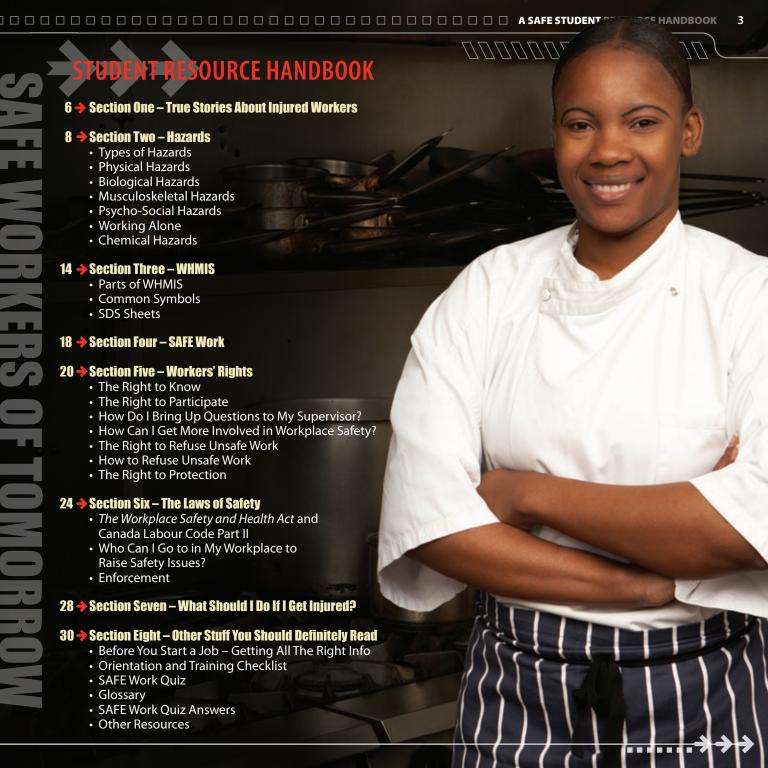


# A SAFE STUDENT RESOURCE HANDBOOK





About 15 per cent of injuries in Manitoba happen to young people like you. In fact, most injuries among new workers happen within the first year of work.

As a new employee, it is important for you to know how to help protect yourself through SAFE Work! This resource book will guide you through the process of SAFE Work, from learning what a hazard is to understanding how to identify and control hazards. The book will tell you what your rights are as a worker, what laws are in place to protect you and what to do if you get hurt at work. It also includes other great resources and information to help you learn more about SAFE Work and why it's so important!





# TRUE STORIES ABOUT INJURED WORKERS

#### **Brittany Lynn Murray**

**Industry: Construction** 

Year: 2010

Brittany Murray was only 21 years old when she was killed from being struck by a vehicle while working on a highway as a flag person. She was attending the University of Manitoba where she was studying to be an architect, but never got the opportunity to fulfill her dreams.

Today, Brittany's family continues to help raise awareness for workplace safety and prevent these tragedies from happening to other families because they know everyone should have the right to make it home safe from work.

#### This could have been prevented.

Provincial laws specify employers must have safe work procedures in place for people working near traffic and must give those employees proper training. Employers must also post traffic signs and barriers to help alert motorists to people working near traffic.

#### Michael Skanderberg

**Industry: Trades - electrical** 

Year: 1999

After attending an electrical course at Keewatin College, Michael was working with a lighting crew in Beausejour. He was electrocuted when he came in contact with a 347-volt power line while removing ballasts from a light fixture. He was only 19 years old when he died.

His employer was fined \$27,500 under *The Workplace Safety and Health Act* for failing to provide information, equipment, instruction and direct supervision. Michael should have been trained as an apprentice and received proper supervision and instruction from a Journeyman.

Today, Michael's mother is a Volunteer Speaker with SAFE Workers of Tomorrow and promotes SAFE Work for all Manitobans.

#### This could have been prevented.

Provincial laws specify that safe work procedures must be developed, implemented and workers trained when working with electrical equipment. Electrical equipment must also be de-energized and locked out when a worker is doing electrical work.



Motorists need to slow down when approaching construction sites.

## $^{\prime}$

#### Stephen Nicholson

**Industry: Industrial** 

Year: 1995

At the age of 19, Steve was working in an industrial exhaust system of a paint booth by being lowered into an exhaust vent. While Steve was working, flammable paint residue ignited and the entire vent became engulfed in flames. Because the employer did not have a rescue plan in place, Steve was trapped inside the vent for several minutes. Steve survived but suffered third degree burns to most of his body.

In 1996, his employer was fined \$10,000 under *The Workplace Safety and Health Act*, making this the largest fine any employer had been charged with at the time. The employer was charged for failing to provide proper workplace training and safe equipment.

Today, Steve works as a Prevention Consultant at SAFE Work Manitoba helping to prevent young worker injuries.

#### This could have been prevented.

Provincial laws specify that employers are responsible for implementing safe work procedures for confined entry work. Employers must provide information and training regarding confined entry hazards in the workplace. They must also ensure employees have proper and safe equipment for the job.



## SECTION TWO HAZARDS

#### **Types of Hazards**

Every workplace has hazards, but not all workplace hazards are obvious. Some hazards can cause an immediate injury, such as a wet or greasy floor. Other hazards can cause you to become injured over a longer period of time, such as doing the same thing over and over like scanning items at a checkout.

Here are some types of hazards you should be aware of in your workplace:

#### **Physical Hazards**

- · slippery floors
- · blocked doorways
- unguarded saws
- · live wires
- · machinery with moving parts
- air quality
- temperature
- noise

#### **Biological Hazards**

- viruses
- bacteria
- plants (e.g. poison ivy)
- insects (e.g. stings)
- animal (e.g. bites)
- · human (e.g. bodily fluid)



Hand washing is the single most effective way to prevent the spread of infections. You can spread certain "germs" (a general term for microbes like viruses and bacteria) casually by touching another person. You can also be exposed to germs when you touch contaminated objects or surfaces and then touch your face (mouth, eyes and nose).

Hand washing techniques include using an adequate amount of soap, rubbing the hands together to create friction and rinsing under water. The use of gloves is not a substitute for hand washing.

