



# SAFE WORKERS

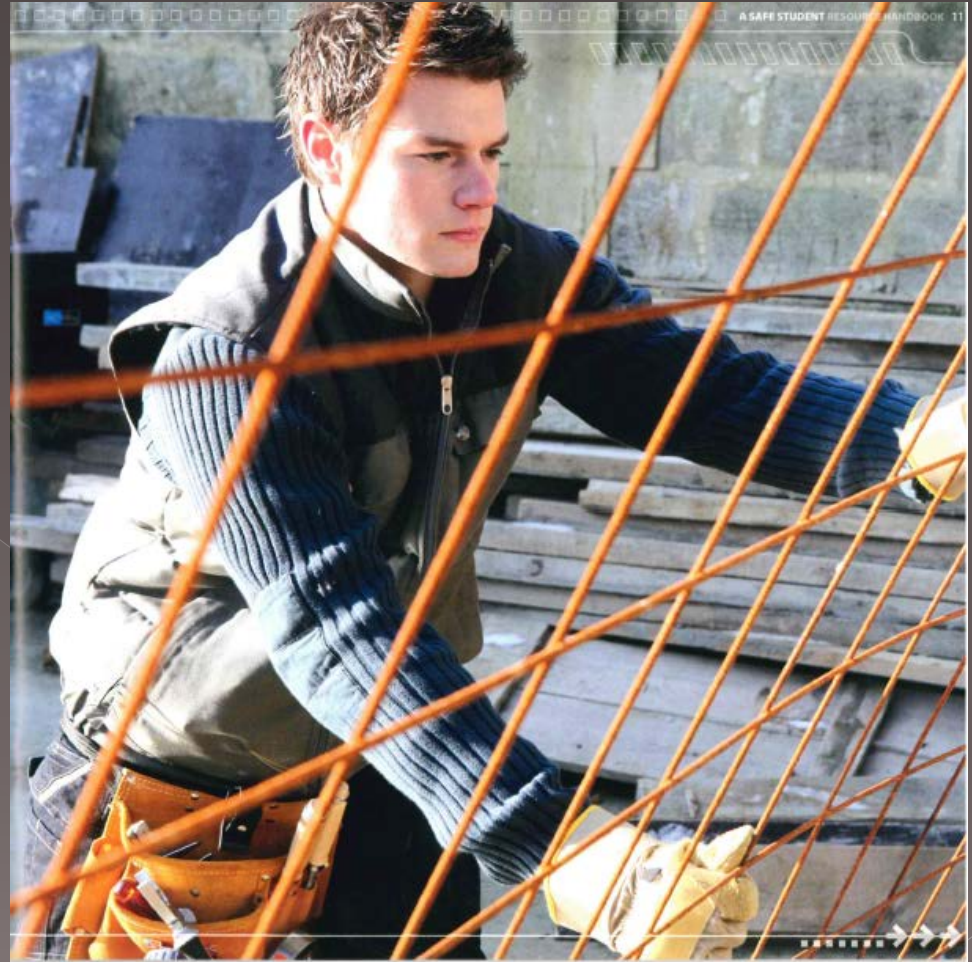
A Safe Work  
Resource  
Handbook



# Introduction

This presentation is adapted from information from Safe Work and the Workers Compensation Board of Manitoba and will cover the following:

- Hazards
- WHMIS
- SAFE Work
- Workers' Rights
- Laws of Safety
- What Should I Do if I Get Injured
- Other Important Info/  
Questions to Ask
- Quiz of Material



**Most workplace injuries occur within the first year of work.**



# I. Hazards

Every workplace has hazards, but not all workplace hazards are obvious.

Be aware of:

## Physical Hazards

- Slips and falls
- Electricity
- Noise
- Heat and Cold
- Radiation
- Exposed Machinery

## Biological Hazards

- Unclean Surfaces
- Blood and Bodily Fluids
- Mold, Fungus, Mildew
- Bacteria and Viruses
- Plants (poison ivy)
- Insect and Animal bites

## Chemical Hazards

- Liquids (office supplies, cleaning products, paints, acids)
- Vapours and fumes
- Gases (oxygen, acetylene, propane, carbon monoxide)
- Flammable, combustible, and explosive materials

Hand washing properly is the most effective way to prevent the spread of infection. Soap and warm water for at least 15 seconds.

