

## NAVIGATING REGULATIONS

Regulations, according to dictionary.com, are rules or directives made and maintained by an authority, for example, planning regulations. Being able to navigate regulations accurately and efficiently can save time and money, and help prevent workplace accidents. They also help workers and employers to understand and comply with laws. Breaking the law, as defined in a regulation, may have serious consequences including fines or jail.



### KEY POINTS

#### Regulations:

- are descriptions of legal requirements that must be followed by employers and employees and, in some cases, by the general public. Examples include regulations related to:
  - treatment of workers
  - workplace safety requirements
  - building, electrical, or plumbing code
  - registered trade designations
  - use of parks and other public lands
- are complex documents
- often contain specialized legal wording (where this; then that; no person shall; in accordance with; subject to; shall be deemed; etc)
- use other words in specific ways that are signals or clues that help with understanding the content. For example,
  - a list of requirements connected by the word “**and**,” means all of the requirements in the list must be met
    - every supervisor must do part 1 **and** part 2
  - a list of requirements connected by the word “**or**,” means only one of the requirements in the list must be met
    - every supervisor must do part 1 **or** part 2
  - other signal words include: unless, except, shall, must, and may
- use many of the same formatting and numbering conventions of other common documents, such as, contracts. These include:
  - tables of contents
  - indexes
  - glossaries
  - headings and sub-headings
  - sections and sub-sections
  - font formatting such as **bold** or *italicized font*
  - a numbering system
    - numbering systems may include Roman numerals e.g. Section **VI**
- are frequently updated and it is the responsibility of employees and employers to stay current.



## STEPS

1. Decide what information you are looking for. Write it down if that will help.
2. Skim the table of contents for sections and scan for relevant keywords.
3. If available, check out the “how to” section at the beginning of the document that includes definitions and tips on how to interpret regulations.
4. Reading regulations requires concentration and focus. Once you’ve found the relevant regulation, it could help to read it aloud.
5. It may also help to break down the regulation into steps by writing a list or drawing a chart or diagram.



## EXAMPLES

Understanding how regulations are formatted will help you find the information you need quickly. Look at the excerpt from the *Canada Occupational Health and Safety Regulations* on the next page. The following formatting clues can be identified:

- English text is on the left; French text is on the right.
- The document is divided into Part 1 and Part 2.
- Part 1 has no title, but Part 2 is titled “Permanent Structures.”
- “Parts” are further divided into “Divisions.” For example, “Temporary Heating” is located in Part 2, Division 1.
- Decimal points are used to number topics. For example, “Temporary Heating” is numbered as 2.17, meaning it is the 17<sup>th</sup> topic in Part 2.

TABLE OF PROVISIONS	TABLE ANALYTIQUE
<b>Canada Occupational Health and Safety Regulations</b>	<b>Règlement canadien sur la santé et la sécurité au travail</b>
1.1 Part I	1.1 Partie I
1.2 Interpretation	1.2 Définitions
1.3 Prescription	1.3 Objet réglementaire
1.31 Application	1.31 Application
1.5 Records	1.5 Dossiers
1.6 Inconsistent Provisions	1.6 Incompatibilité
1.8 Alternate Media	1.8 Médias substitués
<b>2.1 PART II</b> Permanent Structures	<b>2.1 PARTIE II</b> Ouvrages permanents
2.1 Interpretation	2.1 Définitions
<b>2.2 DIVISION I</b> Buildings	<b>2.2 SECTION I</b> Bâtiments
2.2 Standards	2.2 Normes
2.3 Doors	2.3 Portes
2.4 Clearances	2.4 Hauteurs libres
2.5 Floor and Wall Openings	2.5 Ouvertures dans les planchers et les murs
2.6 Open-top Bins, Hoppers, Vats and Pits	2.6 Compartiments, trémies, cuves et fosses dont la partie supérieure est ouverte
2.7 Ladders, Stairways and Ramps	2.7 Échelles, escaliers et plans inclinés
2.11 Docks, Ramps and Dock Plates	2.11 Quais, plans inclinés et débarcadères
2.12 Guardrails	2.12 Garde-fous
2.13 Toe Boards	2.13 Butoirs de pied
2.14 Housekeeping and Maintenance	2.14 Ordre, propreté et entretien
2.17 Temporary Heating	2.17 Chauffage temporaire

Source: Department of Justice (Government of Canada). *Canada Occupational Health and Safety Regulations (SOR/86-304)*. Retrieved from <https://laws.justice.gc.ca/PDF/SOR-86-304.pdf>. This partial reproduction is from an official source published by the Government of Canada and is neither affiliated with, nor endorsed by the Government of Canada.

