Gap Analysis Implementation Procedures for Wood fibre Storage

Gap Analysis Form

Wood fibre storage buildings and other structures intended for storage and infeed process may pose a risk of fire or deflagration. Employers must assess the potential hazards and implement control measures to mitigate the risk. This GAP analysis tool is intended to aid in that process.

Safety Management System Requirements	Response (Yes/No)	If yes, state where the requirement is addressed, If no, record SMS processes that need further development
Component 1 – Storage Infrastructure		
Does the structure used for fibre storage have a fire detection system in place?		
Does the structure used for fibre storage have an approved automatic fire suppression system in place?		
Does the structure used for fibre storage have fire extinguishers in place?		
Is there a monitoring program in place for the introduction of equipment with hot surfaces or other heat/ignition sources? Inc. hotworks.		
Component 2 – Storage Building Luminaries		
Are luminaries NFPA Class 2 division 1 rated?		
Component 3 – Electrical Distribution Equipment		
Does the electrical equipment have adequate grounding and bonding of all metal components?		
Is there adequate protection/guarding around electrical components?		
Are there circuit protection devices in place?		
Component 4 – Infeed Process		
Are there shields, covers or other		

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devices in place which will prevent bearings from being buried in wood fibre/dust?		
Component 5 – Fibre Delivery/Acquisition		
Are there fibre delivery SOPs in place?		
Does the fibre delivery SOPs include a no smoking policy?		
Is there regular monitoring/inspections of the fibre delivery process in place?		
Component 6 – Mobile Equipment		
Are there mobile equipment SOPs in place?		
Do the SOPs Include never leaving equipment unattended or parked in storage areas?		
Do the SOPs Include frequent inspection, cleaning and maintenance requirements?		
Component 7 – Inspections, Cleaning and Maintenance		
Are there SOPs in place for inspections, cleaning and maintenance of storage infrastructure?		
Are there SOPs in place for inspections, cleaning and maintenance of all electrical equipment including luminaries?		
Component 8 – Safety Management - Roles & Responsibilities		
Have accountable person(s) been appointed with responsibility for ensuring that the combustible dust components of the safety management system are properly implemented and performing to requirements in all areas of the organization?		

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Does the accountable person(s) have control of the resources required for the proper execution of his/her responsibilities?		
Are the responsibilities and accountabilities of the person(s) appointed with responsibility for combustible wood fibre/dust components of the safety management system defined and documented?		
Does the person(s) understand their authorities, responsibilities and accountabilities in regards to all safety processes, decisions and actions?		
Component 9 – Documentation - Identification & Maintenance of Applicable Regulations		
Has a documented procedure been established and maintained for identifying applicable regulatory requirements regarding combustible wood fibre/dust?		
Are Regulations, Standards and Exemptions periodically reviewed to ensure that the most current information is available?		
Component 10 – Training, Awareness & Competence		
Is there a documented process to identify combustible wood fibre/dust training requirements so that personnel are competent to perform their duties?		
Is there a validation process that measures the effectiveness of this training?		
Does the training include initial, recurrent and update training, as applicable?		

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Is there emergency preparedness and response training for affected personnel?		
Component 11 – Emergency Preparedness & Response		
Does the organization have emergency preparedness procedures with regards to combustible wood fibre/dust incidents?		
Have the emergency preparedness procedures been documented, implemented and assigned to a responsible person(s)?		
Has the organization conducted drills and exercises specific to combustible wood fibre/dust incidents with all key personnel?		
Component 12 – Performance Measurement		
Is there a formal process to develop and maintain a set of performance parameters with regards to combustible wood fibre/dust safety?		
Component 13 – Management Review		
Are regular and periodic, planned reviews of company safety performance conducted with regards to combustible wood fibre/dust to ensure its effectiveness?		
Is there a process to evaluate the effectiveness of corrective actions?		
Component 14 – Communications		
Are there communication processes in place within the organization that permits the safety management system to function effectively?		