) - “Safety Training”

In addition to provincial legislation there are also a number of pieces of federal legislation that relate to the use of a firearm.

TIPM – 12-B-08 Page 2 of 4 – RATIONALE (continued)

Note: The following pieces of federal legislation are directly relevant:

- a) Criminal Code of Canada (R.S., 1985, C. C-46)
- b) Firearms Act (1995, c.39)
- c) *Firearms Licenses Regulations* (SOR/98-199)
- d) *Storage, Display, Transportation and Handling of Firearms by Individuals Regulations* (SOR/98-209).

Criminal Code (R.S., 1985, C. C-46)

The following sections of the Canadian Criminal Code apply to the use of firearms by abattoir operators:

- 86 (1) - Careless use of firearms
- 86 (2) - Contravention of storage regulations
- 91 - Unauthorized possession of a firearm

Firearms Act (1995, c.39)

The following sections of the federal Firearms Act apply to the use of firearms by abattoir operators:

- 6(1) - Eligibility of an individual to hold a license
- 7(1) - Safety courses
- 9(1) - Eligibility of a business to hold a license
- 9(3) - Licensing of employees
- 13 - Registration certificate

Firearms Licenses Regulation (SOR/98-199)

This regulation deals with “Possession Licenses for Firearms” (for individuals licensed prior to 1991) and “Possession and Acquisition Licenses for Firearms”.

Storage, Display, Transportation and Handling of Firearms by Individuals Regulation (SOR/98-209)

The following sections are directly applicable:

- 5(1) - Storage of non-restricted firearms
- 15 - Handling of firearms

The purpose of this TIPM document is to provide guidance to abattoir operators so that they can fulfill their responsibilities in ensuring the safety of everyone when a firearm is used to stun an animal.

Note: In addition to ensuring the safety of humans, firearms must be used in a proper manner to ensure that the animal is stunned humanely.

This document will also cover the responsibilities of the MIB Inspector in regard to the use of firearms.

OBJECTIVE/OUTCOME

The Abattoir operator will comply with all applicable federal, provincial and municipal legislation pertaining to the acquisition, possession, storage and use of firearms (rifles) including appropriate documentation.

Note: The reader is referred to the appendix, attached to this document, for specific details on applicable pieces of provincial and federal legislation.

Required documentation includes the following:

- a) Firearms Registration Certificate
- b) Business Possession Certificate or
- c) Either a Possession License for Firearms or a Possession and Acquisition License for Firearms.

Abattoir personnel that have been assigned the responsibility of shooting animals must have appropriate training in accordance with the Firearms Act (Canada) and AR 62/2003.

Note: The Regulatory Services Division (RSD) has recommended that MIB Inspectors also take a “Safe Firearms Handling Course”.

SEMI-AUTOMATIC RIFLES ARE PROHIBITED from use in “Provincially Licensed Abattoirs”.

Note: Because of the inherent dangers associated with these weapons their use would contravene section 2(1) of the OHS Act which deals with the health and safety of workers (see Appendix for more detail).

An approved method of warning MIB Inspectors and other abattoir personnel will be given whenever a rifle is going to be used.

Note: A warning allows the MIB Inspector, and any other abattoir personnel, that wishes to do so, to leave when the shooting is done right on the kill floor.

It is highly recommended that the MIB Inspector and abattoir personnel, other than the shooter, leave the shooting area when an animal is being stunned.

MIB Inspectors are advised to wear appropriate personal noise protection equipment. This is also recommended for other personnel that stay in the area.

Signs with firearm safety instructions and diagrams showing the optimal stunning area for each species will be posted, in a conspicuous manner, near the knocking box.

Note: The MIB will provide appropriate signs for this purpose.

MIB Inspectors will continuously monitor and document the safe use of firearms.

