



A SAFE STUDENT

RESOURCE HANDBOOK



**SAFE WORKERS
OF TOMORROW**

workersoftomorrow.com



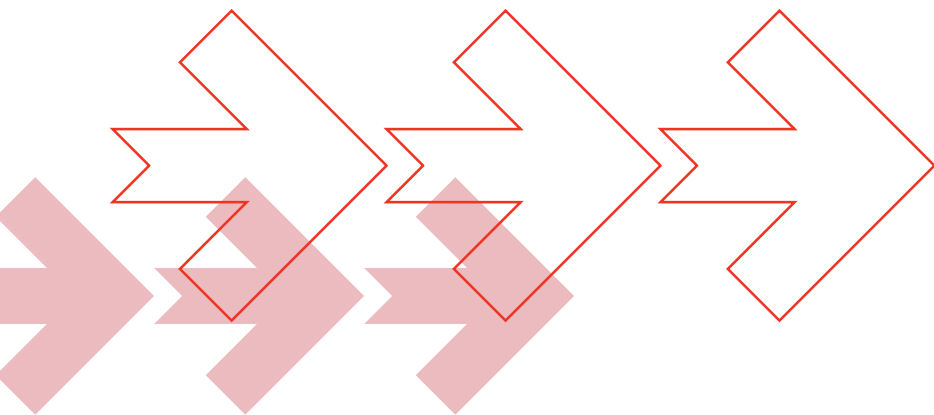
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SAFE WORKERS OF TOMORROW





Introduction

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!

SECTION ONE

TRUE STORIES ABOUT
INJURED WORKERS

Brittany Lynn Murray

Industry: Construction

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

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.



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

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

Psychosocial Hazards

Psychosocial hazards are elements of the work environment that can act as a potential source of psychological harm and/or increase the risk to worker health. These hazards can also overwhelm a worker’s individual coping mechanisms, impacting their ability to work in a safe and healthy manner.

Championed by the Mental Health Commission of Canada (MHCC), and developed by the Canadian Standards Association (CSA Group) and the Bureau de normalisation du Québec, the National Standard of Canada for Psychological Health and Safety in the Workplace (the Standard) is a voluntary set of guidelines, tools and resources focused on promoting workers’ psychological health and preventing psychological harm due to workplace factors.

The Standard has identified 13 of these factors. Each one of these factors can either promote positive workplace mental health or conversely cause harm. Each factor and its associated definition are noted in the following table:

Psychosocial factor	Definition
Organizational culture	An organizational culture where the work environment is characterized by trust, honesty and fairness
Psychological and social support	Where co-workers and supervisors are supportive of employees' psychological and mental health concerns
Clear leadership and expectations	A work environment where there is effective leadership and support that helps workers know what they need to do, how their work contributes to the organization and whether there are changes coming
Civility and respect	A work environment where employees are respectful and considerate in how they interact with one another, as well as with customers, clients and the public
Psychological demands	Demands of the job are documented and assessed in conjunction with the physical demands of the job to determine if any activity of the job might be a hazard to the worker's health and well being
Growth and development	A work environment where employees receive encouragement and support in developing their interpersonal, emotional and job skills
Recognition and reward	A work environment where there is appropriate acknowledgement and appreciation of employees' efforts in a fair and timely manner

Psychosocial factor	Definition
Involvement and influence	A work environment where employees are included in discussions about how their work is done and how important decisions are made
Workload management	A work environment where tasks and responsibilities can be accomplished successfully in the time available
Engagement	A work environment where employees feel connected to their work and are motivated to do their job well
Balance	A work environment where there is recognition of the need for balance between the demands of work, family and personal life
Psychological protection	A work environment where employees' psychological safety is ensured
Protection of physical safety	A work environment where employees' physical safety is ensured



Though implementing the Standard in a workplace is voluntary, when it comes to psychosocial hazards such as workplace violence, harassment, bullying or working alone or in isolation, there are specific legal responsibilities noted in the *Manitoba Workplace Safety and Health Act and Regulation* and *Canada Labour Code*.

SOMETHING TO THINK ABOUT:

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

When dealing with conflict at work, ➔ what should you do?

- 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, or Workplace Safety and Health.

Every employer is required by law to have a policy on harassment. Ask your employer where the policy is located. 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 when workers are required to work alone or in isolation.

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

- The only worker for that employer at that workplace at any time; and
- 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
- An occupation involving work in an enclosed space that (i) except for the purpose of performing work, is not primarily designed or intended for human occupancy, and (ii) has restricted means of access or egress

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
- In work involving the use of a ladder or substitute at heights greater than 1.5 meters, in work involving the handling or use of herbicides or pesticides, without the direct supervision of an adult

Employees under 16 years old cannot work alone and can work a maximum of 20 hours during a week they are in school. Workers under 14 years old are not allowed to work in food preparation, if the work involves the use of dangerous tools or machinery and no one under 13 years old can be employed in Manitoba.

