



student resource book

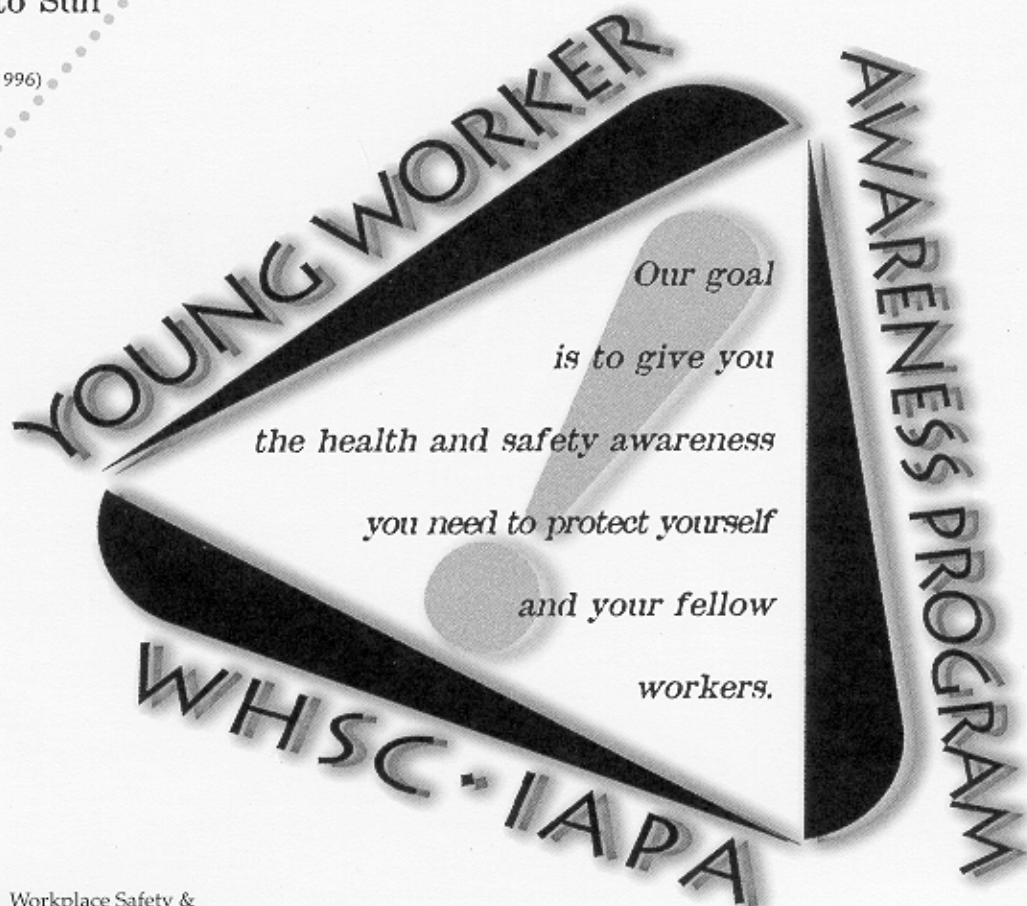


acknowledgements

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CSPAAT

Commission de la sécurité
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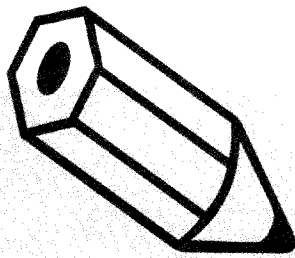
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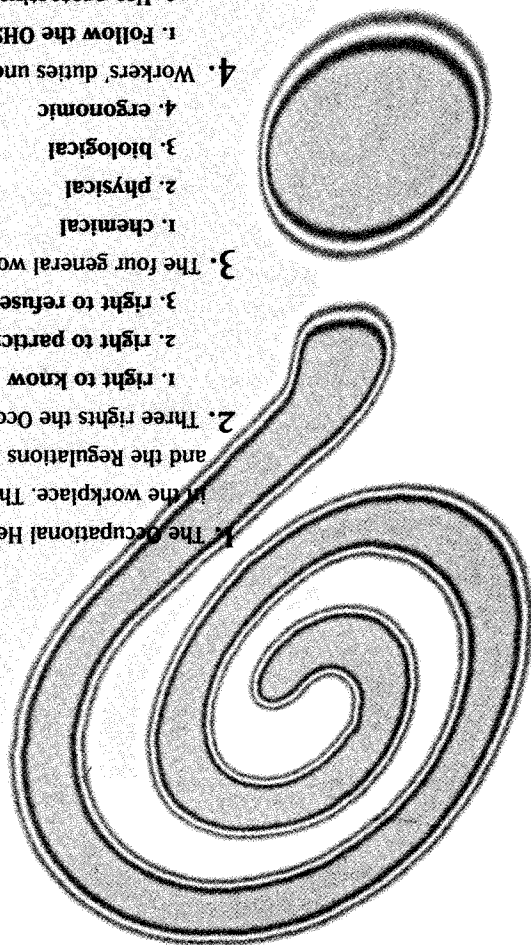
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Quiz Answers

(See Quiz on page 32)

1. The Occupational Health and Safety Act gives **general** requirements for minimal health and safety standards in the workplace. The Regulations give very **specific** requirements for particular types of work. Both the Act and the Regulations are administered by the Ontario Ministry of **Labour**.
2. Three rights the Occupational Health and Safety Act gives workers are:
 1. right to know
 2. right to participate
 3. right to refuse unsafe work
3. The four general workplace hazard categories are:
 1. chemical
 2. physical
 3. biological
 4. ergonomic
4. Workers' duties under the Occupational Health and Safety Act.
 1. Follow the OSHA and Regulations that apply to your job.
 2. Use protective equipment and clothing that are required by your employer.
 3. Report hazardous situations or violations of the Act or Regulations to your supervisor.
 4. Conduct yourself safely.
5. Employers' duties under the Occupational Health and Safety Act.
 1. Have a written occupational health and safety policy posted in the workplace.
 2. Have a health and safety program to carry out the intent of the policy.
 3. Give health and safety information to joint health and safety committees.
 4. Make sure everyone follows the Act and Regulations that apply to the workplace.
 5. Make sure workers are trained to work safely.
 6. Make sure protective equipment and clothing are used.
 7. Make sure there is a competent person supervising workers.
 8. Do everything possible in the circumstances to protect workers.
6. Three parts of the Workplace Hazardous Material Information System, or WHMIS regulation
 1. labels
 2. material safety data sheets (MSDS),
 3. training
7. The Occupational Health and Safety Act is based on the IRS, which stands for **internal responsibility system**.
 8. It is important for you to report all injuries because if the Workplace Safety and Insurance Board doesn't have a record, you will not be able to receive insured benefits if you are unable to work because of the injury or illness.
 9. Some types of physical hazards you might find in your workplace:
 1. electricity
 2. noise
 3. heat
 4. cold
 5. radiation
 6. moving machinery parts
 7. vibration



Like MOST young people,

you probably plan to work part-time, after school or during the summer. Maybe you have a co-op placement, or plan to start a full-time job soon. Most injuries among new workers happen within the first year of work. In 1994, more than 18,000 workers aged 15-24 years old were reported injured while on the job in Ontario and seven young workers were killed (see page 27). In 1993, more than 100 young workers lost an eye, an arm, or a leg.

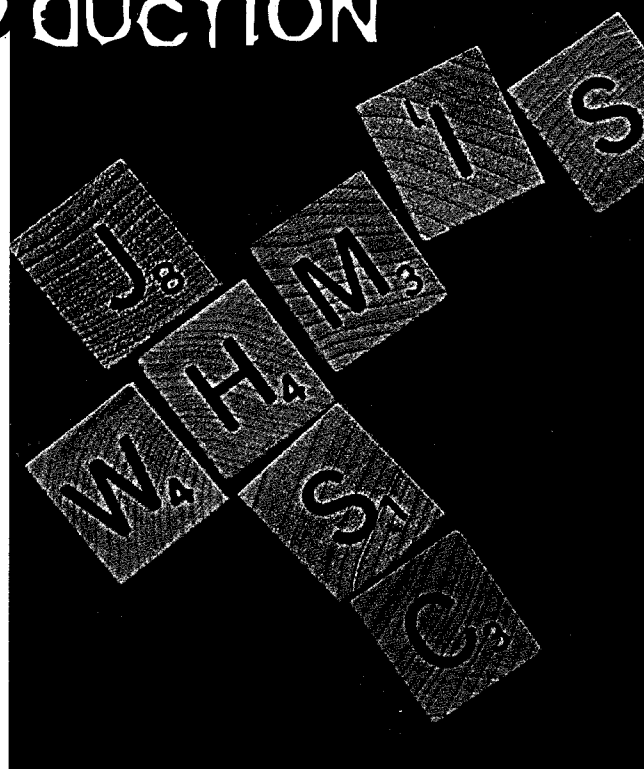
These alarming figures really don't tell the whole story. All workplace injuries that stop you from earning a full day's wage, or that require medical attention, are supposed to be reported to the Workplace Safety and Insurance Board (WSIB) by the employer within three days, and by the worker within 6 months. But not all of them are. Sometimes, an injury isn't reported to the WSIB because the worker doesn't tell his or her supervisor about it as soon as it happens or doesn't report it themselves to the WSIB. Here are a few reasons why a young worker may not want to report an injury.

