

### What is a Summary Offence Ticket?

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 can be delivered in person or by mail, and may take time depending on the situation and circumstances. 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.

### Who Pays the Fines?

The person or parties that receive the fine must pay it. For example a worker who is guilty of contravening 7-2(4)(a) must pay the fine. On the flip side, an employer fined under 7-2(1)(a) (or any other SOT or fine) cannot penalize their workers. SEA section 3-35(j) protects workers from discriminatory action when there is a contravention. An employer charging their employee the fined amount is an example of a discriminatory act. The employer must pay the fines directed at them.

**Legend-** Saskatchewan Employment Act (SEA)  
Occupational Health and Safety Regulations 2020 (OHSR 2020)

Item #	Offence	Act/reg Section	Fine & Liable
1	Failing to submit a written progress report	3-43(b) SEA	\$600 Employers, self employed persons, suppliers, contractors, owners
2	Failing to submit information requested by the Director	3-64(1) SEA	\$600 Employers, self employed persons, suppliers, contractors, owners
3	Failing to supply approved personal protective equipment	7-2(1)(a) OHSR 2020	\$1,000 Employers, contractors
4	Failing to ensure workers use personal protective equipment	7-2(1)(b) OHSR 2020	\$1,000 Employers, contractors
5	Workers failing to use provided personal protective equipment	7-2(4)(a) OHSR 2020	\$250 Workers
6	Failing to ensure that workers use a fall protection system where a worker may fall three meters or more	9-2(2)(a) OHSR 2020	\$1,000 Employers, contractors
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) OHSR 2020	\$1,000 Employers, contractors
8	Failing to ensure that any opening or hole is covered and clearly marked or otherwise protected	9-13 OHSR 2020	\$1,000 Employers, contractors, Owners
9	Failing to provide an effective safeguard	10-4(1) OHSR 2020	\$1,000 Employers, contractors
10	Failing to ensure that workers are protected from cave-ins or sliding material in an excavation	17-7(1) OHSR 2020	\$1,000 Employers, contractors
11	Failing to ensure that workers are protected from cave-ins or sliding material in a trench	17-8(1) OHSR 2020	\$1,000 Employers, contractors
12	Failing to implement a hazardous confined space entry plan	18-7(3) OHSR 2020	\$1,000 Employers, contractors

Note that these fine amounts are subject to a victim surcharge that is collected with the fine.

# 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](http://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](http://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.