## Ergonomic/ Musculoskeletal Injury Hazards

*(Injuries occurring as a result of the workplace conditions combined with job demands and worker capabilities)*

- Lighting
- Workstation Layout
- Computer use
- Lifting
- Repetitive Movements
- Awkward Postures/Poor chairs

## Psycho-Social Hazards

- Conflict at work or home
- Harassment (mental, physical, emotional)
- Demanding Schedules
- Confusion about roles and tasks
- Feeling isolated
- Lack of Interest



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



# I. Hazards

- Rolling River School Division Harassment Prevention Policy
- Rolling River School Division Violence Prevention Policy

## Conflicts and Harassment

- Follow proper workplace procedures to report safety and health incidents
- You can and should exercise your rights
- Never feel as though you can't report a complaint. You can't be punished for voicing any reasonable concerns about your physical and mental health and safety
- If being harassed, take action early. Confront harasser if you feel comfortable doing so, or tell your employer
- It is helpful to talk to trusted friends and family about these issues
- Another option is contacting Workplace Safety and Health or the Manitoba Human Rights Commission
- Once your employer is aware of harassment, they are responsible to correct the situation and protect you from further harassment



# I. Hazards

## Working Alone

- Being the only worker in the workplace at any time
- Not directly supervised by an employer or supervisor at any time

## Working in Isolation

- Not having access to immediate assistance in the event of an injury, ill health, or emergency

## What Needs to be Done?

- Employers must provide a plan as well as sufficient training for these situations.
- A plan must be agreed upon and given to each employee working alone.

- Employees under 18 can not work alone between 11:00 pm and 6:00 am.
- Employees under 16 cannot work between the hours of 11:00 pm and 6:00 am and no more than 20 hours/week



Rolling River School Division  
Working Alone Policy



# I. Hazards

## Controlling a Hazard

*(Level of importance coincides with order presented)*

- **Elimination**- Remove from the workplace
- **Engineering Controls**- Modifications to plants, equipment, ventilation systems and processes that reduce the source of exposure
- **Administrative Controls**- Alter the way the work is done, including timing of work, policies and rules, and work practices
- **Personal Protective Equipment**- Equipment worn by individuals to reduce exposure ( Gloves, noise-blocking headphones, safety glasses etc. )



### Another Perspective of Hazard Control

1. At the source (where the hazards comes from)
2. Along the path (where the hazard travels)
3. At the worker





# II. WHMIS (Workplace Hazardous Materials Information System)

WHMIS operates using a three part system.

## The Warning Label

- Posted on containers with chemicals in them, telling you what the hazardous product is (what class) and how to work with it safely.

## Material Safety Data Sheets (MSDS)

- Provide a more info on how to work safely with the chemical (what personal protective equipment to use, first aid steps etc.)
- Your employer should have MSDS available in an accessible location
- Ask where the MSDS are in your workplace

## Training Programs

- Provides training to workers on how to read and understand chemical labels and chemicals' MSDS

If you come across a product without a WHMIS label or MSDS, don't use it and alert your supervisor

## Common WHMIS Symbols



**Class A**  
Compressed gas



**Class B**  
Flammable and combustible material



**Class C**  
Oxidizing material



**Class D1**  
Materials causing immediate and serious toxic effects



**Class D2**  
Material causing other toxic effects



**Class D3**  
Biohazardous infectious material



**Class E**  
Corrosive material



## II. WHMIS



- \* Do you have the right MSDS for the product you are working with?
- \* Is the MSDS up-to-date? (They are supposed to be updated every three years.)
- \* Can the product burn or explode?
- \* Is the chemical product unstable? If so, under what conditions?
- \* What harmful health effects are possible?
- \* Do you need to wear personal protective equipment when handling the product?
- \* Are there special handling precautions?
- \* Do you know what to do in case of a fire, explosion, spill or leak?
- \* Do you know who the first aid person is in your workplace?
- \* Do you know where the emergency response equipment is and how to use it?

Every *Material Safety Data Sheet (MSDS)* includes:

- Product Information
- Hazardous Ingredients
- Product Data (Physical, Fire and Explosion, and Reactivity)
- Toxicological Properties
- Preventative Measures
- Preparation Information





# III. S.A.F.E. Work

## Spot the Hazard

- Training
- Awareness
- Experience

## Assess the Risk

- Am I trained for this?
- Can I get hurt?
- How can this hurt me?

## Find a Safer Way

- ELIMINATE the risk
- REDUCE the risk (changing procedure, more training, personal protective equipment etc.)
- SUBSTITUTE an action, a product, or piece of equipment for something safer

## Everyday

- Use this model all the time.



