

Benefits of Maintaining a Supplementary Registered Refrigeration Plant Room Logbook Operating Engineers Regulation: Section 37 [7]

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Editorial Note:

This document makes reference to the Operating Engineer Regulation and other legislative responsibilities. It is important to note that these discussions are not to be immediately adopted by the reader as it is the strict responsibility of the owner to interpret and apply all legislative obligations specific to their registered plant operations. It must also be noted that depending on the work being performed that more than one piece of legislation and/or governing authority may be involved for safe registered plant operational compliance.

It is the owner's legal obligation to understand the legislative obligations associated with safe registered plant operations and to provide without limitation all necessary human, professional support and financial resources necessary to maintain the equipment and competency of those responsible for this obligation.

Ontario Recreation Facilities Association Inc.

Introduction

The ORFA actively promotes to members their obligations under Section (37) of the Operating Engineer Regulation (OER) to have and maintain an official registered plant logbook.

**37. (1) Every user of a plant shall keep in the plant a log in the form of a book or electronic log.
O. Reg. 219/01, s. 37 (1).**

It is important to understand the difference between "attended" and "unattended" registered plant rooms.

Attended plant rooms

it is the Chief who is responsible to ensure the equipment is properly operated and maintained. While, in an unattended registered plant it is the obligation of the "responsible person".

Unattended Plant Rooms:

In an unattended plant it is up to the owner to determine who the person responsible person is for the plant room operation. This person must be competent to perform these duties. Competency is defined in the Occupational Health and Safety Act.

This logbook must only have a qualified person record any adjustments, repairs, maintenance and incidents/accidents associated with the registered plant operations. How often these inspections should occur is set out in the OER based on the size and configuration of the equipment. What other readings might be required or deemed important to observe and record can be set by the person in-charge of the equipment.

At a recent ORFA Refrigeration Workshop it was discussed whether or not logbook entries are required to be made by a "refrigeration mechanic" when adjustments, repairs, maintenance or an incident while they are in control of the registered plant room. The answer is "**No**" based on the following section of the OER:

**37. (6) No person except the chief operating engineer, chief operator, a shift engineer or a shift operator may make an entry in or sign the logbook.
O. Reg. 219/01, s. 37 (6).**

Although this section is specific to an attended plant it is also the necessity of a Responsible Person to define in an unattended plant to whom and what will be recorded in the primary logbook. It is not unreasonable that nothing less than the obligations for an attended plant be adopted for an unattended plant operations.

Logbooks are often designed to record limited amounts of information. ORFA members should consider the benefits of a "supplementary logbook" to support the "daily log" requirement of the OER only if there is not sufficient room in the official logbook for such recordings.

It is not unreasonable to identify in the official logbook all outside visits. If a supplementary logbook is to be used it must be clearly identified in the official registered plant logbook. It should be noted within that a supplementary logbook is also maintained on site.. The entry must identify where additional information can be found explaining the reason for the visit and any work, adjustments and repairs or maintenance were performed and recorded.

37. (7) *Standing orders that are to be routinely followed shall be clearly documented in a location that is known and available to the persons to whom they apply and supplementary logs shall be registered in the log. O. Reg. 219/01, s. 37 (7).*

Excerpt from the OER: “maintenance” means the inspection, testing, service or repair of a unit, equipment, plant or installation to ensure that it is safe and that it meets the requirements of its design and this Regulation, and “maintain” has a corresponding meaning;

37. (8) *(g) documentation of any repairs or maintenance, including that required under subsection 39 (9), to any part of the plant, the times the repair or maintenance took place, if they were completed and who attended at the repair or maintenance;*
(h) any malfunction of any item or equipment, the time of the occurrence and any remedial action taken to correct the malfunction;
(i) any work performed by plant operating personnel outside the plant, the time spent and who attended at the work;
(j) the entry of any unauthorized person to the plant, together with the purpose of the entry and the time of entry and leaving;

As much as the supplemental logbook focuses on the refrigeration contractor, it should also be considered for any person who does not have key access to the plant room (i.e. Boiler inspector, insurance risk advisor, electrician, plumber, carpenter, water treatment professionals, etc.).

In an unattended registered plant, safe operation is mechanical in nature with the registered room guarded by a variety of fail-safe devices.