*Think you understand how to read regulations?  
Try it yourself on the next page.*

## USING THE SKILL



**In the Workplace:** many trades have regulated codes that must be followed. Completing work safely and correctly relies, in part, on being able to find and understand information in these regulations.

### QUESTIONS

On the next two pages is an excerpt from the *Alberta Plumbing Code Regulation* table of contents. Use the table of contents to answer the following questions.

1. The plumbing code has 8 main sections. Some of the sections have sub and sub-sub sections as well. How many sub and sub-sub-sections are in section 1?  
  
sub sections \_\_\_\_\_  
  
sub-sub-sections \_\_\_\_\_
2. What kind of plumbing systems are not covered by this regulation? In what section did you find the answer?
3. Can plumbing systems equipment be used without proof of certification? In what section did you find the answer?
4. Does the code guarantee that equipment that meets required regulation and code standards is in good working order? In what section did you find the answer?



### REFLECTION

How do you use regulations at work? When would you use them?

## ALBERTA REGULATION 119/2007

### Safety Codes Act

### PLUMBING CODE REGULATION

#### *Table of Contents*

- 1 Interpretation
- 2 Exemption
- 3 Approved equipment
- 4 Plumbing Code
- 5 Crown disclaimer
- 6 Repeal
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#### **Interpretation**

**1(1)** In this Regulation,

- (a) “Act” means the *Safety Codes Act*;
- (b) “certification body” means an organization accredited by the Standards Council of Canada as a certification body;
- (c) “Code” means the National Plumbing Code of Canada declared in force by this Regulation.

**(2)** The definitions in the Act and the Code apply to the words used in this Regulation.

**(3)** References to the following expressions in a code that is declared in force by this Regulation are to be read as references to the “Alberta Building Code as declared in force by the *Building Code Regulation* (AR 31/2015)”:

- (a) “National Building Code of Canada”;
- (b) “NBC”.

**(4)** References to the following expressions in a code that is declared in force by this Regulation are to be read as references to the “Alberta Fire Code as declared in force by the *Fire Code Regulation* (AR 32/2015)”:

- (a) “National Fire Code of Canada”;
- (b) “NFC”.

AR 119/2007 s1;154/2012;208/2016

## Exemption

**2** This Regulation does not apply to plumbing systems that are private sewage disposal systems.

## Approved equipment

**3(1)** If the Code requires approved equipment, that equipment must meet the requirements of subsection (2).

**(2)** No person shall, for use in Alberta, manufacture, install, sell or offer for sale any equipment related to plumbing systems unless the equipment has been

- (a) tested and certified by a certification body, or
- (b) inspected and approved by a certification body and the equipment bears evidence of having been accepted in the manner authorized by the certification body.

## Plumbing Code

**4(1)** The National Plumbing Code of Canada 2015, published by the National Research Council of Canada, is declared in force as amended or replaced from time to time.

**(2) to (17)** Repealed AR 208/2016 s3.

AR 119/2007 s4;154/2016;208/2016

## Crown disclaimer

**5** The Code declared in force by this Regulation and any code or standards referenced in that Code do not make or imply any assurance or guarantee by the Crown in right of Alberta with respect to life expectancy, durability or operating performance of equipment or materials referenced in the codes or standards.

AR 119/2007 s5;208/2016

## Repeal

**6** The *Plumbing Code Regulation* (AR 219/97) is repealed.

**7** Repealed AR 227/2012 s6.

## Coming into force

**8** This Regulation comes into force on September 2, 2007.

Source: [http://www.qp.alberta.ca/1266.cfm?page=2007\\_119.cfm&leg\\_type=Regs&isbncIn=9780779724178](http://www.qp.alberta.ca/1266.cfm?page=2007_119.cfm&leg_type=Regs&isbncIn=9780779724178)  
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