# IV. Workers' Rights

## The Right to Know

- Workers must know the hazards that are present in the workplace, and how to protect yourself from those hazards. (Safety and health orientations and visible postings in the workplace)

## The Right to Participate

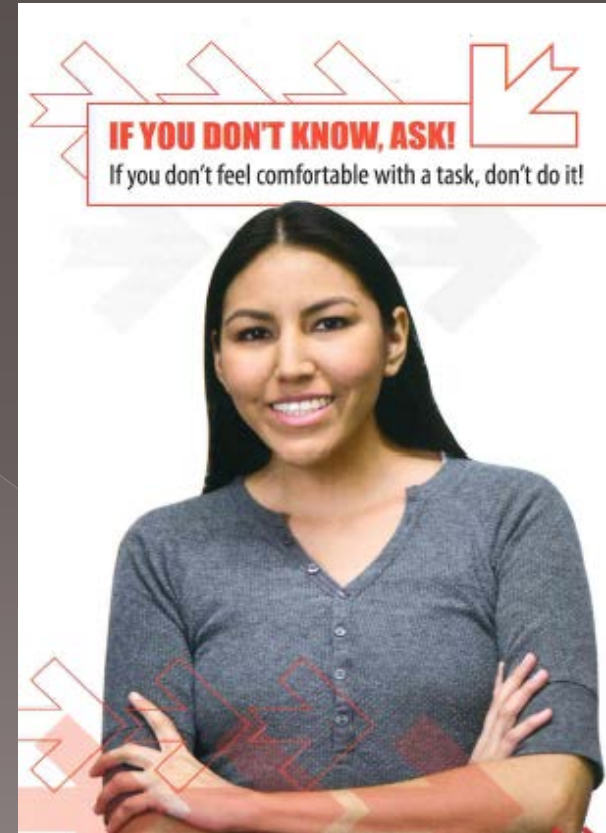
- Workers must be able to participate in safety and health issues and decision making in your workplace. This can occur through the existing of the following:
  - Worker Safety and Health Representative*
    - an elected worker that takes health and safety concerns to management or supervisors
  - Workplace Safety and Health Committee*
    - mandatory in workplace of over 20 employees
    - Made up of workers and management
    - Identify and recommend solutions to workplace health and safety issues

## The Right to Protection

- Communication is Key!
- Listen
- Ask Questions
- Repeat things as you follow
- Someone you can trust should be your "go to" person

## The Right to Refuse Unsafe Work (Follow the steps)

- Report the dangerous condition
- Involve the Safety and Health Committees, Representative or Another Worker
- Contact Workplace Safety and Health



[Rolling River School Division  
Workplace Safety and Health  
Committee Policy](#)

# V. The Laws of Safety

- Workplace Health and Safety Act covers majority of workplaces in Manitoba
- It was created to promote healthy and safe workplaces, to encourage safe and timely return to work in the event of an injury, and provide compensation to workers who are injured on the job
- Based on an ***Internal Responsibility System (IRS)***
  - Shared responsibility of employers and employees to know about safety and health problems

## Enforcement

- If Workplace Safety and Health problems are not resolved within the workplace, the Manitoba Labour, Workplace Safety and Health Branch will become involved to:
  - Inspect any workplace
  - Investigate any potential hazardous situation and work refusal
  - Order compliance with the law

**Remember, the success of the IRS depends on everyone doing their duty!**



# V. The Laws Of Safety

Rolling River School  
Division Workplace Safety  
and Health Policy

## Specific Legal Duties

### Employers

- Develop a training program to carry out the health and safety policy
- Provide and maintain a safe workplace
- Train workers to perform their duties safely, including use of equipment
- Protect workers from dangerous situations
- Identify potential hazards and provide training to work with them
- Comply with the Workplace Health and Safety Act and all Regulations
- Provide competent supervision

### Supervisors

- Tell workers what safety and health risks they may encounter in their jobs and how to protect themselves
- Train workers how to work safely
- Make sure workers follow the Workplace Health and Safety Act and Regulations

### 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
- Report any hazard, dangerous situation or violation of the Act or Regulations to your supervisor
- Follow the Workplace Safety and Health Act and all Regulations





# VI. What Should I Do if I Get Injured?

## *If you get hurt...*

- Tell your supervisor ASAP
- Get healthcare attention ASAP. Inform the healthcare professional you were injured at work
- Support staff, report the injury to the Workers Compensation Board (WCB) by calling (204) 954-4100 or toll-free 1-800-362-3340 ASAP.
  - Note: Teachers in Manitoba are not covered by WCB
- Keep your employer up to date on your progress.
- Follow the healthcare professional's treatment plan.