Different situations where people can be exposed to germs include:

- · When hands are visibly soiled
- After using the washroom (including changing diapers)
- · After blowing your nose or sneezing in your hands
- Before and after eating, handling food, drinking or smoking
- · After touching raw meat, poultry or fish
- · After handling garbage
- · Visiting or caring for sick people
- · Handling pets, animals or animal waste

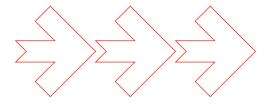
## $^{\prime}$ $^{\prime}$

Using soap and lathering up is very important. Use comfortably warm, running water. Hands should be washed for 15 to 20 seconds – longer if the hands are visibly soiled. To help people wash long enough, one option may be to sing a short song such as "Happy Birthday" twice.

#### Musculoskeletal Hazards

Jobs with poor design increase the risk of musculoskeletal injury (MSI). Musculoskeletal injuries refer to injuries to the muscles, tendons and ligaments. Musculoskeletal hazards include:

- · Improper lifting
- · Poor workstation layout
- Computer use
- · Poorly adjusted chairs
- · Repetitive movements
- · Forceful exertion
- · Awkward or sustained postures
- · Mechanical compression
- Vibration
- · Repetitive motion
- · Limitation on motion or action



## Signs of Musculoskeletal Injuries (MSIs) can be observed:

- Swelling
- Redness
- · Difficulty moving a body part

#### Symptoms of MSIs can be felt but not seen:

- Numbness
- Tingling
- Pain

#### **Psycho-Social Hazards**

A psychological hazard is any hazard that affects the mental well-being or mental health of the worker and may have physical effects by overwhelming the individual coping mechanisms and impacting the worker's ability to work in a healthy and safe manner. Although these issues have been around for many years, psychosocial hazards are only now being recognized as potential workplace hazards.

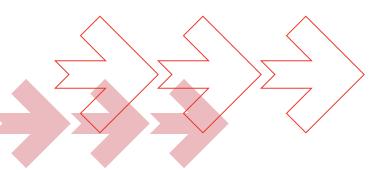
The hazards generally are not from physical things that you can see (like a saw blade) or smell (like paint). Rather, many of these hazards come about as a result of interactions with others. In some cases, the hazard is brought into the workplace from the home. There are often no obvious outward signs of the effects of exposure and the methods to control these hazards are somewhat different than methods used



- Workplace violence of any kind, including abuse, intimidation, threats or assault
- · Fatigue and hours of work
- · Technological changes
- · Stress and critical incident stress
- · Bullying including cyber bulling/harassment
- · Working alone
- · Mental, physical or emotional harassment
- · Role conflicts or confusion about what your role is



If you encounter a hazard while on the job, tell your supervisor!



#### When dealing with conflict at work,



- Follow the proper workplace procedures to report safety and health issues and incidents.
- Know that you can and should exercise your rights.
- Consult a workplace healthcare provider for treatment or to seek post-incident counselling, if desired.
- Never feel as though you can't report a complaint.
   This is one of your fundamental rights as a worker, exercise it! You can't be punished for voicing any reasonable concerns about your physical and mental health and safety.
- If you're being harassed at work, take the appropriate steps early to prevent the harassment from becoming worse. If you feel comfortable doing so, confront the harasser and ask them to stop their behaviour. If you don't feel comfortable or they don't stop the behaviour, tell your employer. You can also talk to your parents, another adult, Workplace Safety and Health or the Manitoba Human Rights Commission.

Find out if your company has a policy on harassment. The policy should tell you who handles harassment issues and what the process is to deal with them. Once your employer knows that you are being harassed, they are responsible to correct the situation and protect you from further harassment.

#### **Working Alone**

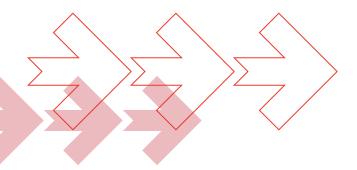
The Workplace Safety and Health Regulation includes requirements for employers to follow for workers required to work alone or in isolation.

"Working alone" is the performance of any work by a worker who is:

- a) The only worker for that employer at that workplace at any time; and
- b) Not directly supervised by his or her employer, or any person designated as a supervisor by his or her employer, at any time.

"Working in isolation" means working in situations where assistance is not readily available in the event of injury, ill health or emergency.

Every employer has the obligation to provide a plan for his or her employee designed to keep employees safe in the event they work alone or without direct supervision. The employer also must adequately train workers in the proper safe work procedures.



To develop the working alone or in isolation plan, the employer must consult with the Joint Safety and Health Committee, the Safety and Health Representative or the employee to help assess the risks in the workplace. The plan must be agreed upon by both parties and a current signed copy must be maintained at the workplace. A copy must also be provided to each employee required to work alone. If you are under 18 years of age, there are some further restrictions put in place to help protect you.

#### Under 18 years old?

People under 18 years old are not allowed to work alone between the hours of 11:00 p.m. and 6:00 a.m. They are also not allowed to work in the following industries:

- Forestry
- Saw or pulp mills
- Confined spaces
- Underground in mines or on the face of open pit quarries
- · Asbestos abatement and removal

#### Under 16 years old?

Employees under 16 years old are not allowed to work between the hours of 11:00 p.m. and 6:00 a.m. or work:

- · On a construction site
- In industrial or manufacturing processes
- · Drilling or servicing rigs
- · On scaffolds or swing stages
- Pruning, repairing, maintaining or removing trees

Employees under 16 years old cannot work alone and can work a maximum of 20 hours during a week they are in school without specific conditions being specified on their Child Employment Permit from the Director of Employment Standards.

Prior to starting work, employees who are 13 to 15 years of age must complete the Young Worker Readiness Certificate Course online and provide a copy to their employer. The certificate must be signed by the employee's parent or quardian.

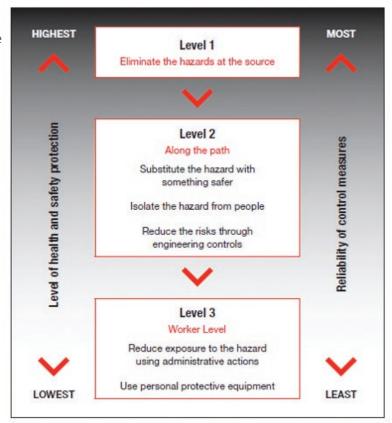
#### **Chemical Hazards**

- Liquids (from office supplies to cleaning products to paints and acids)
- Vapours and fumes (like the fumes given off when welding or vapours from things like paint)
- Gases (such as oxygen, acetylene, propane and carbon monoxide)
- Flammable, combustible and explosive materials

There are four ways chemicals can enter your body:

- inhalation inhaling or breathing in the material
- ingestion eating the material intentionally or unintentionally
- absorption having the material absorbed through your skin or exposed tissue such as around the eyes or open sores
- injection having the material forced under skin or nails such as with a hypodermic needle or high pressure jet

#### What are the main ways to control a hazard?



Most young worker injuries are caused from being struck by objects or overexertion. Think about what hazards can lead to these injuries and how you can prevent them in your workplace.







