

SCANNING

Scanning is a strategy for reading quickly to find specific information. Scanning is often done after you skim a document to get the general idea and decide if the document likely has the more specific information you need.



KEY POINTS

Scanning:

- is another reading strategy focused on reading quickly
- is used to quickly locate a specific piece or pieces of information



STEPS

1. Decide what specific information you are looking for in what you are reading.
 - At work, you will usually determine what information you are looking for based on a question you have been asked, or a task you have been given to complete.
2. Decide if there are key words/phrases/question words in the question or task instructions that can help you find what you are looking for.
3. Use any formatting clues to help you decide in which part of the document you might be most likely to find the information you need.
4. Look for answers to only one question at a time.
5. When you see a key word or phrase, read the text around it and compare it to the information you are looking for, to decide if they match. If not, return to the document and keep scanning. If so, make a note and begin again, if there are other questions to which you need to find answers.



EXAMPLES

Use scanning at work to:

- select the best match from internet search results
- locate when a particular shipment is due to arrive at the building site
- find a specific product in a catalogue of materials or supplies
- find relevant information in building or electrical code

Read each question below then scan the Table of Contents below to find the answer.

1. In what division and part will you find the plumbing building codes?
2. In what division and part will you find seismic information?

The screenshot shows the National Research Council Canada website. The main heading is "Table of contents - National Building Code of Canada 2015". The page is organized into two volumes. Volume 1 includes a Preface, Division A (Compliance, Objectives and Functional Statements), Division B (Acceptable Solutions), and Division C (Administrative Provisions). Volume 2 includes Division B (Acceptable Solutions). A search bar is visible at the top right, and a navigation menu is at the top. The footer contains contact information and social media links.

Source: https://www.nrc-cnrc.gc.ca/eng/publications/codes_centre/nbc_2015_contents.html

*Think you understand how scanning works?
Try it yourself on the next page.*

USING THE SKILL



In the Workplace: Hazard investigation reports are written to help employers and workers understand the factors that contribute to workplace accidents. The main purpose of the reports is to help prevent similar accidents in the future.

QUESTIONS

Use the steps provided to quickly scan the hazard investigation report on the next page and find answers to the following questions:

1. Who published this report?
2. In what year was this report issued?
3. What does FRL stand for?
4. How can you get more information?

Note: Skimming and scanning often go together. Depending on what you are looking for, it can be useful to first skim a document to get an idea as to what it is about and to then decide if it is likely to contain the type of information you need to scan for.



REFLECTION

How would you use scanning at work? When would you use it?

Fixed Rail Ladder (FRL) Fall Protection System

Issued: May 20, 2014

HAZARD SUMMARY

A worker descending a vertical ladder on a water tower in 2014 was critically injured after falling five metres while properly using a Class Frontal-Fixed Rail Ladder (Class FRL) Fall Protection System. A Class FRL Fall Protection System is a type of vertical fall protection using a permanently installed metal rail anchoring system with an automatic fall arresting device called the "trolley" or "carriage".

The investigation revealed a weakness in the design of some Class FRL Fall Protection Systems, which may not adequately protect workers who fall backward or who squat and roll backwards into a fall while connected by a body harness to the trolley which slides along the vertical rail. If a worker leans back, the trolley's internal braking system can be pulled off the rail, allowing the trolley to slide down the rail. If a worker falls backwards or squats and rolls backward into a fall (as opposed to falling straight down or inwards towards the ladder) the trolley may not lock, allowing a worker to fall freely. In the 2014 incident, the worker fell from a water tower ladder as shown in Figure 1.

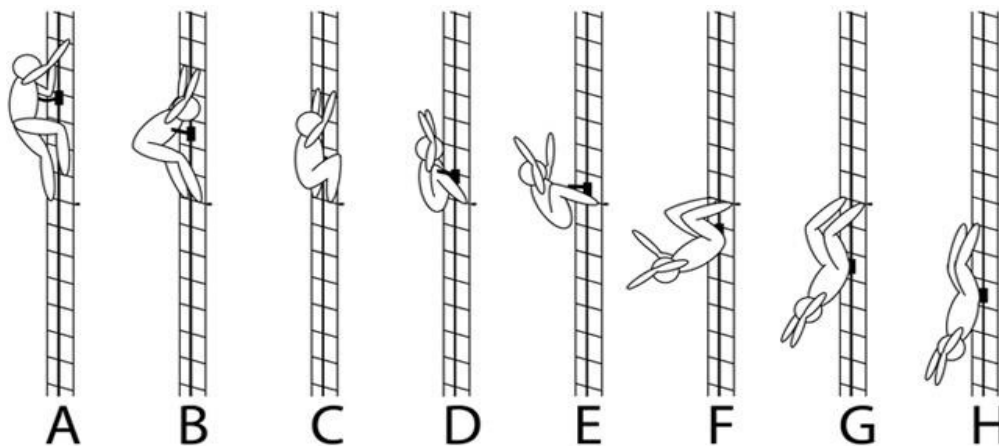


Figure 1: How the water tower worker fell

In 2010, the Ministry of Labour published a similar Alert, Class Frontal Fixed Rail Ladder (FRL) Fall Protection System, Alert #26/0510, after a worker was injured after falling back, then down 20 metres from a ladder attached to a tower while using a Class FRL Fall Protection System. In 2010, the investigation determined that the Class FRL Fall Protection System might not adequately protect workers who fall backward in a standing position.

LOCATIONS AND SECTORS

Class FRL Fall Protection Systems are used on vertical access ladders which normally do not have a cage, such as the ladders on communication towers, chimneys and water tanks (towers).

PRECAUTIONS

Even though a Class FRL Fall Protection System may be currently certified to CSA standards and/or have a CSA standards stamp on the side of the trolley unit, this should not be interpreted to guarantee worker safety and employers should not rely on such a stamp. Further investigations into the system are needed to ensure the system protects against a squatting position/rollback fall or a fall backwards.

Class FRL Fall Protection Systems whose design characteristics require the connection between the worker and the trolley to be in tension and where the trolley remains disengaged regardless of the tension force applied should not be used. Employers must take reasonable precautions to protect workers in these circumstances. This may include using alternative fall protection or access systems, as appropriate, for the adequate protection of the health and safety of workers using vertical access ladders.

Employers who own or rent structures which have a Class FRL Fall Protection System installed must ensure that the Class FRL Fall Protection System is capable of protecting a worker in the case of a squatting position/rollback fall or a fall backwards. The Ministry recommends that employers contact the manufacturer to ensure that the particular Class FRL Fall Protection System is capable of protecting a worker from any type of fall (including a backward fall and falling from a squatting position) before it is used.

Disclaimer: This resource has been prepared to help the workplace parties understand some of their obligations under the Occupational Health and Safety Act (OHSA) and regulations. It is not legal advice. It is not intended to replace the OHSA or the regulations. [For further information please see full disclaimer.](#)

Note: This investigation report replaces the Class FRL Fall Protection System #26/0510 published in 2010 by the Ministry of Labour.

RESOURCES

For more information contact the Ministry of Labour Health & Safety Contact Centre toll-free at 1-877-202-0008.

Source: Ontario Ministry of Labour (2014). Fixed Rail Ladder (FRL) Fall Protection System. Retrieved from <https://www.labour.gov.on.ca/english/hs/pubs/alerts/a26.php>