REQUIREMENTS FOR AN AUDITABLE SYSTEM (MFS)

Requirements for “**Safe Use of Firearms**” will be met when:

1. An appropriate up-to-date written “**Gun Control Program**” has been developed and is on file.

Note: An appropriate gun control program includes, but is not restricted to, the following:

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- a) a listing of all firearms kept on premises and their uses;
 - b) requirements for firearm:
 - i. storage
 - ii. cleaning
 - iii. servicing
 - iv. registration
 - v. licensing;
 - c) monitoring to ensure appropriate use, storage, cleaning and maintenance of firearms;
 - d) appropriate training of abattoir personnel
2. Records of “Firearms Safety Training” are on file.
- Note: These records should demonstrate that abattoir personnel responsible for the use of firearms have received appropriate training which includes:
- a) completion of training prior to use of firearms;
 - b) re-training at appropriate intervals, or as required
3. Firearms documentation is up-to-date.
- Note: Appropriate firearms documentation includes, as a minimum:
- a) Firearm Registration Certificate
 - b) Business Possession Certificate or a
 - c) Possession License for Firearms or a
 - d) Possession and Acquisition License for Firearms
4. On site observations demonstrate that “**Gun Control Program**” is being fully implemented.
- Note: The program should include:
- a) the presence of firearms safety signs including diagrams of the optimal stunning area, for each species, posted, in a conspicuous manner, near the knocking box;
 - b) abattoir personnel responsible for their use are knowledgeable about firearm safety;
 - c) appropriate warnings are given when a firearm is going to be used

RELATED SECTIONS OF TIPM

None

**Federal and Provincial Legislation Pertaining to the Use of Firearms
In Provincially Licensed Abattoirs**

Note: This appendix contains all of the sections, from various pieces of federal and provincial legislation, with the exception of the Alberta Meat Inspection Act and Regulation that pertain to the use of firearms in a “Provincially Licensed Abattoir”.

OCCUPATIONAL HEALTH AND SAFETY (OHS) ACT

- 1(b)** “contractor” means a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers involved in work at a work site;
- 2(1)** Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,
- (a) the health and safety of
 - (i) workers engaged in the work of that employer, and
 - (ii) those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and
 - (b) that the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act, the regulations and the adopted code.
- 2(5)** Every contractor who directs the activities of an employer involved in work at a work site shall ensure, as far as it is reasonably practicable to do so, that the employer complies with this Act, the regulations and the adopted code in respect of that work site.

AR 62/2003 OCCUPATIONAL HEALTH AND SAFETY REGULATION

Definitions

- 1(h)** “direct supervision” means under the supervision of a competent worker who is personally and visually supervising the other worker, and able to communicate readily and clearly with the other worker

General Protection of Workers

- 13(1)** If work is to be done that may endanger a worker, the employer must ensure that the work is done
- (a) by a worker who is competent to do the work, or
 - (b) by a worker who is working under the direct supervision of a worker who is competent to do the work.

P2 Attachment to TIPM Document 12-B-08

- 13(2)** An employer who develops or implements a procedure or other measure respecting the work at a work site must ensure that all workers who are affected by the procedure or measure are familiar with it before the work is begun.
- 13(3)** An employer must ensure that workers who may be required to use safety equipment or protective equipment are competent in the application, care, use, maintenance and limitations of that equipment.

Duties of workers

- 14(1)** A worker who is not competent to perform work that may endanger the worker or others must not perform the work except under the direct supervision of a worker who is competent to perform the work.
- 14(2)** A worker must immediately report to the employer equipment that
- (a) is in a condition that will compromise the health or safety of workers using or transporting it,
 - (b) will not perform the function for which it is intended or was designed,
 - (c) is not strong enough for its purpose, or
 - (d) has an obvious defect.

Safety training

- 15(1)** An employer must ensure that a worker is trained in the safe operation of the equipment the worker is required to operate.
- 15(2)** An employer must ensure that the training referred to in subsection (1) includes the following:
- (a) selection of the appropriate equipment;
 - (b) limitations of the equipment;
 - (c) operator's pre use inspection;
 - (d) use of the equipment;
 - (e) operator skills required by the manufacturer's specifications for the equipment;
 - (f) basic mechanical and maintenance requirements of the equipment;
 - (g) loading and unloading the equipment if doing so is a job requirement;
 - (h) hazards specific to the operation of the equipment at the work site.
- 15(4)** A worker must participate in the training provided by an employer.
- 15(5)** A worker must apply the training referred to in subsections (1) and (3).