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 guardian.

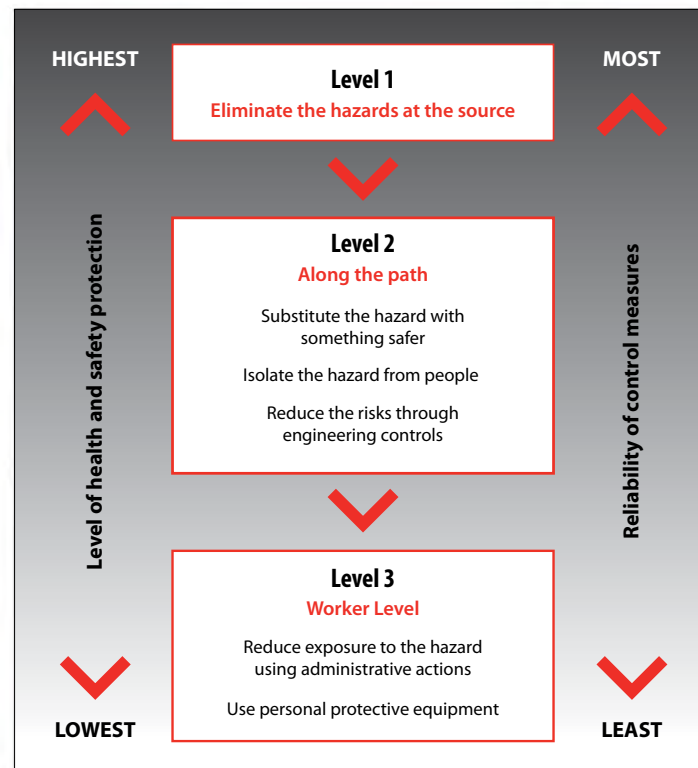
Chemical Hazards

- 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.



SECTION THREE WHMIS

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 Pictograms

Pictograms represent the type of hazard that exists for a specific hazardous product. Figure 1 provides a list of the pictograms and their associated hazards.

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

 <ul style="list-style-type: none"> • Flammable (pyrophoric gases, liquids and solids) • Aerosols • Pyrophoric liquids and solids • Self-reactive substances and mixtures • Self-heating substances and mixtures • Substances and mixtures which, in contact with water, emit flammable gases • Organic peroxides 	 <ul style="list-style-type: none"> • Explosives* • Self-reactive substances and mixtures • Organic peroxides
 <ul style="list-style-type: none"> • Skin sensitization • Acute toxicity (harmful) • Hazardous to the ozone layer* • Specific target organ toxicity - single exposure (Cat. 3) • Eye irritation • Skin irritation 	 <ul style="list-style-type: none"> • 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
 <ul style="list-style-type: none"> • Acute toxicity (severe) 	 <ul style="list-style-type: none"> • Corrosive to metals • Serious eye damage • Skin corrosion
 <ul style="list-style-type: none"> • Oxidizing gases, liquids, solids 	 <ul style="list-style-type: none"> • Gases under pressure • Chemicals under pressure
 <ul style="list-style-type: none"> • Hazardous to the aquatic environment* 	 <ul style="list-style-type: none"> • Biohazardous infectious materials

*The Environment hazard classes and the Explosives hazard class have not been adopted in the HPR.

Source: WHMIS - Safety Data Sheet (SDSs), ccohs.ca/oshanswers/chemicals/whmis_ghs/sds.html, OSH Answers, Canadian Centre for Occupational Health and Safety (CCOHS), April 3, 2023. Reproduced with the permission of CCOHS, 2023.

Safety Data Sheet (SDS)

Employers must keep a current SDS for all hazardous products where workers can easily locate and read it.

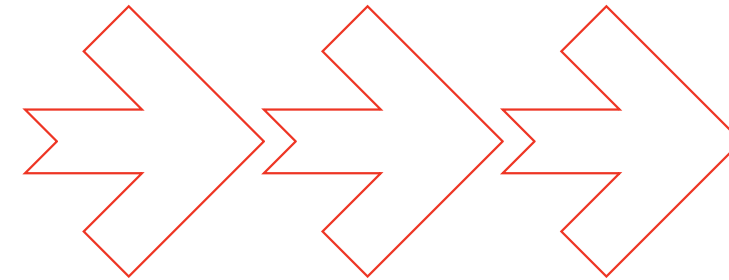
Every SDS may not look the same, but they should have specific information including the following minimum content:

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?
- 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.