#### **Parts of WHMIS**

WHMIS started in Canada in 1988 (WHMIS 1988). In 2015, WHMIS was updated to align with the Globally Harmonized System of Classification and Labelling of Chemicals, or GHS (WHMIS 2015). GHS is an internationally agreed-upon system, which is part of a broader, worldwide initiative to classify chemicals and to provide information about their hazards.

WHMIS 2015 has four parts:

- 1. Identification (classification) of hazardous products
- 2. Labels
- 3. Safety Data Sheets (SDS)
- 4. Worker education and training

## IDENTIFICATION (CLASSIFICATION) OF HAZARDOUS PRODUCTS

WHMIS 2015 applies to "hazardous products." A hazardous product is any product that falls under a category or subcategory in one or more of the hazard classes described in the federal Hazardous Products Regulations (HPR). WHMIS 2015 applies to two major groups of hazards: physical hazards and health hazards. Each hazard group includes classes that address specific hazardous properties.

#### **The Warning Label**

The label should be posted on containers with chemicals in them. The label tells you what kind of hazardous product it is (what class) and how to work with it safely. There are two types of labels: supplier labels and workplace labels.

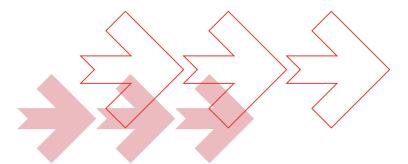
#### **Safety Data Sheets (SDS)**

Every substance or controlled product should have an SDS with it to provide more detailed information on how to work safely with that chemical — including what personal protective equipment to use and first aid steps.

#### **Training Programs**

Workers should receive training on how to read and understand chemical labels and the chemicals' SDS.

Under Manitoba WHMIS regulations, an employer can't use or even store hazardous materials in a workplace unless it has a WHMIS label and SDS. If you come across a product without a WHMIS label or SDS, don't use it (and alert your supervisor).



#### **WHMIS Symbols**

WHMIS 1988 symbols can be utilized on hazardous products up to December 1, 2018. As such, prior to this date, WHMIS 1998 symbols may be seen in your workplace. After December 1, 2018, WHMIS 2015 symbols will be mandatory to label hazardous products.

#### Figure 1: WHMIS 2015 pictograms and their associated hazards



- Flammables (gases, aerosols, liquids, solids)
- Self-reactive substances and mixtures
- Pyrophoric liquids, solids, and gases
- Self-heating substances and mixtures
- Substances and mixtures which, in contact with water, emit flammable gases
- Organic peroxides
- Skin sensitization
- Acute toxicity (harmful)



- Hazardous to the ozone layer\*
- Specific target organ toxicity single exposure (Cat. 3)
- Eye irritation
- Skin irritation



Acute toxicity (severe)



Oxidizing gases, liquids, solids



Hazardous to the aquatic environment\*



- Explosives\*
- Self-reactive substances and mixtures
- Organic peroxides
- Carcinogenicity
- Respiratory sensitization
- Reproductive toxicity



- Specific target organ toxicity repeated exposure
- Specific target organ toxicity single exposure (Cat. 1, 2)
- Aspiration hazard
- · Germ cell mutagenicity



- Corrosive to metals
- Serious eye damage
- Skin corrosion



Gases under pressure



Biohazardous infectious materials

Figure 1 is provided by CCOHS 2015.



<sup>\*</sup>The Environment hazard classes and the Explosives hazard class have not been adopted in the HPR.

#### **Safety Data Sheets (SDS)**

Employers must keep current SDS of all hazardous products where workers can easily find them and read them.

SDS may not all look the same, but they should have specific information including the following minimum content:

- 1. Identification
- 2. Hazard identification
- 3. Composition/information on ingredients
- 4. First aid measures
- 5. Firefighting measures
- 6. Accidental release measures
- 7. Handling and storage
- 8. Exposure controls/personal protection
- 9. Physical and chemical properties
- 10. Stability and reactivity
- 11. Toxicological information
- 12. Ecological information (heading required; content optional)
- 13. Disposal considerations (heading required; content optional)
- 14. Transport information (heading required; content optional)
- 15. Regulatory information (heading required; content optional)
- 16. Other information (date of the latest revisions of the SDS)

Here are some important questions to ask yourself when you read an SDS:

- Do I have the right SDS for the product?
- Is the SDS up-to-date? (They must be updated every three years.)
- · Can the product burn or explode?
- Is the chemical product unstable? What conditions are making it unstable?
- What harmful health effects are possible?
- Do I need to wear personal protective equipment when handling the product?
- What equipment is appropriate? Do I have the appropriate equipment and do I know how to use it?
- Are there special handling precautions?
- · Do I need to use this product in a well-ventilated area?
- Do I know what to do in case of a fire, explosion, spill or leak?
- Do I know where the emergency response equipment is and how to use it?

You should know the answers to all of these questions before you start working with a chemical and your supervisor should show you how to use the product safely. If you don't feel comfortable with the chemical, ask your supervisor for help.





Preventing injuries in your workplace is based on the SAFE Work behaviours – Spot the hazard, Assess the risk, Find a safer way, Everyday.

#### **Spot the hazard**

Every job has hazards. Some you'll see right away and others you might not. Some can injure you in seconds and others can make you sick over a long period of time - maybe even years.

To spot them, you need:

- Training
- Awareness
- Experience

#### **Assess the risk**

A simple way to assess the risk is to ask yourself three questions:

- 1. Am I trained for this?
- 2. Can I get hurt?
- 3. How can this hurt me?

The answers to these questions can help you decide what the risks are... and if you should be taking those risks.