- ⊙ The employer might be a family friend and might be insulted if you report an injury.
- ⊙ You might be afraid the boss will think you can't do the job properly if the injury is reported.
- ⊙ You may think the injury is not significant.
- ⊙ You may be concerned about what your co-workers will think.

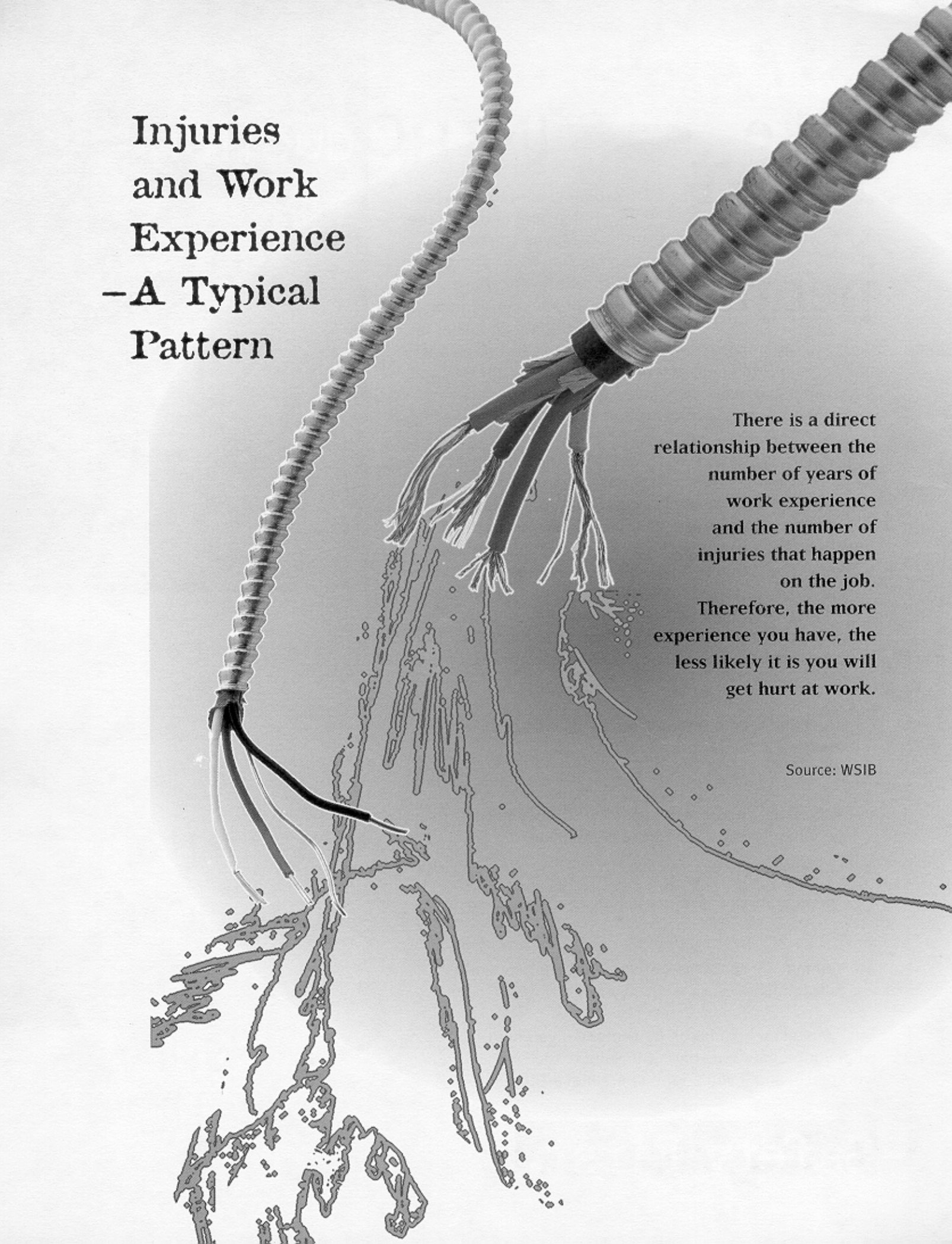
Such mistaken beliefs can be avoided if you learn what your legal rights and duties are in the workplace, and if you adopt a personal attitude of

Safety First.

INTROduction



ALL
ACCIDENTS
ARE
PREVENTABLE.
YOU DON'T
HAVE TO BE
AN INJURY
STATISTIC!



Injuries and Work Experience —A Typical Pattern

There is a direct relationship between the number of years of work experience and the number of injuries that happen on the job.

Therefore, the more experience you have, the less likely it is you will get hurt at work.

Source: WSIB

We hope that after reading this resource book, you will feel confident enough to ask the right questions about health and safety on the job (see Page 28 for Questions to Ask During a Job Interview).

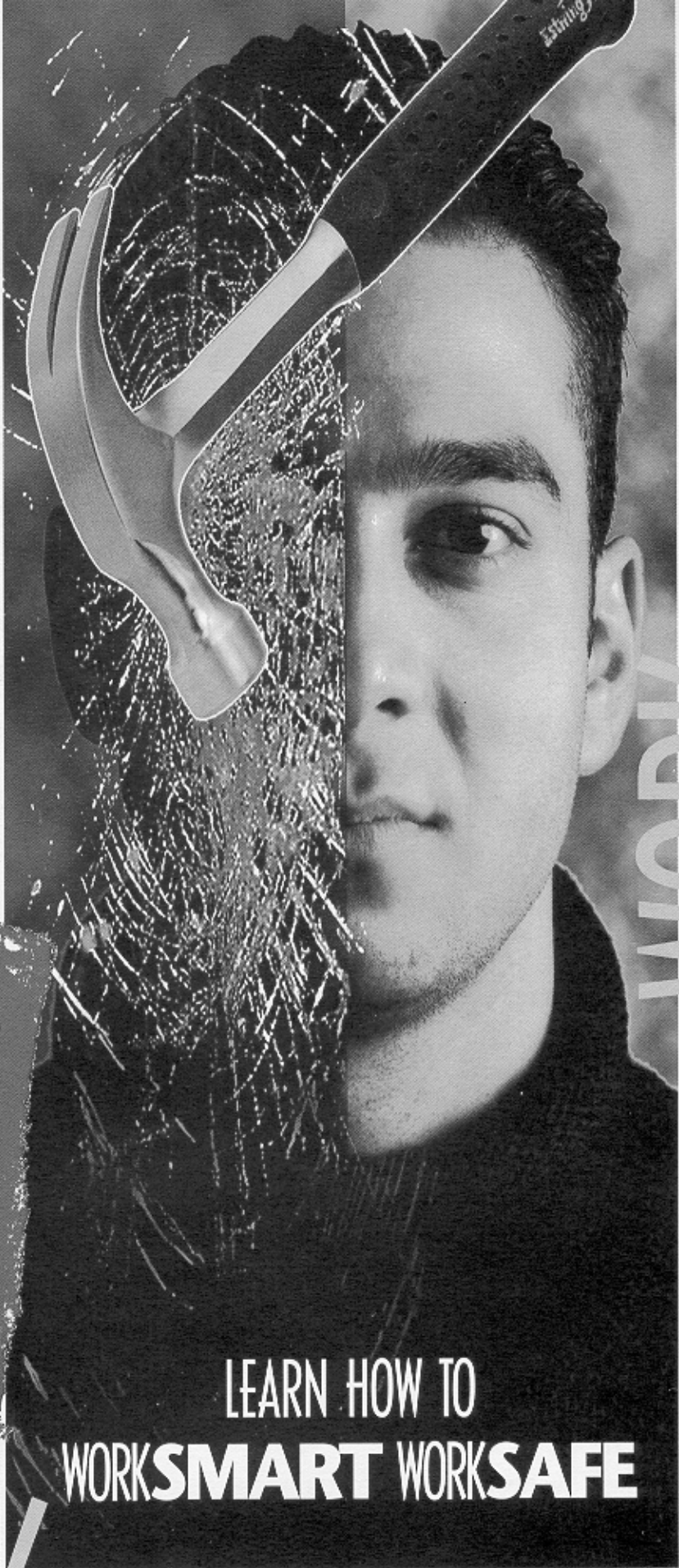
The answers to your questions, and company policies and standard operating procedures, will give you a good idea of the importance an employer puts on health and safety in the workplace.