**Are there special
handling precautions?**



SECTION FOUR SAFE WORK

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).
2. REDUCE the risk by following appropriate procedures, attending training or using personal protective equipment that 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 (scheduling maintenance 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, maintaining good house keeping)
- 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!





SECTION FIVE WORKERS' RIGHTS

- 1. The Right to Know
- 2. The Right to Participate
- 3. The Right to Refuse Unsafe Work
- 4. The Right to Work Without Being Subject to a Reprisal

➔ 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, trips and falls.
- I’m not very comfortable with this task. Is there training for this? 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 response 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:

**[safemanitoba.com/committee/
Pages/default.aspx](http://safemanitoba.com/committee/Pages/default.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 Work Without Being Subject to a Reprisal

Any employee that tries to exercise a right under or carry out a duty according to the Act and Regulations cannot be disciplined or subjected to reprisals. For example, a worker is not allowed to be sent home for the day without pay if they refuse to perform a job task they believe is dangerous to their safety and health, or the safety and health of another person. 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!



SECTION SIX

THE LAWS OF SAFETY

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
- Interprovincial bus transportation
- Interprovincial courier companies
- Federal 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

Employers have the greatest degree of authority and control over the operations of the workplace, and have the greatest degree of responsibility for workplace safety and health. Employers' legal safety and health responsibilities include:

- Taking necessary precautions to ensure the safety, health and welfare of workers
- Providing and maintaining a safe workplace, equipment, tools and systems
- Ensuring all workers and supervisors are aware of hazards in the workplace as well as the precautions necessary for their protection
- Providing workers with competent supervision
- Providing all new workers with a safety and health orientation
- Providing the training necessary to protect workers' safety and health before they begin a new job
- Taking necessary precautions to ensure that other people are not exposed to safety or health risks due to the activities of the workplace
- Consulting and co-operating with the workplace safety and health committee or representative
- Co-operating with other people on workplace safety and health matters

Supervisors

Supervisors have the responsibility and authority to oversee a group of workers within a workplace. The legal safety and health duties of supervisors include:

- Taking necessary precautions to protect the safety and health of workers under their supervision
- Ensuring that workers comply with safety and health procedures and use safety equipment, clothing and devices
- Advising workers of safety and health hazards in the work area
- Co-operating with the workplace safety and health committee or representative
- Co-operating with other people on workplace safety and health matters.

Workers

Workers are responsible for their own actions or inaction. Workers' legal safety and health responsibilities include:

- Taking reasonable care to protect themselves and others who may be affected by their actions or omissions
- Proper use of safety equipment, clothing and devices
- Co-operating with the workplace safety and health committee or representative
- Co-operating with other people on workplace safety and health matters

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 gov.mb.ca/labour/safety/wshl.html

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.



Young Worker Readiness Certificate Course (YWRCC)

As a young worker, you are more likely to get hurt on the job compared to more experienced workers.

The Young Worker Readiness Certificate Course (YWRCC) is a course administered by Employment Standards Manitoba. It will teach you the basics about workers' and employers' rights and responsibilities for safety, health and the employment relationship.

Though it's designed for 13 to 15-year olds, it contains important information that's valuable for anyone before entering the job market.

If you are 13 to 15 years of age and want to work in Manitoba, you are **required** to:

- Complete the course and obtain a Certificate of Completion;
- Provide your employer with a copy of your certificate before starting work; and
- Provide your employer with written consent from a parent or guardian.

Your employer is required to keep the above documents on file.

Upon completion of the course, you will:

- Understand more about the world of work. You will learn about work, think about your readiness to work and find out where to go for help with your questions about workplace safety, health and labour laws.
- Learn about expectations at work and learn about workers' and employers' rights and responsibilities within the employment relationship. You will also examine a pay statement, practice solving problems and find out where to go for help.
- Know what workers' and employers' rights and responsibilities are for keeping workplaces safe, how to recognize and deal with workplace hazards, and who to contact for help with your safety and health concerns.

The course is available in both English and French and is approximately two hours in length.

You can complete the Young Worker Readiness Certificate Course online at safemanitoba.com/Education/Pages/YWRCC.aspx

A printable version of the YWRCC can be downloaded and printed from manitoba.ca/labour/standards. You can also obtain hard copies by calling **1-800-821-4307** or **204-945-3352**.

Complete the Young Worker Readiness Certificate Course (YWRCC) online at:



SECTION SEVEN

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) 954-4321 or toll free 1-855-954-4321 and provide the details of the injury or illness as soon as possible.