#### Find a safer way

To make a situation safer, your employer is responsible to find ways to:

- 1. ELIMINATE the risk so it's not there anymore (e.g., if there's a risk of slipping in a puddle of water, mop up the water).
- REDUCE the risk. Maybe changing a procedure, more training or using personal protective equipment would make getting an injury less likely.
- 3. SUBSTITUTE an action, a product or a piece of equipment for something safer (i.e., like using a less-toxic chemical for cleaning).



Look in the hazard section of this handbook for specific ways to control hazards. These may include:

- · Eliminating the hazard from the workplace
- Substituting a dangerous product or substance for a safer alternative
- Introducing engineering controls (process control, enclosure and/or isolation of emission source and ventilation)
- Changing administrative controls (schedulingmaintenance and high exposure operations for times when fewer workers are present, designing and maintaining safe work practices and policies, providing and receiving education and training, keeping up good housekeeping)
- Using proper protective equipment, consistent with the equipment manufacturer instructions

Workers can make suggestions to their supervisor, committee member or safety and health representative, but it is the employer's responsibility to make changes and make the workplace safer.

#### Everyday

Use this risk management model all the time. You can help put the SAFE steps into action anytime, anywhere – at work AND at home!



- 1. The Right to Know
- 2. The Right to Participate
- 3. The Right to Refuse Unsafe Work
- 4. The Right to Protection

## The Right to Know

You have the right to know what hazards are present in the workplace and how to protect yourself from those hazards. Were you given a safety and health orientation when you were hired? Is safety and health information visibly posted in your workplace? If not, is the information readily available? Is there a safety and health program in place at your workplace?

## SOMETHING TO THINK ABOUT:

How do you know if your "right to know" is being looked after?

## → The Right to Participate

You have the right to participate in safety and health activities and discussions in the workplace without fear of discipline. Often, this right is exercised through involvement in safety and health committees and meetings.

## How do I bring up questions to my supervisor or employer?

It is important to discuss safety concerns in your workplace, both for the safety of yourself and for the safety of others. Sometimes new and young workers may worry about what their employers will think if they bring up safety issues, but discussing safety and health in the workplace is the right thing to do.

Here are some ways you can start a safety discussion with your supervisor or employer:

- I want to make sure I'm doing this job right. What should I know about doing it safely?
- I've heard of someone getting hurt doing something like that. How can we ensure it doesn't happen to me?
- I would feel more comfortable with that role if I had additional training. I've found some courses I think can help. What courses would you recommend?

 I'm concerned because I've seen a few people not following some of the safe work procedures we have posted. Do you think they are easy enough to understand or that the staff training on these procedures has been thorough enough?

Remember, your employer is responsible for safety in your workplace.

If you don't feel comfortable discussing workplace safety issues with your employer or supervisor, you can always discuss issues with your safety committee, representative or co-workers first.

Here are some questions you can ask and ideas you can voice to bring safety issues up with co-workers:

- Have you worked on this machine before and learned how to use it safely?
- What's the proper equipment to use for this job?
   Where can I get it?
- This doesn't look safe. Do you know of a safer way to do this?
- Do you need help cleaning your work area? A clean area will prevent injuries, slips and trips.
- I'm not very comfortable with this task. Do you have training on it? If not, we should tell the supervisor that we haven't been trained to do this job.
- I want to make sure I'm doing this job right. What should I know about doing it safely?
- I've heard of someone getting hurt doing a job like this. How do I prevent that from happening to me?

- I'm concerned because I've seen a few people not following the safe work procedures we have posted.
- Have you heard about that hazard (a broken ladder, broken light, etc.)? Do you know if it's been reported yet?
- How can I get involved in safety at our workplace?
   Is there a safety committee I can join?
- Do you know all of our safety and health responsibilities? Do you think we could use a meeting to refresh our memories?
- Do you know if we have an emergency procedure plan?

#### **How Can I Get More Involved in Workplace Safety?**

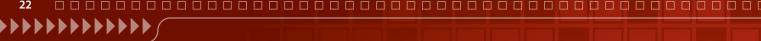
If you want to get more involved in safety at your workplace, talk to your supervisor. Workplaces with 20 or more employees need to have a safety and health committee, and workplaces with 5 to 19 workers require a worker safety and health representative. In workplaces with four or fewer employees, talk to your supervisor about safety policies, procedures and laws. Sometimes workplaces get involved in special safety initiatives where they look for employees to participate.

The SAFE Work website has an area dedicated to workplace safety and health committee members:

https://www.safemanitoba.com/Roles/ Pages/Workplace-Safety-and-Health-Committee-Member.aspx







## The Right to Refuse Unsafe Work

You have the right to refuse work you reasonably believe could be dangerous to yourself or others.

#### **How to Refuse Unsafe Work**

To refuse work you believe is unsafe, there are three steps you need to follow:

#### Step 1 - Report the Dangerous Condition

Report immediately to your employer, supervisor or to any other person in charge at the workplace, giving your reasons for refusing to work. If the matter is solved to your satisfaction, go back to work. If the employer does not correct the dangerous condition, go to Step 2.

#### Step 2 - Involve the Safety and Health Committee, Representative or Another Worker

If the employer does not correct the dangerous condition immediately, the person who received the report of refusal to work (or a person designated by them) must inspect the dangerous condition in the presence of the refusing worker and one of the following persons:

- If there is a safety and health committee in the workplace, the worker co-chair, or if they are unavailable, a committee member who represents workers:
- The workplace safety and health representative; or
- · If there is no safety and health committee member or representative available, another worker selected by the worker who is refusing to work.

If this inspection results in the matter being solved to your satisfaction, go back to work. If the dangerous condition is still not remedied, go to Step 3.

#### Step 3 - Contact Workplace Safety and Health

If, after the inspection in Step 2, the dangerous condition has not been corrected, any of the persons present during the inspection may notify Workplace Safety and Health of the refusal to work and the reasons for it. A safety and health officer will investigate the matter and decide whether the job situation or task the worker has refused is dangerous to the safety or health of the worker or any other worker or person at the workplace.

If the officer decides that the job situation or task the worker has refused is dangerous to the safety or health of the worker or any other worker or person at the workplace, they will provide the refusing worker, each committee co-chairperson, or the representative, and the employer with a written report stating their findings. They will also issue improvement orders or stop work orders to the employer as necessary to correct the dangerous condition.

