

SKIMMING

Skimming is a strategy for reading quickly to get the general idea of what you are reading. With practice, you can skim three to four times faster than normal reading speed.



KEY POINTS

Skimming:

- is a strategy that is used to locate the main idea of a reading, or to decide, in a quick and efficient way, if the reading likely contains information you need
- is useful when you do not need to remember specific details
- is a process in which you:
 - move your eyes quickly down the page
 - do not read every word
 - look for formatting clues such as HEADINGS, **bold** or *italic* type, indenting, bulleted and numbered lists
 - watch for key words and phrases like the names of people and places, dates, and unfamiliar words



STEPS

1. Determine what information you need; that is, why are you reading this text?
2. If the document has them, skim the table of contents, titles and headings to help you to determine where to find important information.
3. Look for illustrations, charts, tables, and/or graphics. These formats often present a lot of information in a condensed form.
4. Look for information that stands out from the regular text. Things like text boxes or text that is **highlighted**, **bold**, or in a different *font* or **colour**. Important points may be emphasized using these formatting clues.
5. Then ask yourself: "Do I think the reading contains the information I need?" or "Do I need to read more closely to get some details?"



EXAMPLES

You might use the skimming strategy at work to:

- select an appropriate instructional manual
- determine generally what information is in long workplace documents or complex reports.
- review an email with a list of instructions, to find out if there are tasks you are responsible for completing

You have been told that, on the job, you will need to understand specific sections of the 2018 Canadian Electrical Code to complete safe and permissible wiring installations. By using the skimming strategy, you could skim the document on the next page and quickly answer questions like:

Is there formatting that can help me notice information that might be important?

Formatting clues: (Circled in document)

- **Heading (title) at the top left if the document is bolded and in large font. The sub-heading (sub-title) is bolded and centered on the page.**
- **The subject line is bolded on a separate line under the sub-title. The subject line describes the general subject matter focus of the bulletin and its connection to the broader 2018 Canadian Electrical Code.**
- **A bolded section heading, Rule 16-212 Separation of Class 2 circuit conductors from other circuits, and an underlined section sub-heading, Principal Exhaust Fans, inform about the specific subject matter contained in the bulletin.**
- **An illustration (diagram) provides a visual example of the text-based information explained within the bulletin.**

What are the title and sub-title of the document?

Title: Electrical Safety Information Bulletin

Sub-title: 2018 Canadian Electrical Code

What is the main idea of the document?

Main Idea: how to properly separate a Class 2 Furnace Fan control circuit and a Principal Exhaust Fan power circuit during an interlocking wiring installation.

Who might want to read this bulletin? Why?

Who: workers wiring principal exhaust fans and forced-air heating systems in single dwelling residential occupancies.

Why: to understand the proper method(s) for interlocking a Class 2 circuit with the power circuit of the principal exhaust fan, namely for forced-air heating system applications.

What does the illustration convey?

Conveys: one example of a proper method for interlocking a Class 2 furnace fan control circuit with the power circuit of the principal exhaust fan.

Is this a document in which I can likely find information I need? An important part of what I will need to know is information related to safety and permissible installations based on the 2018 Canadian Electrical Code. This document is useful.

ELECTRICAL SAFETY Information Bulletin

February 2019

CEC-16

2018 CANADIAN ELECTRICAL CODE

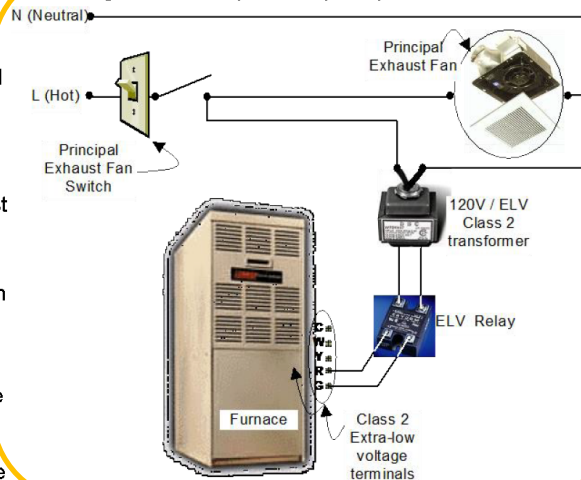
SUBJECT: Section 16 – Class 1 and Class 2 circuits**Rule 16-212 Separation of Class 2 circuit conductors from other circuits****Principal Exhaust Fans**

The Alberta Building Code (Article 9.32.3.4) requires the mechanical ventilation system in residential occupancies serving only one dwelling unit to incorporate a principal exhaust fan interconnected with a make-up-air supply fan.

The principal exhaust fan is controlled by a centrally located control switch, which simultaneously starts the ventilation system supply fan. Where the dwelling uses a forced-air heating system, the principal exhaust fan must be interlocked with the furnace fan.

Most furnaces have a Class 2 circuit which controls the furnace fan through a relay. It is important when interlocking the principal exhaust fan with the furnace fan not to mix the Class 2 furnace control circuit with the power circuit for the principal exhaust fan. Rule 16-212 3) indicates Class 2 circuits and power circuits must not be in the same enclosure or raceway.

The diagram depicts one example of a proper method for interlocking the Class 2 furnace fan control circuit with the power circuit of the principal exhaust fan. Other methods may also be acceptable.



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Think you understand how skimming 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 purpose of the reports is to help prevent similar accidents in the future.

QUESTIONS

Skim the hazard investigation report titled “Fixed Rail Ladder (FRL) Fall Protection System” found on the next page and then answer the questions below.

1. What formatting clues are in the document?
2. Who do you think should read the details of this report (workers in what positions or occupations)?
3. **Briefly** describe what happened in the accident, using only what you can determine by skimming the information.
4. What is the purpose of the report?



REFLECTION

How would you use skimming 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.

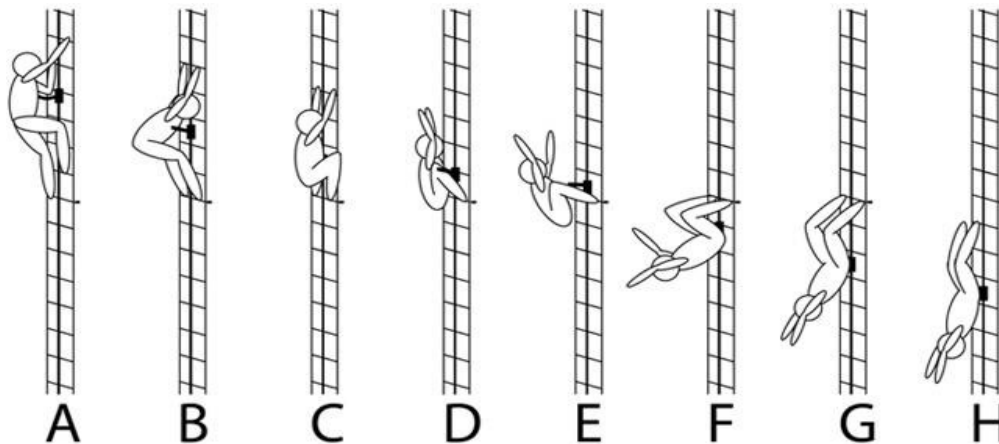


Figure 1: How the water tower worker fell

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>
Document has been adapted from source. Content may not be current.