4. Follow your healthcare professional's treatment plan.
5. Keep your employer informed about your progress. Work with your WCB representative, healthcare provider and employer to explore opportunities to return to work on modified duties, while you are recovering.

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
- They are unaware that they are entitled to receive compensation

Remember, you have the right to work without being subject to a reprisal — 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 Act promotes safe and healthy workplaces, encourages safe and timely return to work and provides wage compensation and other benefits 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
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 the equipment properly. Your duty as a worker is to use and appropriately wear the safety equipment provided to you by your employer to ensure your safety on the job.

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) 954-4321 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 the job. If you think there may be more to know, don't wait, ASK your supervisor!

If you have questions or concerns that your employer hasn't answered, you can contact (204) 957-SAFE (7233), or toll free at 1-855-957-SAFE (7233) to find out more information about workplace safety and health, or visit: safemanitoba.com (SAFE Work Manitoba).

SOMETHING TO THINK ABOUT:

There are consequences to not speaking up about workplace safety. Someone could get injured if you fail to point out workplace hazards.

Employment Standards

As a young employee, you are entitled to the same minimum standards as adult employees including general holidays, vacation, minimum wage and Workers Compensation benefits. You will also have all the rights and responsibilities of adult employees.



ORIENTATION AND TRAINING CHECKLIST

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:

○ Worker safety and health rights

- ☐ Right to know
- ☐ Right to participate
- ☐ Right to refuse unsafe work
- ☐ Right to work without being subject to a reprisal

○ Workplace safety and health policies

- ☐ What are the company's safety and health policies?
- ☐ Where are these policies found?

○ Specific hazard information

- ☐ What are the hazards in the workplace?
- ☐ How are the hazards controlled to protect the worker?
- ☐ Any prohibited or restricted work area, activities or equipment

○ SAFE Work procedures for each specific task a worker will perform

- ☐ Where are SAFE Work procedures?
- ☐ What should you do if you don't feel safe completing a task?



○ Roles and responsibilities

- ☐ For the worker
- ☐ For supervisors
- ☐ Supervisor's name and contact information
- ☐ For the employer

○ Emergency procedures

- ☐ Where is first aid equipment found?
- ☐ What are the emergency procedures for fires and/or evacuations?

○ Personal protective equipment

- ☐ What is required?
- ☐ Where is it stored?
- ☐ How to use it?

○ Joint Safety & Health Committee (or worker rep)

- ☐ Who is on the committee or who is the worker rep?

○ Work refusal procedures

- ☐ What are the steps and procedures for work refusal?

○ Incident/hazard reporting and investigation

- ☐ Who should workplace hazards and incidents be reported to?
- ☐ Who should workplace injuries be reported to?



GLOSSARY AND ACRONYMS

Competent

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

Due Diligence

In regards to safety and health, due diligence means everyone with responsibility for safety and health must take every precaution reasonable in the circumstances to avoid a work-related 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.

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 psychosocial and musculoskeletal. 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.

Workplace Safety and Health Committee

A joint safety and health committee, also known as a workplace safety and health committee, established by employers of over at least 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.

Legislation

The laws passed by the government.

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.



GLOSSARY AND ACRONYMS

Probability

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

Psychosocial Hazards

Hazards that 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 means, prior to refusing work, asking the question “Would an average worker with the same training and experience and using honest judgement agree that the disputed work presents an unacceptable risk?” If the answer is yes, you have reasonable grounds to refuse work.

Refusal to Work

A worker legally 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.

What are the hazards of my job?

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, sales and service and healthcare, 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 Workplace Safety and Health Committee 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)-957-SAFE (7233)

Toll-free: 1-855-957-SAFE (7233)

manitoba.ca/labour/safety

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.



Here is a list of their offices throughout Manitoba:

- 1) 200-401 York Avenue
Winnipeg, MB R3C 0P8
(204) 945-6848
- 2) 328-340 Ninth Street
Brandon, MB R7A 6C2
(204) 726-6361
- 3) 15-59 Elizabeth Drive
Thompson, MB R8N 1X4
(204) 677-6443
- 4) 143 Main Street
Flin Flon, MB R8A 1K2
(204) 687-1618

Workers Compensation Board of Manitoba

The Workers Compensation Board (WCB) promotes workplace safety and health and aims to prevent and reduce workplace injuries and disease. The WCB also supports return to work programs and provides 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: **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 federal 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) – **mflohc.mb.ca**

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

Visit SAFEWork
online at
safemanitoba.com



Check out SAFE Workers
of Tomorrow website at
workersoftomorrow.com



safemanitoba.com

SAFE Workers of Tomorrow

884 Portage Avenue
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