If the officer decides that the work being refused is not dangerous, they will inform the employer and the refusing worker of that decision in writing, and inform the worker that he or she is no longer entitled to refuse to do the work.

For more information on Your Right to Refuse Dangerous Work, please refer to SAFE Work Bulletin #193 or contact Workplace Safety and Health at (204) 945-6848.

Remember that according to *The Workplace Safety* and *Health Act*, if you refuse to do a job that is unsafe it is the law for your employer to assign you alternate, safe work or to pay your wages or salary regardless.

## → The Right to Protection

Any employee that tries to exercise a right under or carry out a duty according to the Act and Regulations cannot be disciplined or discriminated against. This includes using the Right to Refuse Unsafe Work or reporting a safety and health concern (such as an unsafe practice or condition) to their supervisor, a committee member or representative.

#### **Communication is Key!**

In any workplace, communication is what makes things go smoothly. Communication is especially important when it comes to workplace safety and health.

- Be a good listener when you're getting directions, but ask to have something repeated if you need to.
- · Ask questions until you're sure you understand.
- Repeat things back to your supervisor so you know, you've got it.
- Find a person you can trust and make them your "go to" person.
- · Use your voice as a powerful tool to stay safe!

## **IF YOU DON'T KNOW, ASK!**

If you don't feel comfortable with a task, don't do it!







## The Workplace Safety and Health Act and Canada Labour Code Part II

The safety and health of workers in Manitoba is legislated by *The Workplace Safety and Health Act* and the Canada Labour Code Part II. *The Workplace Safety and Health Act* covers the majority of workplaces in Manitoba, while the Canada Labour Code Part II covers:

- · Airlines and airports
- · Atomic energy facilities
- Banks
- Bus companies
- Cable companies
- Courier companies
- Crown corporations
- Federal government departments
- · Grain elevator, flour and feed mills
- Pipelines
- Railways
- Radio and television broadcasting
- Shipping companies
- Telephone companies

Both the laws in *The Workplace Safety and Health Act* and Canada Labour Code Part II are similar, but this book will reference *The Workplace Safety and Health Act*.

The Workplace Safety and Health Act is based on an Internal Responsibility System (IRS). An internal responsibility system (IRS) refers to the shared responsibility of employers and employees to know about safety and health concerns that are present in the workplace and then to do something about them. One of the most common examples of an IRS is a joint safety and health committee. This kind of joint effort to promote and maintain workplace safety implies due diligence, which means that everyone with responsibility for safety and health must take every precaution reasonable in the circumstances to avoid a work-related injury or illness.

Under the Act, everyone has specific legal duties (including workers, supervisors and employers). Therefore, for the IRS to succeed, everyone has to do their part by understanding their duties and taking action when they see a safety and health concern.

## **SPECIFIC LEGAL DUTIES \( \)**

#### **Employers**

- Post the following where all workers can see them:
  - The employer's safety and health policy (reviewed annually)
  - Joint Safety and Health Committee (JSHC) minutes (if there is a JSHC)
  - Names and work locations of JSHC members or of the worker Safety and Health Representative
  - Safety and health inspection reports
  - Any Workplace Safety and Health reports for the workplace that have been issued
- Develop a training program to carry out the safety and health policy
- Provide and maintain a safe workplace, including equipment and protective devices
- Train workers to perform their duties safely, including the use of equipment
- · Protect workers from dangerous situations
- · Must identify all potential hazards and provide training to work safely with those hazards
- Comply with the Act and all Regulations related to your workplace
- Provide competent supervision

Employers must take every reasonable precaution to protect workers.

#### **Supervisors**

- Tell workers what safety and health risks they may encounter in their jobs and how to prevent injuries
- Train workers how to follow safe work procedures
- Make sure workers work safely and know how to use protective equipment
- Make sure workers follow the Act and Regulations related to your workplace

Supervisors must take every reasonable precaution to protect workers.

#### **Workers**

- · Follow all safety rules, procedures and policies established by your employer
- Use all equipment safely, the way your supervisor shows you
- Use required protective equipment the way your supervisor shows you how to use it don't change it in any way
- $\bullet \ \ \text{Report any hazard, dangerous situation or violation of the Act or Regulations to your supervisor}$
- Follow the Act and all Regulations related to your workplace

Workers must take reasonable care to protect themselves and their co-workers.



While *The Workplace Safety and Health Act* gives GENERAL requirements for minimum safety and health standards in the workplace, there are also regulations that give very SPECIFIC requirements for particular types of work.

For example, some regulations outline special rules for working with machinery such as forklifts and some regulations outline requirements to protect workers from bullying in the workplace. More information on *The Workplace Safety and Health Act* and Regulations can be found at <a href="https://www.safemanitoba.com/topics/Pages/Legislation.aspx">https://www.safemanitoba.com/topics/Pages/Legislation.aspx</a>.

#### **Who Can You Go to in Your Workplace?**

Every workplace should have its own safety policy and procedures in addition to abiding by the safety and health laws. Workplaces with 20 or more employees will have a Safety and Health Committee that promotes a greater safety culture by working to help employers and employees create and maintain a safe and healthy workplace. Their primary role is to monitor the effectiveness of the internal responsibility system (IRS) at the workplace. Workplaces with 5 to 19 employees are not required to have a committee in place but will have a safety representative who has the same duties or responsibilities as a committee. In workplaces with four or fewer employees, talk to your supervisor about safety policies, procedures and laws.

#### **Enforcement**

Workplace Safety and Health deals with enforcement of *The Workplace Safety and Health Act*. If there is a safety and health concern that can't be resolved with a supervisor or employer or if there is a serious incident or fatality, Workplace Safety and Health will get involved.

Workplace Safety and Health Officers have the power and duties to:

- Inspect any workplace
- Investigate any potential hazardous situation and work refusal
- Order compliance with the law (e.g., the Act or Regulations)

Everyone in the workplace must cooperate with a Safety and Health Officer.



Employers must identify all potential hazards and provide workers with training to work safely with those hazards.



## WHAT SHOULD I DO IF I GET INJURED?

#### What If I Do Get Hurt?

It is important to report any injury or illness while on the job. When you report injuries or illnesses, you help your employer to make changes to prevent the same injury from happening to others. Reporting will also help you get wage loss and other benefits while you recover.

