



Terms of Reference

Subcommittee – Pre-Start Health and Safety Review guideline

(June 1, 2019)

OBJECTIVES

The Guideline for Pre-Start Health and Safety Reviews subcommittee is directed by the Professional Standards Committee (PSC) to review the existing guideline “*Professional Engineers Providing Reports for Pre-Start Health and Safety Reviews*” and, in consideration of changes to legislation affecting the industry and professional engineering, revise that document to better reflect current best practices and requirements.

BACKGROUND

The current practice guideline for “*Professional Engineers Providing Reports for Pre-Start Health and Safety Reviews*” was published in 2001 and has not been revised since then. There have been numerous changes to relevant Canadian Standards Association (CSA) standards and Ministry of Labour (MOL) guidelines for the *Pre-Start Health and Safety Reviews: How to Apply Section 7 of the Industrial Establishments Regulation*.

MANDATE (Specific Tasks)

- a) The Pre-Start Health and Safety Review subcommittee is expected to obtain and provide information that aid engineers in performing their engineering role in accordance with best practices and requirements defined by legislation including the *Professional Engineers Act* and its regulations;
- b) The subcommittee will review current legislation and identify the regulatory and ethical requirements for engineers providing services in this area of practice;
- c) PEO staff will provide the subcommittee with both legal cases and discipline cases that are relevant to the Pre-Start Health and Safety Review. These cases will be reviewed and used by the subcommittee as part of an evidence-based approach for revising the guideline;
- d) The current practice guideline will be revised to reflect current best

practices, and per Appendix C, input received from subject matter experts;

- e) Provide best practices for content and format of reports and the types of tasks required to be carried out for the various aspects of review to ensure accurate reports;
- f) Draft documents will be circulated for comments to the Ministry of Labour, consulting engineers, manufacturing facilities, clients who hire engineers to carry out these reviews and any relevant stakeholders;
- g) The subcommittee may choose to create a Review Network to review the draft guideline if it were to add value;
- h) The subcommittee should consult the MOL, insurance providers and legal to develop a position on in-house engineers conducting Pre-Start Health and Safety Reviews.

MEMBERSHIP

- The subcommittee shall consist of a member of PSC who will act as chair and a minimum of 3-5 engineers. The engineers should be from consulting firms with different sizes and manufacturing companies. Engineers should have experience in preparing Pre-Start Health and Safety Reviews and should be currently providing Pre-Start Health and Safety Reviews;
- An observer from the Ministry of Labour attending the subcommittee meetings, to ensure the consistency with O. Regulation 851.

DELIVERABLES

The Subcommittee will present the draft guideline to the PSC no later than December 2020.

Meeting Schedule: At discretion of the Chair
Completion Date: December 2021