- ▶ There is a direct relationship between job experience and injuries.
- ▶ Thousands of young workers get hurt each year.
- ▶ Over 50 every day of the year!
- ▶ That is, over two an hour ... every day!

LEARN HOW TO
WORKSMART WORKSAFE

WORKSMART

WORKSAFE



LIST OF ACRONYMS

CCOHS
Canadian Centre for Occupational Health and Safety

DSR
Designated Substance Regulation

IAPA
Industrial Accident Prevention Association

IRS
Internal Responsibility System

JHSC
Joint Health and Safety Committee

MOL
Ministry of Labour

MSDS
Material Safety Data Sheet

OHSA
Occupational Health and Safety Act

PPE
Personal Protective Equipment

RAC
Recognize, Assess, and Control hazards in the workplace

RSI
Repetitive Strain Injury

WSIB
Workplace Safety and Insurance Board

WHMIS
Workplace Hazardous Materials Information System

WHSC
Workers Health and Safety Centre



WHAT DOES THIS MEAN



answers on page 16

Recognize, Assess, Control. **RAC**



The health and safety rules in your workplace are based on the principle of **Recognize, Assess, and Control (RAC) hazards.**

- ⊙ **Recognize hazards in the workplace. Hazards are not always obvious. You need training, awareness, and experience to recognize them. If you don't know, ask. Don't learn the hard way!**
- ⊙ **Assess the risk potential of hazards. This may involve measurement of conditions in the workplace.**
- ⊙ **Control the hazards using the principles of elimination, reduction or substitution.**

As a new worker, you may work in a store or in a fast food restaurant. You might work in construction, building houses, or on an assembly line in a factory, or maybe as a keyboard operator in an office. Each of these jobs and the many others available to students have their own particular hazards. It is important to know what these hazards are, and to know what your rights and duties are when you meet them.

Some hazards can cause an immediate injury. For instance, you could slip and fall on a wet or greasy floor, or be burned by a hot grill. You could get splashed by a chemical, such as sulphuric acid or ammonia, and get a burn. A fire or an explosion can cause serious injuries or death. Burns, cuts, muscle strains, and broken bones are acute injuries you can feel as soon as the accident happens.

Other hazards can cause you to become sick or injured over a period of time. For instance, if you work with certain hazardous chemicals, the damage that happens in your body may not be noticed right away. Or, you could injure yourself doing jobs like lifting boxes, stocking shelves, or repeating actions over and over like scanning items at a checkout counter. These chronic injuries sometimes are not noticed for years.

Hazard types and the risks associated with them vary depending on the kind of work you do.

TOP 5 CAUSES OF INJURY TO YOUNG WORKERS

1. Slips and Falls
2. Over-exertion
3. Struck by, or against, an object
4. Bodily reaction (toxic effects from chemicals)
5. Burns

Source: WSIB

TYPES OF HAZARDS

Type	Examples
Chemical	<ul style="list-style-type: none"> • LIQUIDS (E.g. OFFICE SUPPLIES, CLEANING PRODUCTS, PAINTS, ACIDS) • VAPOURS AND FUMES (E.g. WELDING FUMES, TOLUENE) • GASES (E.g. OXYGEN, ACETYLENE, PROPANE, CARBON MONOXIDE) • FLAMMABLE, COMBUSTIBLE, AND EXPLOSIVE MATERIALS
Physical	<ul style="list-style-type: none"> • ELECTRICITY • NOISE & VIBRATION • HEAT & COLD • DUST & FIBRES • RADIATION • EXPOSED MOVING MACHINERY PARTS
Biological	<ul style="list-style-type: none"> • UNCLEAN RESTROOMS • IMPROPERLY STORED MEDICAL WASTE • MOLD, FUNGUS, AND MILDEW • BACTERIA & VIRUSES • PLANTS (E.g. POISON IVY) • INSECT STINGS • ANIMAL BITES
Ergonomic	<ul style="list-style-type: none"> • LIGHTING • WORKSTATION LAYOUT • VIDEO DISPLAY TERMINALS • WORK SURFACES <ul style="list-style-type: none"> • CHAIRS • COLOUR • LIFTING • REPETITIVE MOVEMENTS • POSTURE • SHIFT WORK

(THE EFFECT OF THE WORKPLACE AND JOB DESIGN ON THE WORKER)

5 MOST COMMON INJURIES TO YOUNG WORKERS

1. Sprains and strains (including back injuries)
2. Soft tissue injuries (cuts, punctures, bruises)
3. Bone fractures
4. Inflammation of joints
5. Burns or scalds

Source: WSIB

REMEMBER
WORK SMART
WORK SAFE!

THE LAW

SOME work-places

such as Canada Post, are covered by federal health and safety laws under the Canada Labour Code, Part II (see Page 29 for a List of Federal Workplaces). In most other workplaces, Ontario's Occupational Health and Safety Act (the Act) is the law that must be followed.

Both the Canada Labour Code, Part II and the Act were created to make all workplaces safe. For the sake of simplicity, most references to the law in this resource book are to this provincial Act. If you work in a federal workplace, the Canada Labour Code, Part II, applies rules that are very similar.

The other important law that affects occupational health and safety is the Workplace Safety and Insurance Act. This Act was created to promote healthy, safe workplaces, encourage safe, timely return to work and to provide insured benefits to workers who get injured on the job.

In addition to the health and safety laws, every workplace should have its own safety policy, procedures, and safe operating practices. These, too, are there for your safety. It's everyone's responsibility to follow both the legal rules and the rules of their workplace.



OCCUPATIONAL HEALTH AND SAFETY ACT

(THE ACT)

tells you the minimum requirements for health and safety in most workplaces in Ontario. The purpose of The Act is to protect workers from health and safety hazards on the job. The requirements of The Act are general in nature.

The Act has Regulations for particular types of work, such as Industrial, Construction, Mining, and Health Care. The Regulations (listed on page 11) tell you how to work safely with specific workplace hazards. As a new worker, you should be aware of any Regulation that applies to the work you do.

The Act describes the Rights and Duties of all workplace parties - the owner, the employer, supervisors, and workers. It is built on the principle of internal responsibility (see Internal Responsibility System on page 10). Everyone must follow the Act and its Regulations.

REMEMBER
WORK SAFELY
WORK SAFE!

Did you KNOW?

These jobs are **not covered** by the Occupational Health and Safety Act:

- © FARM WORKERS
- © DOMESTIC SERVANTS
- © FEDERAL WORKERS

(see Page 29 for List of Federal Workplaces)

REMEMBER ...
YOU'RE NOT ALONE. YOU HAVE
THE RIGHT AND THE
RESPONSIBILITY TO ASK
QUESTIONS AND TO GET THE
ANSWERS. STAY SAFE, HEALTHY,
AND ALIVE ON THE JOB!

INTERNAL RESPONSIBILITY SYSTEM

The Act

applies an Internal Responsibility System (IRS) of shared responsibility for knowing what health and safety 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 Ministry of Labour Inspector to look after health and safety problems - they do it on their own! A principle way of doing this is through a Joint Health and Safety Committee (JHSC). After all, the people who do the work are most likely to know about the machines, processes, materials and people in a workplace.

The idea

behind the IRS is that when it's your life and your health that are at stake, you're likely to want to do all you can to keep your workplace as safe and healthy as possible.

The IRS

is about the direct responsibility you have according to your job in the workplace. Workers, supervisors, and employers all have specific duties set out in the Act. The success of the IRS depends on everyone doing their duty.