If you get hurt or sick because of your job:

- 1. Tell your supervisor as soon as possible after it happens.
- 2. Get healthcare attention as soon as possible. Let the healthcare professional know you were injured or got ill at work.
- 3. Report the injury or illness to the Workers Compensation Board (WCB) by calling (204) 954-4100 or toll free 1-855-954-4321 and provide the details of the injury or illness as soon as possible.

- 4. Keep your employer informed about your progress. Ask your employer if they have a return to work program you could get involved in while you are recovering.
- 5. Follow your healthcare professional's treatment plan. It is important for you to get better and go back to work as soon as you are able.

All workplace injuries that stop you from earning a day's pay or that require medical attention must be reported to the WCB by the employer within five days. The WCB is there to cover lost wages and provide other benefits to help employees get back to work.

Many injuries go unreported every year. In fact, some young workers don't report their injuries because:

- The employer may be a relative or family friend
- They believe the injury is too minor to be reported
- They are concerned they will get in trouble or get fired

Remember, you have the right to protection from discrimination – so don't let your injury go unreported! The WCB is here to serve all injured workers, so please call to report your workplace injury. Your employer cannot discourage you from making a claim – this is against the law!

#### The Workers Compensation Act

The WCB is an injury and disability insurance system for workers and employers, paid for by employers. The WCB promotes safe and healthy workplaces, facilitates recovery and return to work. Another important Act you should know about is The Workers Compensation Act. The current Act promotes healthy and safe workplaces, encourages safe and timely return to work and provides wage compensation to workers who get injured on the job. More information on The Workers Compensation Act can be found at wcb.mb.ca.

More information on *The Workers Compensation Act* can be found at **www.wcb.mb.ca.** 

## SECTION EIGHT

## OTHER STUFF YOU SHOULD DEFINITELY READ

## QUESTIONS TO ASK AN EMPLOYER WHEN STARTING A NEW JOB

Before you even begin your first job, you can find out about a company's safety record and practices through the interview process.

Here are the important safety questions to ask potential employers:

#### 1. What are my safety and health rights?

As a worker, you have the right to know about safety and health in your workplace and the right to participate in safety and health activities in your workplace. This can include safety and health questions and concerns, attending training from your employer and courses provided by SAFE Work Manitoba as well as other safety and health training as required.

If you've been asked to do something that you believe may endanger you or your co-workers, or you have not been adequately trained to perform a task safely, you have the right to refuse to do the work. The Workplace Safety and Health Act allows you to legally refuse work you believe to be dangerous and protects you from any disciplinary action by your employer for refusing. The employer must inspect the danger and ensure any tasks are safe to perform.

#### 2. What are my safety and health responsibilities?

The law requires you to take reasonable care to protect your own safety and health and that of other workers. It is your responsibility to co-operate with your employer and follow all the rules and policies. Once you've been properly trained to do a job, you must ensure you do it safely and wear the required protective equipment at all times. It is also your responsibility to report any hazardous conditions that you see to your supervisor.

#### 3. Who do I ask if I have a health or safety question?

The first person to ask about safety and health on the job should always be your employer or supervisor, since they know your workplace best. As part of your safety and health orientation, your employer must provide you with your supervisor's name and contact information and make sure you are supervised by someone who knows how to do the job safely until you can do the job safely.

Some jobs may look easy, but until you're completely trained, it can be dangerous to go ahead on your own. Your employer and supervisor are required to make sure you have learned everything you need to know to perform a task safely before you do a job on your own. Be sure to follow instructions and not perform tasks on your own when not approved to do so.

You can also talk to someone on the safety and health committee or the worker representative, if these exist. Workplaces with 20 or more workers must have a safety and health committee with meetings held at least quarterly. If the workplace has five to 19 workers, there must be a worker representative who you can go to if you have concerns. The company safety and health bulletin board should post information such as who knows first aid, the minutes from the health and safety committee meetings and any other relevant information.

#### 4. What are the company's safety and health procedures and rules?

Every company is required to have safety and health policies and rules. It is your employer's responsibility to set these standards and make sure you know about them when you begin your job. It is your responsibility to learn and follow them. As part of your safety and health orientation, your employer must provide you with the procedures for reporting unsafe work in the workplace, how to refuse dangerous work, safety and health policies and programs (e.g., training plan, working alone or in isolation, violence and harassment prevention, incident investigation, workplace safety and health program - if 20 or more employees) and any safe work procedures for the specific tasks you will be performing.

#### 5. What are the hazards of my job and how will I be protected?

Manitoba's health and safety laws require your employer to inform you of any workplace hazards. This may include such things as exposure to chemicals, potentially dangerous equipment, excess noise and



situations where you may have to work at a height. The employer must provide you with information on how you will be kept safe from these hazards and you must take the steps the employer has provided to prevent injuries.

#### 6. Do I need to wear safety gear and when will I be shown how to use it?

The law requires your employer to provide, and make sure that you use, appropriate safety equipment when and where it's necessary. Your employer is also required to make sure that you're trained in how to use this equipment properly. For some equipment, such as safety footwear, your employer can ask you to bring your own as a condition of employment. Ask if you're not sure. It is your responsibility to wear the required equipment and use it properly.

#### 7. What do I do if I get hurt? Who is the first aid person?

All workplaces must have a first aid kit; the type depends on the number of workers, how hazardous the work is and the location of the workplace. Most workplaces are required to have employees who are trained in first aid. The employer must let you know who can provide first aid in case you ever need their help and where the first aid kits and eyewash facilities are located. This information should be posted on the safety and health bulletin board.

#### 8. Is this workplace covered by workers compensation?

If you do get injured and require first aid, you are required by law to report the injury to your employer as soon as possible. If you are injured at work, you should also report it to The Workers Compensation Board (WCB). They have a phone-in

claims centre: call (204) 954-4100 in Winnipeg, or toll free at 1-855-954-4321. If you see doctors or other health care professionals because of the injury, they must report the workplace injury to the WCB.

#### 9. When will I be trained in emergency procedures? Where is the emergency equipment located?

Before you start work and during your safety orientation, your employer must tell you about the emergency procedures you need to follow to protect yourself in situations such as a fire or a chemical spill. You must be informed on topics such as how to exit the building, where to go if you have an injury and what to do when you encounter an emergency situation. In the case of an emergency situation, you should be informed about the locations of fire extinguishers, as well as instructions on how to use a fire extinguisher and any special equipment required to respond to emergencies that could arise in your workplace.