“fail safe device” means a control or device that will stop the function of a unit where the preset operating parameters of the unit have been exceeded, sound an alarm and prevent restarting of the unit until the unit is reset by hand.

“guarded”, in relation to a fail-safe device, means the controls and safety devices that safely limit the operation of the equipment that is being guarded to preset parameters, and that will cause an audible or visual alarm, or both, to the operator of the equipment, as the case requires.

Unattended plants are usually monitored by facility staff to ensure safe operating levels are maintained. When fail-safe devices are tripped, a plant monitor may reset the device but should have some knowledge as to what may have caused the failure. Once this is identified the cause and reset must be logged in the official registered plant logbook.

“reset” means the manual resetting of a switch that allows the safety cut out control device to restart a unit or equipment that has been shut down on an alarm condition.

Additionally, the required annual plant check should be logged.

Some owners rely on the detailed invoicing from the refrigeration contractor as the log entry. It is recommended that a reassessment be conducted by staff as to the in-house comfort level of such an approach. It is strongly recommended that all refrigeration work, orders and invoices be reviewed and signed off by the Chief, Chief support staff or the registered plants “responsible person” as part of an effective maintenance plan.

Daily and Supplementary Logbooks

If the official logbook requires for detailed entries to be maintained this would be considered acceptable in an unattended registered plant. However, it should be noted that the official and any supplementary logbooks must meet a basic design format as outlined in section 37. (2) of the OER.

37. (2) *Subject to subsections (3) and (4), the logbook shall be bound and constructed so that the pages are numbered and cannot be removed and shall be large enough to accommodate all the required entries. O. Reg. 219/01, s. 37 (2).*

Logbook Entry Requirements

37. (8) Shift entries to the log shall include,
 (a) the date, the shift and the times at which the shift begins and ends;
 (b) the names of all shift engineers, shift operators, assistant shift engineers, assistant shift operators, other staff and operating assistants or trainees on a shift and their periods of duty on the shift;
 (c) any instructions for the shift operation or for staff, along with the name of the person giving the instructions;
37. (11) The chief operating engineer or chief operator shall read and sign the log at least once each business day. O. Reg. 219/01, s. 37 (11).

Design and implement a system in which a responsible competent person reads and signs the logbook for an unattended registered plant on a regular basis.

Members are reminded of the obligations under the OER for those responsible for maintaining a registered plant room logbook:

37. (9) All logbook entries shall be in ink and any corrections shall not be erased but *crossed out, corrected*.
 (10) No person shall deface, damage, destroy or, without the permission of the owner or user, remove the logbook from the plant.
 O. Reg. 219/01, s. 37 (10).
37. (12) The user shall ensure that the logbook is kept accessible in the plant for at least three years after the last entry is made and shall produce the logbook for examination upon the request of an inspector and, where an electronic log is kept by the user, the user shall retain the electronic log or hard copies for at least three years.
 O. Reg. 219/01, s. 37 (12).

Conclusion

ORFA reminds members on the benefits of detailed logbook entries. This information serves as an important legal tool in the case of an incident and/or accident and will assist in proving operational diligence.

The relationship the owner of the registered plant fosters with its mechanical contractor is an important part of safe plant operations. Although there may be operational pressures applied to facility staff to maintain fiscal responsibility, such

focus must never take precedent over refrigeration plant room operational safety.

Operational Best Practices
<ul style="list-style-type: none"> Do read and stay in tune with all applicable registered plant legislative obligations
<ul style="list-style-type: none"> Maintain and keep on file a primary registered refrigeration plant logbook
<ul style="list-style-type: none"> Define who and what must be recorded in the logbook
<ul style="list-style-type: none"> Train all staff responsible for record keeping on proper logbook entries
<ul style="list-style-type: none"> Consider the benefit of having a supplementary logbook
<ul style="list-style-type: none"> Select and train a “responsible person” to be in control of an unattended registered plant
<ul style="list-style-type: none"> Ensure adequate financial and professional support is in place to maintain the equipment
<ul style="list-style-type: none"> Create a specific maintenance plan to meet the recommendations of the equipment manufacturer and the OER for the registered refrigeration plant

For Logbook orders contact:

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