In any workplace,

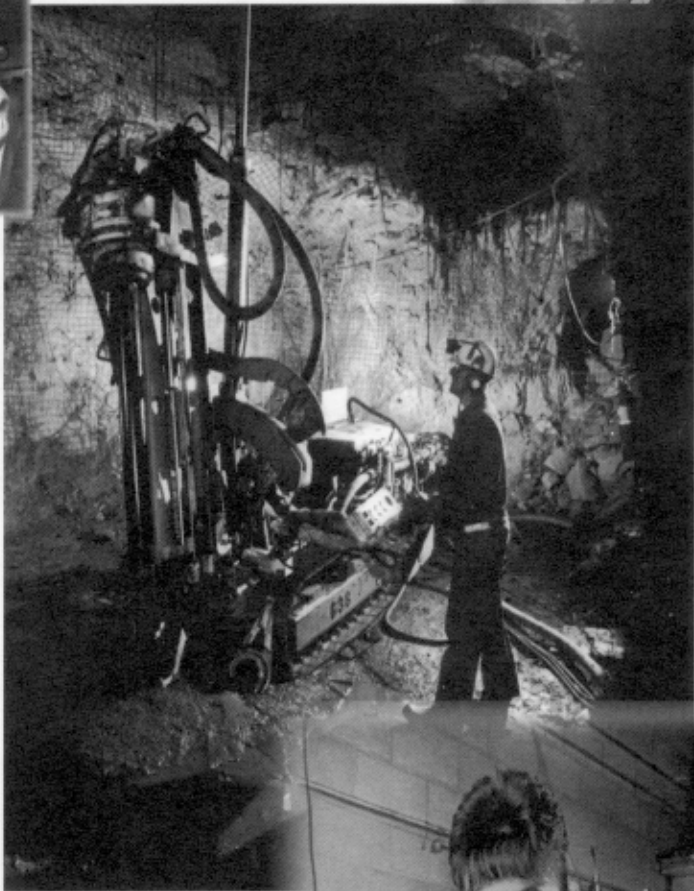
the duties of workers, supervisors and employers overlap. The goal of everyone in a workplace should be the protection of life and health.

WORK SMART-V

REGULATIONS UNDER THE ACT

The Act outlines general legal requirements for workplace health and safety. But, there are a number of Regulations created by the Act that give very specific rules about how to work safely in a particular type of workplace. You must know which of the Regulations listed below applies to your workplace.

- INDUSTRIAL
- CONSTRUCTION
- MINES
- DIVING
- FIREFIGHTERS
- HEALTH CARE & RESIDENTIAL
- OIL & GAS OFFSHORE
- TEACHERS
- WINDOW CLEANING
- UNIVERSITY ACADEMICS & TEACHING ASSISTANTS
- ROLL-OVER PROTECTIVE DEVICES
- DESIGNATED SUBSTANCES
- CONTROL OF EXPOSURE TO BIOLOGICAL OR CHEMICAL AGENTS
- WHMIS
- X-RAY SAFETY



WORK SAFE

DESIGNATED SUBSTANCE REGULATIONS (DSR)

There are eleven hazardous materials that are called "DESIGNATED SUBSTANCES" * by the Ontario Ministry of Labour (MOL). Each of the designated substances has its own Regulation under the Act (asbestos has two Regulations). The Regulations were set up to legally control the exposure of workers to a substance.



DEF'i•ni'shun

DESIGNATED SUBSTANCE

An extremely hazardous substance with its own strict rules (Regulation) governing its use.

ENFORCEMENT

ENFORCEMENT

If the Internal Responsibility System doesn't solve health and safety problems in the workplace, or if the Act and Regulations are not being followed, the MOL will enforce both provincial and federal laws.

MOL Inspectors have the power to:

- Ⓞ inspect any workplace;
- Ⓞ investigate any potential hazardous situation and work refusal;
- Ⓞ order compliance with the law (e.g. the Act or Regulations); and,
- Ⓞ start legal action.

EVERYONE IN THE WORKPLACE MUST HELP MOL INSPECTORS AND COOPERATE WITH THEM

PENALTIES UNDER THE ACT

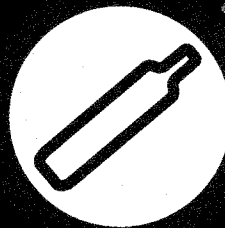
- Ⓞ any person in a workplace who does not follow the Act can be fined up to \$25,000 or be jailed for up to one year, or both. Those convicted are personally responsible for any fines. They are not paid by the company.
- Ⓞ a company can be fined up to \$500,000 for not following the Act.

WHAT DOES THIS MEAN



answers on page 16

WHAT DOES THIS MEAN



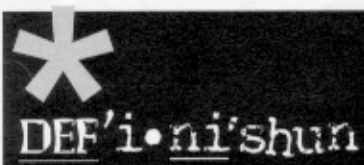
answers on page 16

DON'T LET THIS HAPPEN TO YOU!



A young man was hired as a part-time tractor trailer inspector. Each evening he went to the trailer yard and let himself in with his own key. He then climbed onto the trailer, opened the hatch, and lowered himself into the trailer. Once inside, he walked the length of the trailer stepping on either side of the draining trough in the bottom, checking for sludge or cracks. When finished, he would pull himself out, tag the trailer and go on to the next one. What he may not have known was that he was entering a **CONFINED SPACE**. *

WHAT DOES THIS MEAN



CONFINED SPACE

Any enclosed area with only one entrance, and/or where hazardous vapour, dust or fumes may accumulate, and/or where oxygen may be deficient.

WORKERS' Legal Rights

The Act gives the minimum requirements to protect everyone from health and safety hazards on the job. It is built around the IRS, where everyone works together to keep the workplace safe. The Act gives workers three rights:

Right to Know

You have the right to know. Your employer must inform you of any known hazards in your workplace, and provide training so you can work safely. The WHMIS Regulation is one important part of your Right to Know. It gives you the information you need to work safely with materials used in your workplace (see WHMIS on Page 16).

Right to Participate

You have the right to participate in health and safety issues in your workplace. You can be a member of a Joint Health and Safety Committee in your workplace where there are 20 or more regularly employed workers (see Right to Participate on Page 18). If there are between 6 and 19 regularly employed workers, you can be a health and safety representative.

Right to Refuse Unsafe Work

You have the right to refuse work that you believe is dangerous to your health or safety, or the health or safety of another worker (see Right to Refuse Unsafe Work on Page 19).

rights
RIGHTS

Right to KNOW

Each OF THE FOLLOWING hazards is identified by a SYMBOL ON a WHMIS WARNING LABEL.

YOU SHOULD LEARN THESE SYMBOLS AND LOOK FOR THEM WHEN YOU ARE WORKING WITH HAZARDOUS MATERIALS.

If you work with chemicals, you need to know how to WORK SMART-WORK SAFE! The Workplace Hazardous Materials Information System (WHMIS) is one important part of the Right to Know. Before you use a chemical, you have the Right to Know what's in it, how it can hurt you, and how to protect yourself. WHMIS gives you this information.

Ontario has a WHMIS Regulation that has three parts:

- ⊙ a **warning LABEL** that tells you what class a hazardous product is in and how to work safely with it;
- ⊙ a **MATERIAL SAFETY DATA SHEET (MSDS)** that gives you more detailed information about how to work safely with the hazardous chemical; and,
- ⊙ a **TRAINING program** that teaches you know how to read and understand the Labels and MSDS.

Under the Ontario WHMIS Regulation, an employer can't use or store a hazardous material in a workplace unless it has a WHMIS Label and an MSDS, and unless all workers have been trained to work safely with the product.

WHAT'S IN THIS STUFF?



Class A
- compressed gas



Class B
- flammable and combustible material



Class C
- oxidizing material



Class D1
- poisonous and infectious material: materials causing immediate and serious toxic effects



Class D2
- poisonous and infectious material: material causing other toxic effects



Class D3
- poisonous and infectious material: biohazardous infectious material



Class E
- corrosive material



Class F
- dangerously reactive material

Not all products have WHMIS warning labels. You should always always read the information on the label of any product before you use it, and even before you buy it. If a product doesn't have a label, don't use it !!

WORK SMART-WORK SAFE!

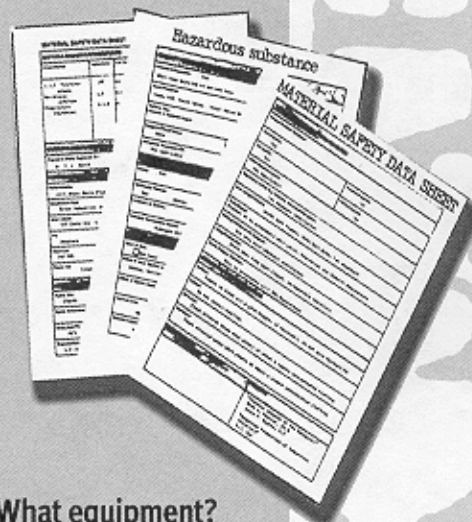
Material Safety Data SHEET

Employers must keep Material Safety Data Sheets (MSDS) of all hazardous products, used in the workplace, in a place where workers can find them and read them.

An MSDS tells you about the hazards of a product, how to use it safely, and what to do if there is an emergency.

Here are some important questions to ask yourself when you read an MSDS.