#### 10. Are there any prohibited or restricted areas or activities in this workplace?

For your safety, certain areas, equipment and work activities may be off-limits in the workplace. Your employer is required to inform you about these areas, equipment and work activities, so that you have the knowledge to protect yourself from injury.

#### Is there anything else I need to know about safety and health in this workplace?

In addition to these questions, which employers are required to address in your safety and health orientation, they must let you know of any other matters relating to your safety and health on





## ORIENTATION AND TRAINING CHECKLIST

O Worker safety and health rights

☐ Right to know

Employers and supervisors are responsible for making sure that you are familiar with the hazards in your workplace and the procedures required for you to do your job safely. The following topics should be included and discussed in your orientation before you start your job and when things change, creating new hazards after you start working:

<ul><li>Right to participate</li><li>Right to refuse unsafe work</li><li>Right to protection</li></ul>
<ul> <li>○ Workplace safety and health policies</li> <li>□ What are the company's safety and health policies?</li> <li>□ Where are these policies found?</li> </ul>
<ul> <li>Specific hazard information</li> <li>□ What are the hazards in the workplace?</li> <li>□ How are the hazards controlled to protect the worker?</li> <li>□ Any prohibited or restricted work area, activities or equipment</li> </ul>
<ul> <li>SAFE Work procedures for each specific task worker will perform</li> <li>□ Where are SAFE Work procedures?</li> <li>□ What should you do if you don't feel safe completing a task?</li> </ul>



0	Ro	oles and responsibilities
		For the worker
		For surpervisors
		Supervisor's name and contact information
		For the employer
0	En	nergency procedures
		Where is first aid equipment found?
		What are the emergency procedures for fires
		and/or evacuations?
0	Pe	ersonal protective equipment
		What is required?
		Where is it stored?
		How to use it?
0	Jo	int Safety & Health Committee (or worker rep)
		Who is on the committee or who is the worker rep?
0	W	ork refusal procedures
		What are the steps and procedures for work refusal?
$\bigcirc$	In	cident/hazard reporting and investigation

☐ Who should workplace hazards and incidents

☐ Who should workplace injuries be reported to?

be reported to?



## SAFE WORK OUIZ

1.	What are three questions you should ask about safety before you start a job?
2.	The SAFE Acronym stands for:
	S:
	A:
	F:
	E:
3.	What are the three ways to find a safer way to
	control a hazard?
	control a hazard?  1
	1
4.	1 2
4.	<ol> <li>1</li></ol>
4.	<ol> <li>1</li></ol>

What is the Internal Responsibility System?
Name three of the legal duties of employers:
2
3
Why was The Workers Compensation Act created?
What are the powers and duties of Workplace Safety and Health Officers?

http://www.workersoftomorrow.com/resources/quiz/.

9. Name the five different types of hazards:	13. Name the three parts of the WHMIS system.
1.	1
2	2
3	3
4	14 M/s are year and indicated at yearly subset and the first
5	14. When you are injured at work, what are the first three steps you should take?
10. What is the difference between "working alone"	Step 1:
and "working in isolation"?	Step 2:
	Step 3:
	15. Why is it important for you to report all injuries to your supervisor and to the Workers Compensation Board of Manitoba?
11. Name the basic rights of workers:	
1	
2	
3	
4	$\wedge$
12. What does WHMIS stand for?	
	Find more resources and check your quiz answers, visit

#### **GLOSSARY AND ACRONYMS**

#### **Competent**

Competent means possessing the knowledge, experience and training to perform a specific duty.

#### **Due Diligence**

Due diligence means everyone with responsibility for safety and health must take every precaution reasonable in the circumstances to avoid a workrelated injury or illness.

#### **Ergonomics**

Ergonomics is the science of fitting workplace conditions and job demands to a worker's capabilities. Jobs with poor design increase the risk of Musculoskeletal Injury (MSI). MSI hazards refer to workplace conditions that increase the risk of injury to the muscles, joints, ligaments, tendons and other soft tissues of the body, and are sometimes called muscle strain, cumulative trauma or repetitive motion disorders.

#### GHS

Globally Harmonized System of Classification and Labelling of Chemicals. GHS was developed to help standardize chemical hazard classification and communication worldwide, and has already been implemented in many countries around the world. WHMIS has been modified to incorporate GHS. The new rules are now in effect. Safety Data Sheet (SDS), previously known as MSDS, are now required under WHMIS.

#### Hazard

A hazard is any activity, situation or substance that has the potential to cause harm. Hazards can be in many forms such as physical, chemical, biological or psycho-social. Workplace hazards are divided into two broad categories: safety hazards and health hazards.

#### **Internal Responsibility System (IRS)**

The Act applies an Internal Responsibility System (IRS) of shared responsibility for knowing what safety and health problems are present, and then doing something about them. Both workers and employers have this responsibility. Under the IRS, people don't wait until they are ordered by a Safety and Health Officer to look for safety and health problems—they do it on their own! A fundamental way of doing this is through a Joint Safety and Health Committee (JSHC). After all, the people who do the work are most likely to know about the machines, processes, materials and people in a workplace.

#### **Joint Safety and Health Committee (JSHC)**

A joint safety and health committee, established by employers of over 20 people, is a forum for bringing the Internal Responsibility System into practice. The committee consists of labour and management representatives who meet on a regular basis to deal with safety and health issues.

## $^{\prime}$

#### Legislation

The laws made to protect citizens.

#### **Musculoskeletal Injury (MSI)**

An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue, including a sprain, strain or inflammation that may occur to a worker in a workplace.

#### **Near Miss**

An event or situation that could have resulted in a workplace injury or illness, but did not.

#### **Personal Protective Equipment (PPE)**

Any equipment used by a worker to allow the worker to perform the job safely and reduce or eliminate the chance of injury. Some examples of personal protective equipment are hard hats, safety boots, respirators, eye protection, hearing protection and gloves.

#### **Probability**

Probability refers to the likelihood that a worker will get injured in potential incidents, dangerous occurrences, near misses and emergencies.

#### **Psycho-Social Hazards**

Hazards that usually cause workers some sort of stress and will sometimes cause the worker to experience psychological and behavioural changes including hostility, aggressiveness, anxiety, depression, tardiness, alcoholism, drug abuse, sickness and absenteeism. They can also cause headaches, heart disease and rapid aging.

#### **Reasonable Grounds to Refuse Dangerous Work**

Reasonable grounds asks the question "Would an average worker with the same training and experience and using honest judgment agree that the disputed work presents an unacceptable risk?"

#### **Refusal to Work**

A worker may refuse to perform work at a workplace where he or she has reasonable grounds to believe and does believe that the particular work is dangerous to his or her safety or health, or to the safety and health of another worker or any other person.

#### **Responsibility & Authority**

Responsibility is a duty assigned to you to carry out your tasks properly. Authority is the right to make decisions and direct the work of others.

#### Risk

Risk describes the likelihood a hazard will cause harm. It refers to the probability and severity of potential incidents, dangerous occurrences, near misses and emergencies.

#### **Routes of Exposure**

The ways in which you can be exposed to a chemical or biological hazard – this can take place in several ways, by inhalation, ingestion, absorption or injection.



#### SAFE

Spot the Hazard, Assess the Risk, Find a Safer Way, Everyday.

#### SDS

Safety Data Sheet

#### Severity

Severity is the seriousness of the harm that could result from a hazard. Severity is described in four categories; catastrophic (death and/or permanent injury), critical (serious injury), marginal (minor injury) and negligible (no injury).

#### **Supervisor**

A supervisor is an employee given authority over others.

#### **WHMIS**

Workplace Hazardous Materials Information System

#### **Workplace Safety and Health (WSH)**

Workplace Safety and Health is the area of the Government of Manitoba that deals with the safety and health of workers. Contact WSH when faced with a safety and health concern that cannot be resolved with your supervisor/employer. WSH must also be contacted by your employer when a serious incident, injury or fatality occurs at your workplace.

#### **OTHER RESOURCES**

When it comes to protecting your safety and health, you may need help. Here are some resources available to you:

#### **Employer/Supervisor**

If you have a question or concern while you are at work, talk to your employer or supervisor.

## Joint Safety and Health Committee or Worker Safety and Health Representative

You can talk to the worker member of your Joint Safety and Health Committee (JSHC) or your Worker Safety and Health Representative. They can make recommendations to your employer to make the workplace safer.

#### **Occupational Safety and Health Professionals**

Many large companies have occupational safety and health professionals on staff. One of their jobs is to give advice about safety and health in the workplace.

### **Union Safety and Health Officer or Representative**

Many unions have a Safety and Health Officer or Representative who advises union members, and monitors all aspects of safety and health in the workplace.



#### **Safety Associations**

Some industries have formed associations to help deal with safety issues, training and resources around specific occupations. These associations are designed to promote safety within the industry and help employers and workers meet their safety and health requirements. In Manitoba, safety associations exist in construction, heavy construction, restaurants/ hospitality and mining, to name a few.

If your workplace has fewer than 5 regularly employed workers, there might not be a Worker Safety and Health Representative or a JSHC because the Act doesn't require it. There probably won't be an occupational safety and health professional either; however, there are other resources you can use to find the information you need.

# Labour and Immigration, Workplace Safety and Health

Tel: (204) 945-3446
Toll free: 1-866-888-8186
www.safemanitoba.com

This is the part of the provincial government that promotes and enforces workplace safety and health (law). They can answer your questions or concerns or provide you with information confidentially. If a serious incident, death or other incident has occurred in your workplace, they may send a Workplace Safety and Health Officer to your workplace.



- 1) 200-401 York Avenue Winnipeg, MB R3C 0P8 (204) 945-6848
- 2) 328-340 Ninth Street Brandon, MB R7A 6C2 (204) 726-6361
- 15-59 Elizabeth Drive Thompson, MB R8N 1X4 (204) 677-6443
- 4) 143 Main Street Flin Flon, MB R8A 1K2 (204) 687-1618

#### The Manitoba Human Rights Commission

7th Floor, 175 Hargrave Street Winnipeg, MB R3C 3R8 Tel: (204) 945-3007

Toll free: 1-888-884-8681 TTY: 1-888-897-2811

www.manitobahumanrights.ca

#### **Workers Compensation Board of Manitoba**

The Workers Compensation Board (WCB) promotes Manitoba workplace safety and health and aims to prevent and reduce workplace injuries and disease. The WCB also supports return to work programs and provides compassionate compensation services in the event of a workplace injury and disease.

For general inquiries, call (204) 954-4321 or call toll free in Canada 1-866-954-4321. **wcb.mb.ca**.

To report a claim (8:00 am to 7:00 pm, Monday - Friday), call (204) 954-4100 or toll free at 1-866-954-4321.

For more information on SAFE Work programs and resources, call (204) 957-SAFE (204-957-7233) in Winnipeg or 1-866-929-SAFE (1-866-929-7233) outside Winnipeg, or visit: **www.safemanitoba.com**.



# www.safemanitoba.com

## 

#### **Employment Standards**

To learn about their rights and responsibilities, employees and employers can visit the Employment Standards page on the Government of Manitoba website. Staff members are available to answer questions, explain legislation, conduct investigations and ensure that legislation is being followed.

For information and inquiries, call the 24 hour inquiry lines:

Tel: (204) 945-3352 or

Toll free in Canada: 1-800-821-4307

Fax: (204) 948-3046

E-mail: employmentstandards@gov.mb.ca

#### Service Canada/HRSDC

Since its establishment in 2005, Service Canada has been committed to improve the delivery of and access to government programs and services. The site provides resources not only for maintaining workplace standards, rights, safety and health but also for attaining a job, having a baby or raising a family, planning your retirement, and changing your address.

For general inquiries:

Toll free: 1 800 O-Canada (1-800-622-6232)

TTY: 1-800-926-9105 Fax: 1-613-941-1827 Employer Contact Centre: Toll free: 1-800-367-5693 or

TTY: 1-855-881-9874

Employment Insurance (EI): Toll free: 1-800-206-7218 or

TTY: 1-800-529-3742

Workplace Safety and Health Issues:

Toll free: 1-800-641-4049

Resources are also available in languages other than English, through organizations such as the Manitoba Federation of Labour Occupational Health Centre (MFLOHC) – www.mflohc.mb.ca

The Workers Compensation Board (WCB) also has adjudicators and employees who speak other languages.

Visit SAFEWork online at www.safemanitoba.com!



Check out the SAFE Workers of Tomorrow Website!





**SAFE Workers of Tomorrow** 

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