

# Notice to Produce

## Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

<b>Legal Name:</b> CALGARY PROGRESSIVE LIFESTYLES FOUNDATION operating as CALGARY PROGRESSIVE LIFESTYLES FOUNDATION	<b>Employer Representative/Title:</b> Sharon Ng / Case Manager
<b>Work Site Party Name Provided:</b> CALGARY PROGRESSIVE LIFESTYLES FOUNDATION	<b>Phone Number:</b> (403) 971-8167
<b>Work Site Address:</b> 140 - 1935 32 AVENUE NE, CALGARY, ALBERTA	<b>Email Address:</b> sharon.ng@cplf.ca
<b>Site Name / Description:</b> Office / Community Centre	<b>Completed By:</b> Alireza Khodashenas; Deborah Goodwin

### Contact Activities

Item	Details	Date
Documentation Reviewed for Compliance	On the noted date, the OHS officer and the Occupational Ergonomist viewed the documentation that was received from the employer with regard to an outstanding Notice To Produce.	October 18, 2021

### Notice to Produce Issued

NOTICE TO PRODUCE ARE ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND TAKE EFFECT IMMEDIATELY ON ISSUANCE.

Item	Details	Date
Notice to Produce Compliance 01	<p><b>REASON FOR DEACTIVATION:</b> The employer provided worker orientation training and reports of hazard assessments but was unable to submit the content of "lift and transfer training". The review of the submitted documents revealed non-compliances with the OHS Code and therefore appropriate orders will be issued to the employer to remedy the contraventions.</p> <p><b>OBSERVATION(S)/FINDING(S):</b> The OHS officer and the OHS Occupational Ergonomist viewed some of the employer's occupational health and safety documents but some of the documents were not readily available to observe.</p> <p><b>REQUIREMENT:</b> The employer must submit the following information to the OHS officers: - Worker orientation training content; - Course outline for the contracted lift and transfer training for workers, with details of what is theory taught and what has a hands-on practical component; - Report of the worker hazard assessments;</p> <p><b>APPLICABLE OHS LEGISLATION:</b> Compliance and Enforcement - Inspection 51</p>	<p><b>Compliance Achieved Date</b> October 12, 2021 <b>Compliance Date</b> October 12, 2021</p>

This Notice to Produce was delivered electronically to: Sharon Ng / Penny Tataryn on October 20, 2021

Issued by Occupational Health and Safety

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: [www.qp.alberta.ca](http://www.qp.alberta.ca)

To stay current on all COVID-19 information, including guidelines for workplaces, visit  
<https://www.alberta.ca/guidance-for-workplaces.aspx>

Orders put in place by the Chief Medical Officer of Health can be viewed  
at <https://www.alberta.ca/covid-19-orders-and-legislation.aspx>