- **Do you have the right MSDS for the product you're 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?**
- **Is the chemical product reactive with other chemicals? Which ones?**
- **What harmful health effects are possible?**
- **Do you need to wear protective equipment when handling the product? What equipment?**
- **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?**



You should know the answers to all these questions. Your supervisor should show you how to use the product safely. Never begin to work with a hazardous product until all of the questions suggested here, and any others you can think of, have been answered in a way that you understand.

REMEMBER, it's YOUR PERSONAL RESPONSIBILITY TO ASK QUESTIONS AND GET ANSWERS THAT YOU UNDERSTAND. REMEMBER ... it's YOUR LIFE.

WORK SMART

WORK SMART-

Right to participate

JOINT HEALTH AND SAFETY COMMITTEE WORKER HEALTH AND SAFETY REPRESENTATIVE

THE Act gives you the Right to Participate in health and safety decision-making in a workplace through a Joint Health and Safety Committee (JHSC) or a worker Health and Safety Representative.

Virtually all workplaces with twenty or more regularly employed workers must have a JHSC made up of management and worker members. They work together to identify and recommend solutions to health and safety problems. They are required to inspect the workplace monthly (see Page 30 for a Sample Health and Safety Inspection Checklist). The main purpose of a JHSC is to make sure that all health and safety concerns are brought into the open, and kept there until they are resolved.

At least half of the JHSC members must be workers who are chosen by other workers or, where there is one, by the trade union. The employer selects management members.

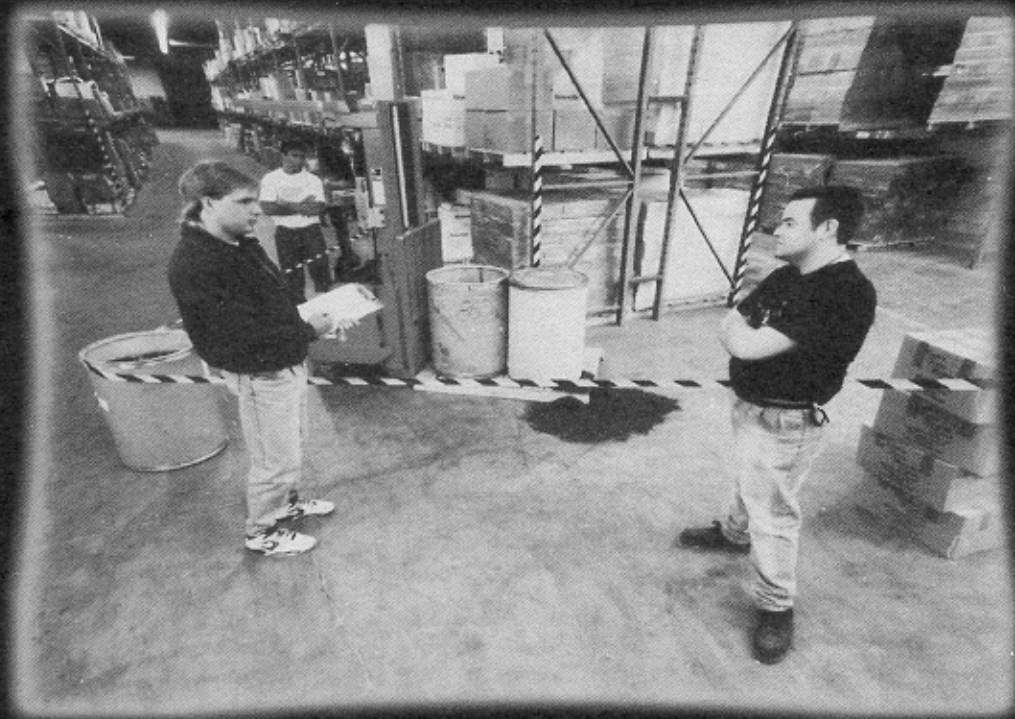
In workplaces where there are between 6 and 19 regularly employed workers, a JHSC is not usually required under the Act. Instead, a Health and Safety Representative is required. This Representative is chosen by workers, and deals with health and safety problems in the workplace in much the same way as a JHSC.

For all health and safety concerns, talk to your supervisor and your worker Health and Safety Representative or members of your JHSC. Ask questions, and keep asking them until you get answers you can understand.



RIGHT TO PARTICIPATE

Right to REFUSE UNSAFE WORK



In most work situations, unsafe conditions or health and safety concerns can be solved by talking to your supervisor. It is up to you to tell your supervisor your concerns about unsafe work. Then, it's the supervisor's responsibility to correct the problem.

However, there are times when health or safety problems are not solved without some official action. You have the legal Right to Refuse work if:

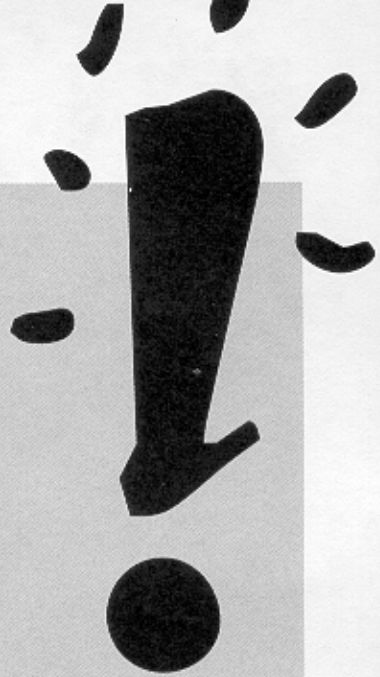
- **you believe the work is unsafe, either for you or for a co-worker; or,**
- **there are reasonable grounds for you to believe the work is unsafe.**

There are steps for refusing unsafe work set out in the Act. The steps must be strictly followed. When the right steps have been followed, your boss cannot punish you for refusing to do unsafe work (see Page 31 for details on Unsafe Work Refusal: Legal Procedure).

However, if a work refusal is made in bad faith, or if you keep refusing to do a job after an MOL Inspector says the work is safe, the employer can punish you. If this happens, and you think your employer was unfair, you can talk to someone at the MOL.

Talk to your Joint Health and Safety Committee member or worker Health and Safety Representative if you have questions about unsafe work refusals.

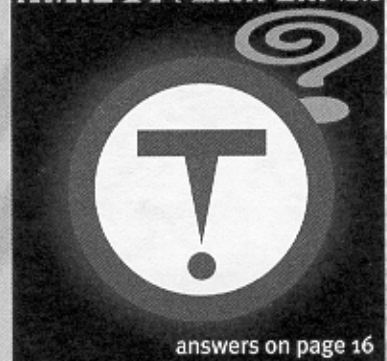
Did YOU HEAR ABOUT...



A young woman working at a health club noticed that the liquid she used to wash down the handball court had a WHMIS symbol. She realized that this might account for the headaches she suffered while doing this job, and more recently, for feeling nauseous. When she asked the manager, he located the MSDS. It stated that the liquid should be diluted with water and used only in well ventilated areas.

Rubber gloves and a respirator were required because the chemical could be absorbed through breathing passages and skin. The effects of the chemical were nausea, headaches, convulsions and death. They decided to use a less toxic substance.

WHAT DOES THIS MEAN



EMPLOYER'S IMPORTANT

LEGAL DUTIES

Legal duties

- Post the following, where all workers can see them:
 - Employer's health and safety policy (reviewed annually)
 - The Act and Excerpts Poster (or Canada Labour Code, Part II if in a federal workplace)
 - Joint Health and Safety Committee (JHSC) Minutes (if there is a JHSC)
 - Names and work locations of JHSC members, or worker Health & Safety Representative
 - Injury reports and "In Case of Injury" poster from WSIB
 - Monthly health and safety inspection reports
 - MOL orders for the workplace, if any have been issued
- Develop a training program to carry out the health and safety policy.
- Provide and maintain a safe workplace, including equipment and protective devices.
- Train workers to use equipment properly, and make sure they do use it safely.
- Protect workers from dangerous situations.
- Tell workers about any known hazard, and provide training to work safely with the hazard.
- Comply with the Act and Regulations (e.g. see WHMIS on Page 16)

TAKE EVERY PRECAUTION REASONABLE IN THE CIRCUMSTANCES TO PROTECT WORKERS.



TO MAKE IT
EASIER FOR THE
IRS TO WORK,
THE ACT GIVES
SPECIFIC DUTIES
TO EMPLOYERS,
SUPERVISORS, AND
WORKERS.

SUPERVISOR'S IMPORTANT LEGAL DUTIES

- ✦ Make sure workers follow the Act and Regulations.
- ✦ Make sure workers work safely and use protective equipment.
- ✦ Tell workers about known hazards.
- ✦ Show workers how to work safely!

