

What is an Summary Offence Ticket (SOT)?

The Ministry of Labour Relations and Workplace Safety (LRWS) and the Ministry of Justice have created Summary Offence Tickets (SOT), issued by designated Occupational Health Officers from the Ministry of LRWS, for certain Occupational Health and Safety (OHS) violations.

SOTs are like speeding tickets. They will typically be issued either on the spot or sent by mail depending on the situation and circumstances. Either way, the officer will assess the situation and facts on the ground before issuing a ticket. Everyone who receives a ticket will have the right to challenge the ticket in court.

Who can be ticketed?

Tickets will mainly be directed toward employers, contractors, owners, self-employed persons, and suppliers.

There is only one offence that applies to workers – clear failure to use Personal Protective Equipment (PPE) that has been provided by their employer. Before ticketing a worker, officers will assess if the worker was provided with the correct PPE, received adequate training on its use, and was clearly directed to use the PPE but chose not to.

When will a ticket be issued?

SOTs may be issued when other tools are not effective in making sure that health and safety in the workplace is followed and in especially high-risk operations, like trenching and roofing, where there is a serious risk to workers.

Officers will assess the severity of the situation and will try to use other tools first, such as Compliance Undertakings, Officer's Reports, Notice of Contraventions, and Stop Work Orders.

List of offences and fines

SOTs came into effect on July 1, 2014. The table to the right shows the offences and their respective fines. The fine for each offence is determined pursuant to The Summary Offence Procedures Regulations, 1991. Note that these fine amounts are subject to a victim surcharge that is collected with the fine.

Item #	Offence	Act Section	Fine & Liable
1	Failing to submit a written progress report ¹	3-43(b)	\$600 Employers Self employed Suppliers Contractors Owner
2	Failing to submit information requested by the Director ²	3-64(1)	\$600 Employers Self employed Suppliers Contractors Owners
3	Failing to supply approved personal protective equipment	7-2(1)(a)	\$1,000 Employers
4	Failing to ensure that workers use personal protective equipment	7-2(1)(b)	\$1,000 Employers
5	Worker failing to use provided personal	7-2(4)(a)	\$250
6	Failing to ensure that workers use a fall protection system where a worker may fall	9-2(2)(a)	\$1,000 Employers
7	Failure to ensure that workers use a fall protection system where there is a possibility of injury if a worker falls less than three metres	9-2(2)(b)	\$1,000 Employers Contractors
8	Failing to ensure that any opening or hole is covered and clearly marked or otherwise	9-13	\$1,000 Employers
9	Failing to provide an effective safeguard	10-4(1)	\$1,000 Employers
10	Failing to ensure that workers are protected from cave-ins or sliding material in an	17-7(1)	\$1,000 Employers
11	Failing to ensure that workers are protected from cave-ins or sliding material in a trench	17-8(1)	\$1,000 Employers
12	Failing to implement a hazardous confined space entry plan	18-7(3)	\$1,000 Employers

SCSA Guide to OHS Legislation App



Tool Box Talk

When accidents and incidents happen on the jobsite, we are always quick to point the finger at lack of training, not following practices or procedures, or even improper supervision. The idea that the hazards and dangers associated with the job were not properly communicated to all of the workers is often missed.

Tool Box Talks can go by many names, and although formats may vary, these meetings all serve one purpose: to inform employees and contract workers. Tool Box Talks are short, informal, meetings between management and the workers on a jobsite. The goal of these meetings is to reinforce current safe job procedures, inform workers of new and/or relevant procedures, review recent safety violations/incidents, and ensure workers are up-to-date on the information required to complete their work safely.

Always use a Tool Box Talk form to record the meeting topic, date, who was in attendance, and any follow-up actions to be taken. Not only do these forms help with consistency of record keeping, but they also ensure that nothing is missed. At the end of the meeting have management sign off on the form.

One of the most important aspects of a Tool Box Talk is giving workers an opportunity to voice their concerns and ask questions. All employees have a right to participate in health and safety as it relates to their work and it is the supervisor or manager's responsibility to create an environment for them to do so. Once the meeting is over, and the form is filled out, it should be filed with other documented Tool Box Talks.

Remember that Tool Box Talks are short and informal, they are not meant to be intimidating. Use the opportunity to have fun and stay on top of what is necessary to keep safety culture a strong part of the business.

For a full listing of Tool Box Talk topics, visit: www.scsaonline.ca/resources/tool-box-talks

For a copy of the Tool Box Talk form, visit: www.scsaonline.ca/pdf/Tool_Box_Meeting.pdf

About the Saskatchewan Construction Safety Association

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership-based, nonprofit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995, the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada.