TRAINING RECORD

SAMPLE COMPANY LTD.

Silica

Sample Company Ltd. Silica Exposure Control Training

SCAN TO OPEN THE TRAINING MODULE

Or type: https://on-tracksafety.com/services/isnetworld-training-documents#silica

DATE		**LOCATION / SITE** LSD or site name	
TRAINER NAME		**SESSION LENGTH**	minutes
DELIVERY METHOD	☐ Module played at safety meeting ☐ Written check ☐ Online check		

WHAT THIS SESSION COVERED Narrated module, about 13 minutes, with crew discussion

- Where silica dust comes from: drilling, cutting or grinding concrete, rock or masonry; handling dry sand, gravel or cuttings; mixing bagged cement or grout; dry cleanup and sweeping
- Why fine dust harms the lungs: silicosis, lung cancer, COPD, kidney disease, TB
- Which rules apply: OHS Regulations, 2020, Sample Company's program and the site's own rules
- Limits: the law's 0.05 mg/m3 over 8 hours, and Sample Company's program limit of 0.025 mg/m3
- Keep it wet at the source: water at the bit or blade, wet slurry and material before you move it, low and slow bag handling, HEPA nozzle on dry concrete drilling
- Respirators: half mask respirator with P100 cartridges, fit test on the mask in hand, nothing under the seal, seal check every use, filters and storage
- P100 filters stop dust only: no protection from gases such as carbon monoxide or from air short of oxygen
- HEPA or wet cleanup, respirator and goggles for cleanup, no sweeping or compressed air
- Decontamination: disposable coveralls off before the lunch trailer, wash hands before food, clean street clothes
- Air testing results, health assessments under the program, reporting dust problems and the right to refuse

#	PRINTED NAME	POSITION	A/B	SCORE	SIGNATURE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

TRAINER DECLARATION I delivered this training, the workers above attended, and I marked each written check against the key.	**TRAINER SIGNATURE**	

FOR THE TRAINER

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Read this before the session. Keep this page with your copy of the record.

BEFORE YOU START	How to run the session	
1	SET UP	Use a projector, TV or laptop with speakers where the whole crew can see and hear. Scan the QR code on the Training Record or type the link, and test the sound before the crew sits down.
2	TIMING	The module plays for about 13 minutes. Plan about 23 minutes in total so there is time to talk.
3	PAUSE	Pause the module at each discussion prompt. Ask the question, let the crew answer, then add your own example before you play on.
4	YOUR SITE	After the module, go through the points under Add From Your Own Site below. Jot your notes before the meeting so you are ready.
5	CHECK	Hand out the written check, version A and version B to alternate workers. Each worker answers on their own. Workers with a phone and signal can scan the code on the last screen and do it online.
6	SIGN	Mark each check with the answer key; a pass is 8 of 10. Write the version and score beside the worker's name. Anyone under 8 goes over the missed points with you, then tries the other version. Sign last.
7	FILE IT	Scan the signed Training Record and keep the original. Upload the scan to ISNetworld as the training document for Silica. ISNetworld accepts a record dated within the last 3 years.
8	PRACTICAL	Each worker also does the Practical Verification on a company unit with a competent supervisor (supervisor or a competent person named by the company). Print one Practical Verification page per worker.

ADD FROM YOUR OWN SITE	Make it about this crew and this site. Write notes on the lines.
1	Name this site's silica tasks today, and the control and respirator for each one from the FLHA or JSA.
2	Show where the water supply, HEPA vacuum, eyewash, wash station and coverall bins are on this site.
3	Check that everyone who may need a respirator has a fit test record for the mask they carry and nothing under the seal today.
4	Share any air testing results for this crew's tasks, and say who to call if a control fails on this job.

WRITTEN CHECK, VERSION A

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Answer on your own. Tick one box per question. You need 8 of 10 to pass.

PRINTED NAME		DATE		SCORE	/ 10

1 **Which of these tasks is most likely to put silica dust in the air?**

- ☐ A. Drilling a hole in rock with water running to the bit
- ☐ B. Cutting dry stone slabs with a handheld cut-off saw
- ☐ C. Pumping clean water from a tank out to the work area
- ☐ D. Moving gravel that has been well soaked by the rain

2 **Dust from dumping grout bags has settled and the work area looks clear. What is true about the fine silica dust?**

- ☐ A. It has settled, since fine dust falls as fast as the cloud
- ☐ B. It can still be in the air, since it is too small to see
- ☐ C. It is a problem when you can taste grit in your mouth
- ☐ D. Your nose and throat will filter out what is left over

3 **A worker says, "I have cut concrete for 3 years and my lungs feel fine, so silica is not a problem for me." What is the best reply?**

- ☐ A. You are fine, since any damage would show up as a cough by now
- ☐ B. You are fine, as long as you do not smoke on the job
- ☐ C. Silicosis can show up 10 or more years later, with no cure
- ☐ D. Any damage will heal once you stop doing the cutting work

4 **You are cutting concrete at a client's site in Saskatchewan. Which rules apply to your silica work?**

- ☐ A. The client's site rules alone, since the client owns the site
- ☐ B. The OHS Regulations alone, since site rules are only advice
- ☐ C. Sample Company's program alone, since its limit is lower than the law's
- ☐ D. The OHS Regulations, Sample Company's program and the site's rules

5 **A co-worker is about to cut pavers on the masonry saw and its water line is kinked shut. He says it is only three cuts. What is right?**

- ☐ A. Make the three cuts, then wet down the bench right after
- ☐ B. Cut them with his respirator on and the shop door open
- ☐ C. Have him stand back upwind and cut them quickly
- ☐ D. Fix the water line first, then cut with the water on

6 **Tyler has a few days of stubble. Today's job needs the half mask. What is right?**

- ☐ A. Tighten the straps extra hard so it seals over the stubble
- ☐ B. Wear it anyway, since some protection beats none at all
- ☐ C. Shave where the mask seals, or skip respirator tasks today
- ☐ D. Wear a paper dust mask, since it does not need a seal

7 **When do you do a seal check on your respirator?**

- ☐ A. Each time you put it on during the shift
- ☐ B. Once, when you get your fit test
- ☐ C. Once, at the start of each shift
- ☐ D. Whenever it starts to feel loose on your face

8 **At break time your disposable coveralls are grey with dust. What does Sample Company's program say?**

- ☐ A. Keep them on in the lunch trailer and change at the end of the shift
- ☐ B. Blow them off with the air line, then go into the lunch trailer
- ☐ C. Take them off and discard them before you enter the lunch trailer
- ☐ D. Shake them out well away from the lunch trailer, then go in

9 **Dried dust and slurry cover the shop floor. How do you clean them up?**

- ☐ A. Dry sweep them slowly so the dust stays low
- ☐ B. HEPA vacuum them, or wet and shovel them
- ☐ C. Blow them out the door with the air line
- ☐ D. Leave them, since boots will pack them down

10 **Partway through cleanup, the HEPA vacuum stops pulling. What should you do?**

- ☐ A. Tag it, report it, and wet the dust down while you wait
- ☐ B. Keep using it, since it is still picking up some of the dust
- ☐ C. Finish with a broom, since most of the dust is up now
- ☐ D. Dump the canister on the ground, then keep vacuuming

WRITTEN CHECK, VERSION B

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Answer on your own. Tick one box per question. You need 8 of 10 to pass.

PRINTED NAME		DATE		SCORE	/ 10

1 **Your crew has four jobs this week. Which one needs the most dust control planning?**

- ☐ A. Mixing bagged cement in a small shop with the doors shut
- ☐ B. Drilling concrete with the water still running to the bit
- ☐ C. Pressure washing dried mud off a loader in the yard
- ☐ D. Shovelling gravel that is still soaked from the rain

2 **You have finished cutting pavers in the shop. You cannot see any dust in the air now. Your co-worker says the air is safe because it looks clear. What do you tell him?**

- ☐ A. Yes, since dust too small to see is too small to harm you
- ☐ B. Yes, once the door is open and fresh air comes in
- ☐ C. Not yet. Fine dust can hang in air that looks clear
- ☐ D. Yes, if the bench is clean when you wipe a finger on it

3 **At a morning meeting, a new worker asks what silica dust can do to him. Which answer is right?**

- ☐ A. It causes lung cancer as well as silicosis
- ☐ B. Silicosis can be cured if it is caught early
- ☐ C. It harms the lungs of smokers, not non-smokers
- ☐ D. Any damage shows up within your first year

4 **What exposure limit for airborne silica does Sample Company's Silica program set?**

- ☐ A. 0.05 mg/m3, averaged over an 8 hour period
- ☐ B. 0.025 mg/m3, as a 15 minute peak exposure limit
- ☐ C. 0.025 mg/m3, averaged over an 8 hour period
- ☐ D. 0.25 mg/m3, averaged over an 8 hour period

5 **You are mixing bagged grout in the yard. How do you keep the dust down?**

- ☐ A. Dump the bags fast from waist height to get it done
- ☐ B. Open the bags low and pour slowly into the water
- ☐ C. Shake the empty bags out so nothing goes to waste
- ☐ D. Stand upwind so the breeze carries the dust away from you

6 **You were fit-tested on a medium half mask. Today the crew truck only has a large mask of a different brand. What is right?**

- ☐ A. Use it if it passes your seal check when you put it on
- ☐ B. Use it, since your fit test is still good this year
- ☐ C. Use it, but pull the straps tighter to make up for the size
- ☐ D. Stay out of the dust until you get the mask you were tested on

7 **You take your respirator off to eat in the lunch trailer. Before you go back to the masonry saw, what do you do?**

- ☐ A. Put it on and go, since you checked it this morning
- ☐ B. Inspect it, put it on, and do both seal checks
- ☐ C. Change the filters, since lunch breaks the seal
- ☐ D. Wipe the inside with your glove, then put it on

8 **You come off the job for lunch with dusty hands and face. What does Sample Company's program say?**

- ☐ A. Wipe them on a clean rag, then eat in the lunch trailer
- ☐ B. Use hand sanitizer, then eat at the work bench
- ☐ C. Keep your gloves on while you eat your lunch
- ☐ D. Wash your hands fully before you handle food

9 **You are HEPA vacuuming dried dust off the shop floor. Do you need your respirator?**

- ☐ A. No, since the HEPA filter catches all of the dust
- ☐ B. Only if you can see dust coming up into the air
- ☐ C. Only when you are working inside a confined space
- ☐ D. Yes, since cleanup in silica dust needs it too

10 **You have just started cutting concrete most days and are now an exposed worker. When does Sample Company's program say your first health assessment happens?**

- ☐ A. When you first notice a cough that will not clear
- ☐ B. Within 30 calendar days of becoming an exposed worker
- ☐ C. Two years after you first started cutting regularly
- ☐ D. At your next fit test, since the two are done together

ANSWER KEY, FOR THE TRAINER ONLY

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Keep this page away from the crew. A pass is 8 of 10.

#	A	B	WHY, VERSION A	WHY, VERSION B
1	B	A	Silica becomes dangerous when work breaks rock or stone into fine, dry dust. Dry cutting does exactly that. Water at the bit and wet material keep most of the dust out of the air (OHS Regulations, 2020, s. 24-1, "silica process").	Sample Company's program lists cement among the materials that contain silica. Bagged cement is a fine powder, and a closed space lets the dust build up. The wet jobs make little airborne dust (OHS Regulations, 2020, s. 21-5).
2	B	C	Lung-damaging silica dust is mostly under 4 microns, too small to see and too small for your nose and throat to catch. It can hang in the air long after the visible cloud settles. Sample Company's program notes that fine silica particles are deposited in the lungs.	The dust that harms your lungs is mostly under 4 microns. You cannot see it, and it stays in the air after the visible cloud settles. Clear air is not proof the dust is gone. Sample Company's program notes that fine silica particles are deposited in the lungs.
3	C	A	Silicosis builds slowly and often shows up 10 or more years after exposure starts. Feeling fine now does not mean the lungs are undamaged. Sample Company's program says the same: symptoms may not appear for many years.	Silica causes silicosis and lung cancer. It is also linked to COPD, kidney disease and a higher risk of TB. Sample Company's program names silicosis, lung cancer, bronchitis and tuberculosis.
4	D	C	The OHS Regulations, 2020 apply to silica work in Saskatchewan, and Part 24 applies wherever a silica process is used (s. 24-2). Sample Company's program applies to your work, and the client's rules apply on its site. If they seem to differ, ask your supervisor.	Sample Company's program sets 0.025 mg/m3 over an 8 hour period, half the law's limit of 0.05 mg/m3 (OHS Regulations, 2020, Table 18).
5	D	B	Water at the blade stops the dust before it gets into the air. The law puts controls like wetting sprays first (OHS Regulations, 2020, s. 24-6(1)(c)). A respirator is the backup.	Stop the dust where it starts. Low, slow pouring into water keeps the powder out of the air. Silica is a designated substance, and the law requires controls that prevent its release, to the extent reasonably practicable (OHS Regulations, 2020, s. 21-5).
6	C	D	A tight-fitting respirator must make an effective seal to the facial skin (OHS Regulations, 2020, s. 7-3(1)(a)(iii)). Hair under the seal lets dust leak in.	The respirator must be the proper size for your face and fit-tested by a competent person (OHS Regulations, 2020, s. 7-3(1)(a)(ii) and (iv)). A fit test covers the make, model and size tested.
7	A	B	The fit test shows the model fits your face. The seal check shows you put it on right this time. The law requires a test before each use (OHS Regulations, 2020, s. 7-3(2)(c)).	Every time the respirator goes on, it gets a seal check before you go back into the dust (OHS Regulations, 2020, s. 7-3(2)(c)).
8	C	D	Sample Company's program: contaminated disposable coveralls are taken off and discarded before you enter the lunch trailer. The law requires contaminated clothing to be handled so no one is exposed (OHS Regulations, 2020, s. 6-10(3)).	Sample Company's program: wash your hands fully before you handle or eat food. The law requires an eating area away from dusty work and close to washing facilities (OHS Regulations, 2020, s. 6-12(2)).
9	B	D	The law calls for a HEPA vacuum, or wet methods where a vacuum is not practicable (OHS Regulations, 2020, s. 24-5). A broom is neither. Sample Company's program also says sweeping concrete dust is not recommended.	The law requires a respirator for a worker doing cleaning and maintenance work who may be exposed to dust from a silica process (OHS Regulations, 2020, s. 24-8(1)(b)). Sample Company's program says the same.
10	A	B	A broken control is a dust problem to report right away. Wet methods are the law's backup when a vacuum is not practicable (OHS Regulations, 2020, s. 24-5).	Sample Company's program sets a health assessment within 30 calendar days of becoming an exposed worker, then every two years. For workers regularly employed in a silica process, the law sets a minimum: an exam offered at least every 2 years (OHS Regulations, 2020, s. 24-13).

PRACTICAL VERIFICATION

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One page per worker. Done at the unit with a competent supervisor. Keep with the Training Record.

WORKER NAME		**DATE**	
SUPERVISOR Name and title		**SITE OR SHOP**	
RESPIRATOR USED	Make, model, size and filter type		

HOW TO RUN IT	After the online module, the worker shows their own respirator skills while a competent supervisor (supervisor or a competent person named by the company) watches. OHS Regulations, 2020, s. 7-3(2)(b) requires the worker to demonstrate they can test, maintain, clean and use the respirator, and s. 7-3(3) requires practical experience in clean air, so do this in a clean area, not in the dust. It takes about 10 minutes. Bring the worker's own half mask respirator with P100 cartridges, a spare set of filters and the worker's fit test record. The supervisor does not coach during the critical steps. Ask the worker to talk through what they are doing. Tick each step as you see it. Step 10 is asked as a question at the end.

#	WHAT THE SUPERVISOR SEES OR HEARS	STEP	DONE	COACHED
1	Shows their fit test record and points out that the make, model and size on it match the mask in hand	CRITICAL	☐	No coaching
2	Inspects the half mask: facepiece for cracks or warping, straps and buckles, inhalation and exhalation valves and their seats; sets aside any damaged mask	CRITICAL	☐	No coaching
3	Inspects the P100 filters: correct type, not wet, damaged or dirty, seated and locked in place	CRITICAL	☐	No coaching
4	Checks the seal area: no stubble, beard or hair, and nothing such as a balaclava, neck warmer or face tube under the seal	CRITICAL	☐	No coaching
5	Puts the mask on and tightens the straps in the order the maker shows, snug and even, and fits it with the hard hat, goggles and earplugs they wear	Can coach once	☐	☐
6	Negative pressure check: covers both filters, breathes in gently and holds, and the mask pulls in and stays in with no leak at the edges	CRITICAL	☐	No coaching
7	Positive pressure check: covers the exhalation valve, breathes out gently, and the mask bulges slightly with no leak; if either check fails, adjusts and repeats, and says they would not enter the dust if it still fails	CRITICAL	☐	No coaching
8	Changes the filters correctly, and says when to change them: breathing gets harder, or the filters are wet, damaged or dirty	CRITICAL	☐	No coaching
9	Cleans the mask as the maker shows, lets it dry, and stores it clean and sealed, away from dust, heat and cold	Can coach once	☐	☐
10	Explains when to leave the dusty area: breathing gets harder, the mask leaks or is damaged, they feel dizzy or irritated, or the water or dust control fails; and says the P100 filters stop dust only, not gases or air short of oxygen	CRITICAL	☐	No coaching

PASS RULE	Pass when every critical step is done correctly without prompting. Non-critical steps may be coached once and noted. If any critical step is missed or prompted, the result is Not Yet: coach, then repeat the full practical on another day. Do not sign the certificate until it is passed.
RESULT	☐ Pass ☐ Not Yet: coach, then repeat the full practical on another day
COACHED STEPS Step number and note	

WORKER SIGNATURE		**SUPERVISOR SIGNATURE** Competent person	