TAKE EVERY PRECAUTION REASONABLE IN THE CIRCUMSTANCES TO PROTECT WORKERS.

WORKER'S IMPORTANT LEGAL DUTIES

- ✦ Follow the Act and Regulations.
- ✦ Use required protective equipment the way your supervisor shows you how to use it. Don't change it in any way.
- ✦ Report any hazard, dangerous situation, or violation of the Act or Regulation to your supervisor.
- ✦ Use all equipment safely, the way your supervisor shows you.
- ✦ Always work safely! Don't fool around.



PPE



DEF'i•ni'shun

PPE

Personal Protective Equipment used at work. (eg. hard hat, safety boots, respirator, gloves, etc.)

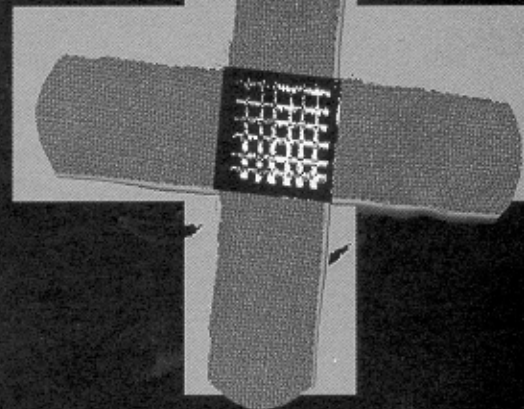
WHAT IF I GET HURT

The First Aid Regulation of the Workers' Compensation Act tells you what to do if you get hurt or sick while you're on the job. All the steps listed below must be followed so the WSIB gets the information it needs as a result of your injury or illness. It is very important that you tell your supervisor about any injury or illness as soon as possible after it happens, and that you file the claim yourself. If you are under the age of 16, a parent or guardian must sign for the release of your functional abilities information.

In all cases of injury or illness you must:

- ⊙ Get first aid treatment right away.
- ⊙ Tell your supervisor about any injury.
- ⊙ Tell your supervisor about any illness or condition that you believe happened because of work.
- ⊙ File a claim with the WSIB.
- ⊙ Choose your own doctor. Once you have chosen, you may not change doctors without the permission of the WSIB.
- ⊙ Fill out and return all WSIB forms right away.
- ⊙ Co-operate in your health care treatment and safe return to work.
- ⊙ Within 10 days, report any changes you may have in any other sources of income, your return to work status, or your medical condition.

first aid



HOW TO REPORT AN INJURY

Form 7:
Filled out by your boss and you, and sent to the WSIB.

Form 8:
Sent to the WSIB by your doctor after examining you.

Form 6:
Sent to you by the WSIB if you do not file the claim on the form 7.

PROTECT YOURSELF 3 WAYS

1. Always report an injury to your boss or supervisor
2. If able, approve and sign the Form 7 or file the claim directly with the WSIB.
3. Let your doctor check your injury or illness.

TOP 5 CRITICAL INJURIES* TO YOUNG WORKERS

1. Broken bones
2. Severe loss of blood
3. Head injuries
4. Amputation
5. Severe burns or scalds

Source: WSIB



David Bakharia lost his arm at work. Had the machine been "locked out," * his injury would have been prevented.

CRITICAL INJURY A severe injury involving the loss of a limb, eye, consciousness, substantial amount of blood; or, burns to major part of the body; or, fracture of arm or leg; or, places life in jeopardy

LOCKOUT Strict procedures for disabling electrical circuits, or steam and hydraulic systems, while repair/maintenance is being done to equipment. Safe lockout involves more than just turning off a switch.



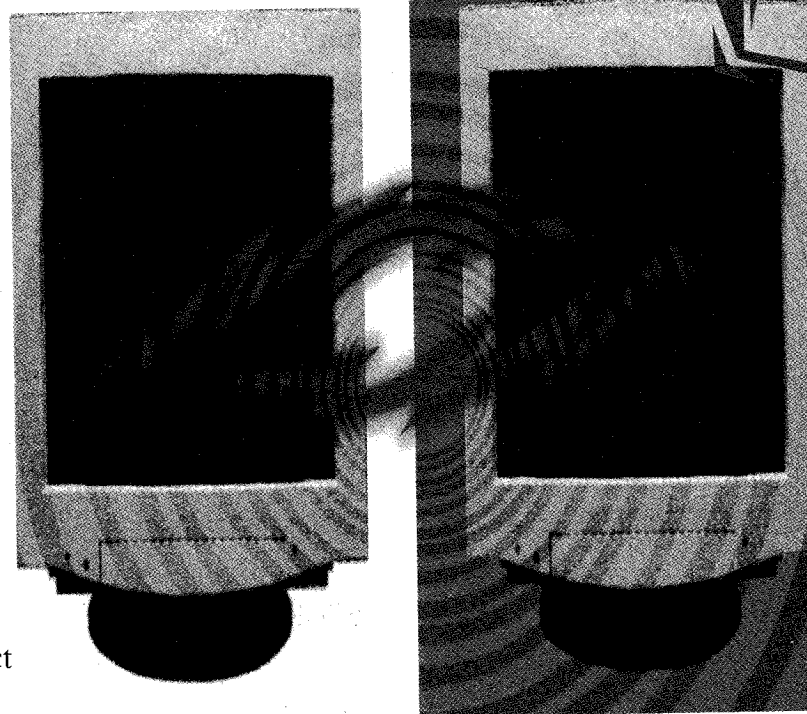
DEF'i•ni'shun

RESOURCES

WHO PROTECTS
YOUR HEALTH AND
SAFETY?

YOU DO!!!

BUT, YOU MAY
NEED HELP, AND
THE FOLLOWING
RESOURCES ARE
AVAILABLE TO
YOU.



Co-op Teacher

- If you are working in a placement as a co-op student, your first contact in class is your teacher.

Supervisor

- If you have a question or concern while you're at work, talk to your supervisor.

Joint Health and Safety Committee or Worker Health and Safety Representative

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

Occupational Health and Safety Professionals

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

Union Health and Safety Officer or Representative

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

Safe Workplace Associations

- If your workplace has fewer than 6 regularly employed workers, there might not be a worker Health & Safety Representative or a JHSC, because the Act doesn't require it. There probably won't be an occupational health and safety professional, either. However, there are other resources you can use to find the information you need.

See Page 26 for a list of some of the organizations that will help you find answers to your health and safety questions.

SAFE
WORK SMART-WORK

SOME HEALTH AND SAFETY ORGANIZATIONS

ORGANIZATION	TELEPHONE/FAX
Canadian Centre for Occupational Health and Safety	☎ 1-800-263-8466 Fax: (905) 572-4500 Internet: http://www.ccohs.ca
Construction Safety Association of Ontario	☎ (416) 674-2726 Fax: (416) 674-8866
Electrical Utilities Safety Association of Ontario	☎ 1-800-263-5024 Fax: (905) 890-9249
Farm Safety Association Incorporated	☎ (519) 823-5600 Fax: (519) 823-8880
Industrial Accident Prevention Association	☎ 1-800-406-IAPA (4272) Fax: 1-800-316-IAPA (4272) Internet: http://www.iapa.on.ca
Municipal Health and Safety Association	☎ (905) 507-1882 Fax: (905) 890-9249
Occupational Health Clinics for Ontario Workers	☎ (416) 778-4394 Fax: (416) 778-6557
(Toronto, Hamilton, Sudbury, Windsor)	
Ontario Ministry of Labour	See the blue pages in the phone book
Toronto Workers Health & Safety Legal Clinic	☎ (416) 971-8832 Fax: (416) 971-8834
Transportation Safety Association of Ontario.....	1-800-263-5016 ☎ (905) 890-2443 Fax: (905) 890-1662
Workplace Safety and Insurance Board	See the blue pages in the phone book
Workers Health & Safety Centre	☎ (416) 441-1939 Fax: (416) 441-1043 Internet: http://www.whsc.on.ca
Education Safety Association of Ontario	☎ (416) 368-3303 Fax: (416) 368-8429
The Health Care Health and Safety Association	☎ (416) 368-3303 Fax: (416) 368-8429
Ontario Forestry Safe Workplace Association	☎ (705) 474-7233 Fax: (705) 472-5800
Mines and Aggregates Safety and Health Association	☎ (705) 474-7233 Fax: (705) 472-5800
Pulp and Paper Safe Workplace Association.....	☎ (705) 474-7233 Fax: (705) 472-5800
Ontarion Service Safety Alliance	☎ (416) 250-2667

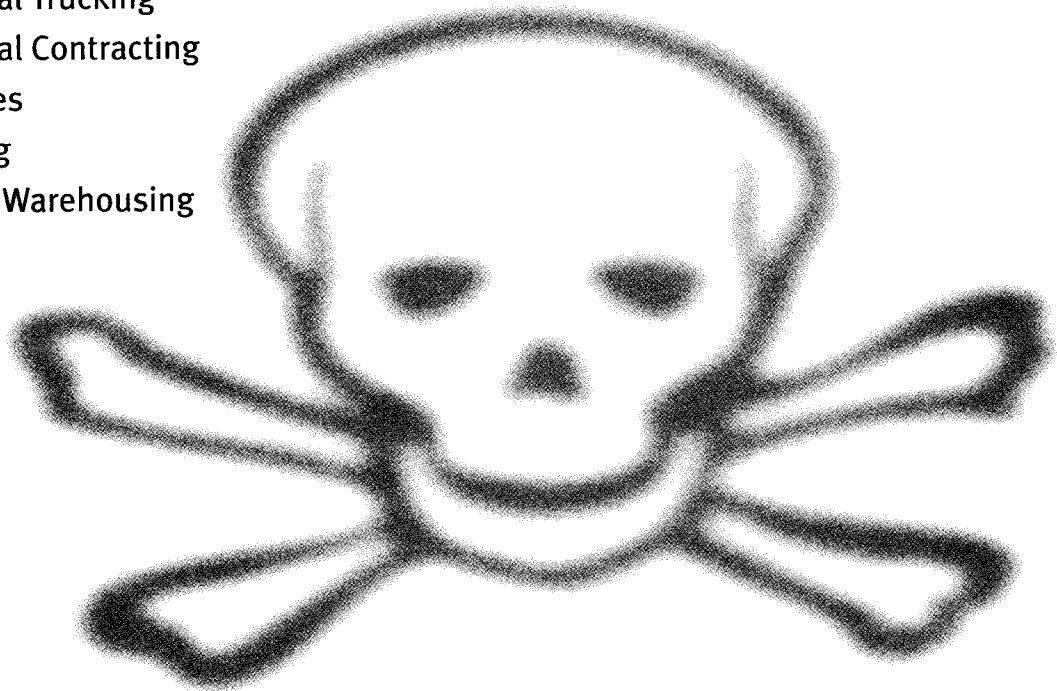
APPENDICES

APPENDIX A

DEATHS OF YOUNG WORKERS 1993, 1994 & 1995

AGE	YEAR	TYPE OF WORK
17	1993	General Farming
19	1993	General Farming
24	1993	Painting & Decorating
24	1993	Construction
19	1993	Inside Finishing Construction
23	1993	General Contracting
24	1993	Siding & Outside Finishing
23	1993	General Trucking
21	1993	Veterinary & Agricultural Services
19	1994	General Contracting
22	1994	General Contracting
20	1994	Metal & Sheet Metal Products
22	1994	Mechanical/Sheet Metal Construction
22	1994	Construction
21	1994	Forestry
19	1994	General Trucking
20	1995	General Contracting
23	1995	Utilities
23	1995	Mining
21	1995	Retail Warehousing

Source: WSIB



APPENDIX B

QUESTIONS TO ASK DURING A JOB INTERVIEW


- 1 What company health and safety rules or policy should I know about to do my job safely?
- 2 Is there a worker Health and Safety Rep., or Joint Health and Safety Committee? Who would my contact be if I had a health and safety question?
- 3 What are the hazards in the job? In the workplace?
(Ask about things like noise, chemicals, radiation, shift work.)
- 4 What procedures do you have to control the hazards?
- 5 Are there any regular health and safety meetings?
- 6 Are there any Designated Substances in the workplace? What are they? Are the Regulations for them posted?
- 7 Will I get safety training for this job? WHMIS training? When?
- 8 Is there an occupational health and safety specialist in the workplace? Who?
- 9 What safety gear will I be expected to wear? Will I receive training in how to use it?
- 10 Will I be trained in emergency procedures (fire, chemical spill, etc.)? When?
- 11 Where are the fire extinguishers, first aid kits, and other emergency equipment located?
- 12 What should I do if I get injured? Who is the trained first aid person in my work area?

Your employer must provide 3 types of job safety training:

1. emergency procedures training - fire, chemical spill, etc.
2. WHMIS training
3. workplace specific training

APPENDIX C

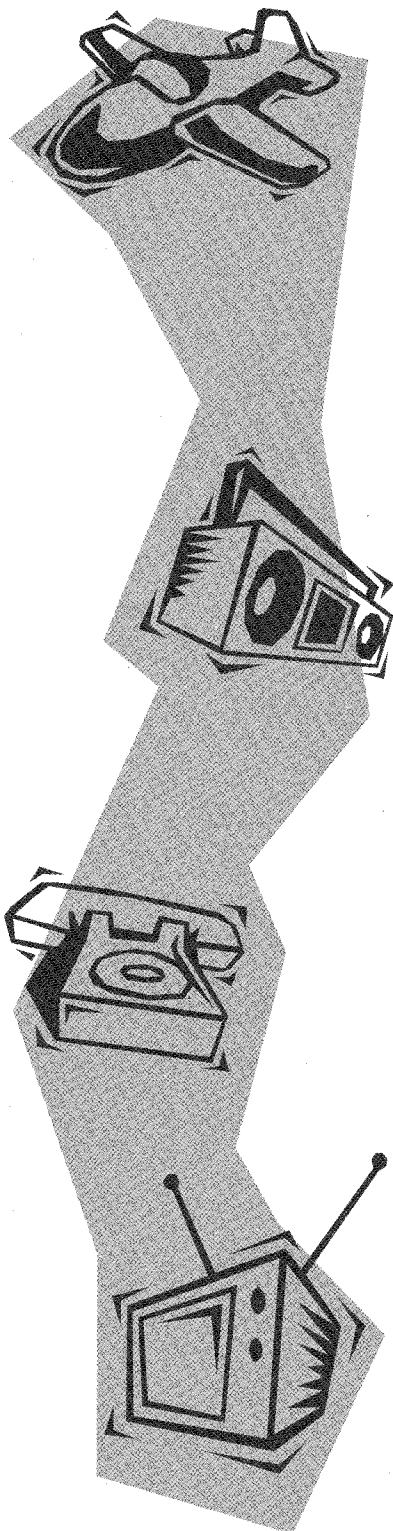
LIST OF FEDERAL WORKPLACES



ALL JOBS IN THE WORKPLACES LISTED HERE ARE COVERED BY THE CANADA LABOUR CODE PART II AND ITS REGULATIONS, NOT THE ONTARIO OCCUPATIONAL HEALTH AND SAFETY ACT.

IF YOU WORK IN ANY OF THESE WORKPLACES, YOU STILL HAVE RIGHTS AND RESPONSIBILITIES. FIND OUT.

**WORK
SMART
WORK
SAFE**



Airline
(all, including small charter companies)

Airport

Atomic Energy Facility Bank

Bus Company *

Cable Company

Courier Company *

Crown Corporations

(e.g. Canada Post)

Federal Gov't Dept.

(e.g. Agriculture Canada, Environment Canada, Parks Canada, Health Canada)

Feed Mill

Grain Elevator

Pipeline *

Railway

(includes almost all in Ontario)

Radio Station

Shipping Company

(e.g. lake freighter)

Telephone Company

(e.g. Bell Canada)

Television Station

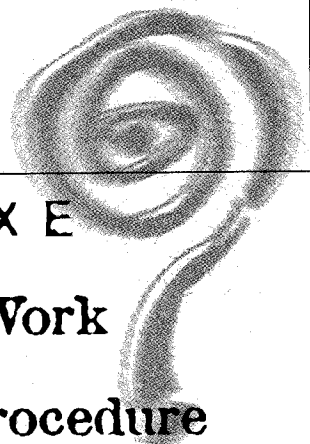
Trucking Company *

*if it transports OUT-OF-PROVINCE

APPENDIX D

SAMPLE HEALTH & SAFETY INSPECTION CHECKLIST
(not a complete list)

- Air Quality - temperature, humidity, gas content
- Aisles unobstructed
- Copy of Act, poster of Act Excerpts, and WCB poster prominently displayed
- Designated substances present?
- Emergency procedures
Emergency lighting
- Eye wash stations - clean, operating, regular testing
- Fire exit lighted signs
Fire extinguishers inspected monthly
Fire exits always unobstructed
- First aid kits inspected monthly
First aid trained person on each shift
- Floor & stair surfaces all non-skid
- Fumes & vapours exhausted & below threshold levels
- Guards on all moving parts of machines
- Hours - hours of work, breaks, shift schedules
- Housekeeping - cleanliness of all areas
- Lighting adequate in all areas
- PPE - each worker provided own, condition, proper type
- Storage of hazardous substances
- Training provided - WHMIS, general health and safety, job specific health and safety, PPE use & maintenance.
- Ventilation Meets Regulations

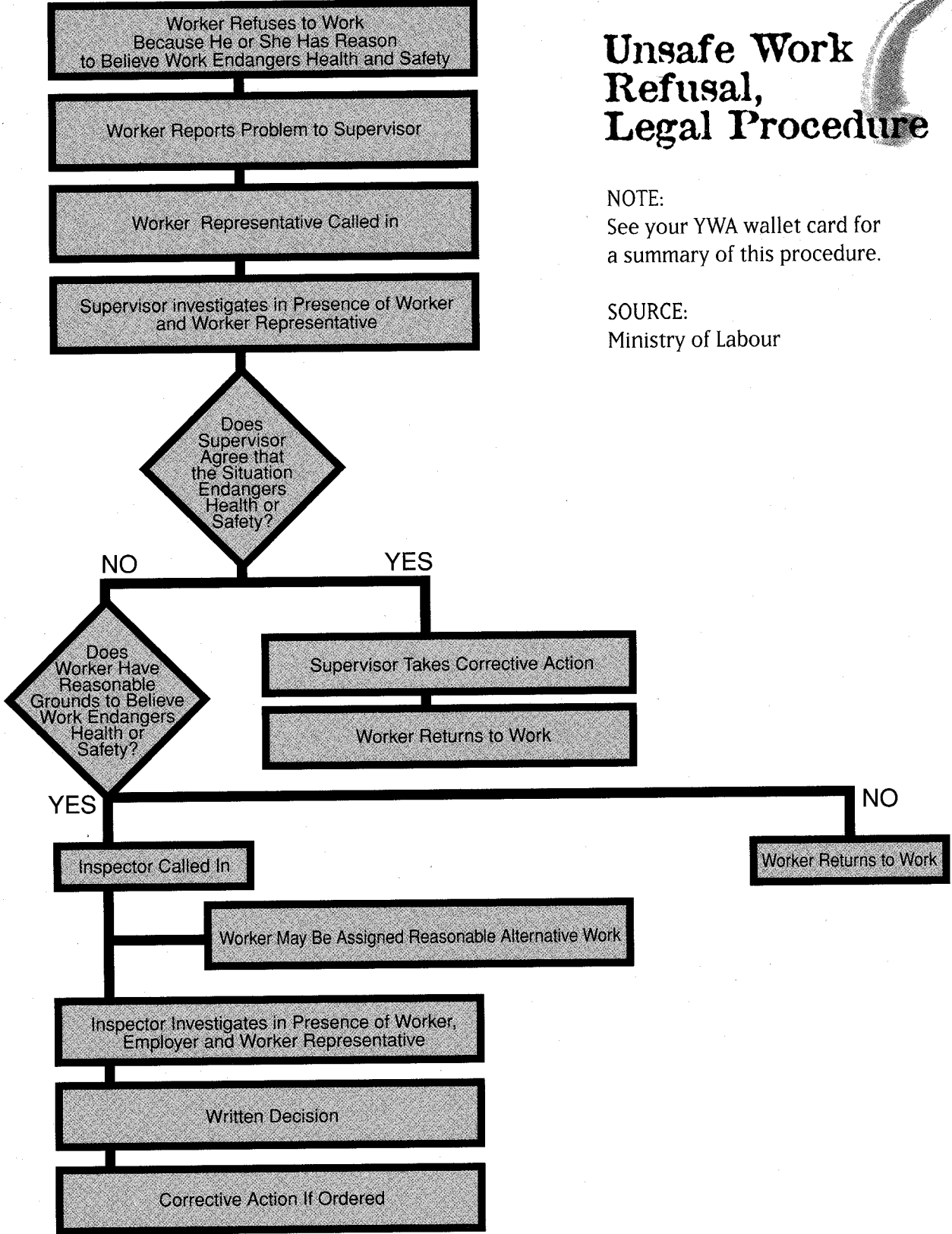


APPENDIX E

Unsafe Work Refusal, Legal Procedure

NOTE:
See your YWA wallet card for a summary of this procedure.

SOURCE:
Ministry of Labour



Quiz

1. The Occupational Health and Safety Act gives _____ requirements for minimal health and safety standards in the workplace. The Regulations give very _____ requirements for particular types of work. Both the Act and the Regulations are administered by the Ontario Ministry of _____.
2. List the three rights that the Occupational Health and Safety Act gives workers:

3. List the four general workplace hazard categories:

4. List three workers' duties under the Occupational Health and Safety Act:

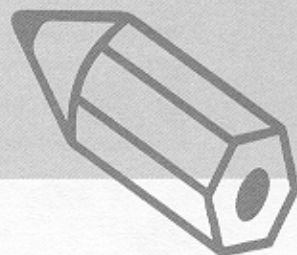
5. List the three employers' duties under the Occupational Health and Safety Act:

6. List the three parts of the Workplace Hazardous Material Information System, (WHMIS):

7. The Occupational Health and Safety Act is based on the IRS, which stands for _____.
8. Why is it important for you to report all injuries to your supervisor and to the WSIB, and to get first aid for the injury?

9. Name three types of physical hazards you might find in your workplace.

(Answers page 2)



WORKERS HEALTH & SAFETY CENTRE



THE WAY THAT WORKS

Cambridge

960 King Street East
King Street Plaza Cambridge,
ON
N3H 3P3
Tel: (519) 650-0723
Fax: (519) 650-0686

Hamilton

848 Main Street East
Hamilton, Ontario
L8M 1L9
Tel: (905) 545-5433
Fax: (905) 545-3131

Kingston

748 Bath Road
2nd Floor
Kingston, Ontario
K7M 4Y2
Tel: (613) 384-9000
Fax: (613) 384-8952

Oshawa

595 King Street East
Oshawa, Ontario
L1H 1G3
Tel: (905) 432-2617
Fax: (905) 432-9468

Ottawa

309 Cooper Street
Suite 310
Ottawa, Ontario
K2P 0G5
Tel: (613) 232-7866
Fax: (613) 232-3823

Sarnia

1000 Finch Drive
Sarnia, Ontario
N7S 6G5
Tel: (519) 337-6083
Fax: (519) 337-6807

Sudbury

1780 Regent Street South
Times Square Mall
Sudbury, Ontario
P3E 3Z8
Tel: (705) 522-8200
Fax: (705) 522-8957

Toronto

15 Gervais Drive
Suite 102
Don Mills, Ontario
M3C 1Y8
Tel: (416) 441-1939
Fax: (416) 441-1043

Thunder Bay

2638 E. Victoria Avenue
Thunder Bay, Ontario
P7C 1E9
Tel: (807) 623-6665
Fax: (807) 623-8364



**INDUSTRIAL ACCIDENT
PREVENTION ASSOCIATION**

250 Yonge Street, 28th Floor
Toronto, ON, M5B 2M4
Tel: (416) 506-8888
Toll free: 1-800-669-1939
Fax: (416) 506-8880

SALES & CLIENT SERVICES

703 Evans Avenue, Suite 302
Etobicoke, ON, M9C 5E9
Tel: (416) 621-2277
Toll free phone: 1-800-406-IAPA (4272)
Fax: (416) 621-3323
Toll-free fax: 1-800-300-2629

IAPA REGIONAL OFFICES

Toll free telephone :
1-800-406-IAPA (4272)
(for all regional offices)

Toll free fax
1-800-316-IAPA (4272)
(for all regional offices)

BURLINGTON

3310 South Service Road
Burlington, ON, L7N 3M6
Tel: (905) 637-5286
Fax: (905) 333-9080

DON MILLS

1090 Don Mills Road, Suite 405
Don Mills, ON, M3C 3R6
Tel: (416) 449-5755
Fax: (416) 449-2147

LONDON

1069 Wellington Road South
Suite 113, Century Centre Plaza
London, ON, N6E 2H6
Tel: (519) 686-9698
Fax: (519) 686-9125

OTTAWA

Carleton Technology & Training Centre
Suite 3100, Carleton University,
1125 Colonel By Drive
Ottawa, ON, K1S 5R1
Tel: (613) 230-5313
Fax: (613) 230-1430

REXDALE

6700 Finch Avenue West, 8th Floor
Rexdale, ON, M9W 5P5
Tel: (416) 798-0220
Fax: (416) 798-0233

SUDBURY

754 Falconbridge Road, Unit 2
Sudbury, ON, P3A 4R8
Tel: (705) 560-3340
Fax: (705) 560-4370

via INTERNET @ <http://www.iapa.on.ca>

via INTERNET @ <http://www.whsc.on.ca>