## *Why?*

- Reporting an injury can help your employer make changes to prevent further injuries
- You will get compensated for the time you miss work to recover
- WCB will pay benefits you may need, including medical costs

Rolling River School  
Division Workplace  
Accidents Policy

More information on the Workers  
Compensation Act can be found at  
[www.wcb.mb.ca](http://www.wcb.mb.ca).



# VIII. Other Stuff You Should Know

## Get the right info! Ask the right questions!

- What are the hazards of my job?
- What are the company's safety and health rules?
- When will I receive training in job safety and WHMIS?
- Who do I talk to about safety and health in my workplace? Is there a safety and health committee or a worker representative?
- Do I need to wear safety gear and when will I be shown how to use it?
- When will I be trained in emergency procedures?
- Where is emergency equipment located?
- What do I do if I get hurt? Who is the first aid person?
- What are my safety and health responsibilities?



# Quiz!

1. What are three questions you should ask about safety before you start a job?

- What are the hazards of my job?
- What are the company's safety and health rules?
- When will I receive training in job safety and WHMIS?
- Who do I talk to about safety and health in my workplace? Is there a safety and health committee or a worker representative?
- Do I need to wear safety gear and when will I be shown how to use it?
- When will I be trained in emergency procedures?
- Where is emergency equipment located?
- What do I do if I get hurt? Who is the first aid person?
- What are my safety and health responsibilities?

2. What does the S.A.F.E. Acronym stand for?

- S- Spot the Hazard
- A- Assess the Risk
- F- Find a Safer Way
- E- Everyday



# Quiz!

3. What are the three ways to find a safer way to control a hazard?
  - ELIMINATE the risk
  - REDUCE the risk (changing procedure, more training, personal protective equipment etc.)
  - SUBSTITUTE an action, a product, or piece of equipment for something safer
4. What is the purpose of the *Workplace Health and Safety Act*?
  - To protect worker safety and health in the workplace
5. What is the Internal Responsibility System?
  - Shared responsibility of employers and employees to know about safety and health problems



# Quiz!

6. Name three of the legal duties of employers.

- Develop a training program to carry out the health and safety policy
- Provide and maintain a safe workplace
- Train workers to perform their duties safely, including use of equipment
- Protect workers from dangerous situations
- Identify potential hazards and provide training to work with them
- Comply with the Workplace Health and Safety Act and all Regulations
- Provide competent supervision

7. Why was The Workers Compensation Act created?

- In order to promote healthy and safe workplaces, to encourage safe and timely return to work in the event of an injury, and provide compensation to workers who are injured on the job

8. What are the powers and duties of Workplace Safety and Health Officers?

- Inspect any workplace
- Investigate any potential hazardous situation and work refusal
- Order compliance with the law

# Quiz!

9. Name the five different types of hazards.

- Physical
- Biological
- Chemical
- Ergonomic/Musculoskeletal
- Psycho-social

10. What is the difference between “working alone” and “working in isolation”?

- Working Alone
  - › Being the only worker in the workplace at any time
  - › Not directly supervised by an employer or supervisor at any time
- Working in Isolation
  - › Not having access to immediate assistance in the event of an injury, ill health, or emergency

# Quiz!

11. Name the basic rights of workers.

- The Right to Know
- The Right to Participate
- The Right to Protection
- The Right to Refuse Unsafe Work

12. What does WHMIS stand for?

- Workplace Hazardous Materials Information System

13. Name the three parts of the WHMIS system.

- Labels
- MSDS
- Training

# Quiz!

14. When you are injured at work, what are the first three steps you should take?

- Tell your supervisor ASAP
- Get healthcare attention, and tell the healthcare professional you were injured at work
- Report the injury to WCB

15. Why is it so important for you to report all injuries to your supervisor and the Workers Compensation Board of Manitoba?

- Reporting an injury can help your employer make changes to prevent further injuries
- You will get compensated for the time you miss work to recover
- WCB will pay benefits you may need, including medical costs





# SAFE WORK

**S  
A  
F  
E**  
SPOT THE HAZARD  
ASSESS THE RISK  
FIND A SAFER WAY  
EVERYDAY

**WCB**  
Workers Compensation  
Board of Manitoba

**Manitoba**

