



Participant Handouts

**An Introduction
—— to ——
Safety and Health**



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Getting Started

Introduction

This course will introduce you to some ways to keep yourself and others safe in your workplace.

By the end of the course you will be able to:

- describe what a culture of safety looks like in your workplace
- identify rights and responsibilities around safety and health
- identify hazards and ways to manage them
- explain what to do if you get injured
- complete an informal job hazard analysis
- talk to others about safety and health

Your supervisor has given you these handouts that go along with the course. The handouts include:

- information about how to use the iPad
- information on Study Groups
- tips to help you remember important information
- forms to help you complete assignments

The last thing you are asked to do is to fill out a feedback survey. We would like to know what you think about the course.

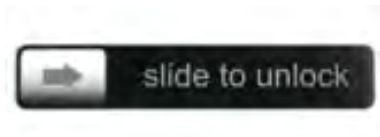
Course Outline

Introduction to the Course (on the iPad)	
Chapter 1: Culture of Safety	Chapter 2: Rights and Responsibilities
<ul style="list-style-type: none"> • Thinking about safety at home • Thinking about safety at work • Why is safety important? • What makes a culture of safety? <ul style="list-style-type: none"> ◦ Pascal's Story ◦ video • Introduction to Study Groups • Introduction to 'Let's Talk' • Let's Talk • Assignment 	<ul style="list-style-type: none"> • What are my rights around safety and health? <ul style="list-style-type: none"> ◦ Putting my rights into action • What are the responsibilities of employers, workers and the safety committee? • What do I do if I'm hurt at work? • Workplace insurance <ul style="list-style-type: none"> ◦ Raymond's Story • Let's Talk • Assignment
Chapter 3: What is a hazard?	Chapter 4: Conducting an informal Job Hazard Analysis
<ul style="list-style-type: none"> • Types of hazards • Seeing your workplace through new eyes • Managing hazards • Hazards can change • Let's Talk • Assignment 	<ul style="list-style-type: none"> • What is a job hazard analysis? • Practice doing a JHA • Pete's Job • Cards • Let's Talk • Assignment
Chapter 5: Doing a Job Hazard Analysis on someone else's job	Chapter 6: Course review and final assignment
<ul style="list-style-type: none"> • Reviewing the process • Putting it all together • Let's Talk • Assignment 	<ul style="list-style-type: none"> • Safety Check • Safety Puzzle • Final Assignment

Using the iPad

Follow the steps below to launch 'An Introduction to Safety and Health'.

1. Turn the iPad on by pressing the On/Off button (on the side, not the face of the iPad).
2. Slide the arrow from left to right in the 'slide to unlock' area.



3. Click on the 'Safety and Health' icon to launch the ebook. The course title screen will appear.



If needed, talk to your supervisor or other Study Group members for additional instructions on how to use the iPad.

Navigating through the course

- Swipe the course title screen with your finger to start the course.
- Tap on the chapter you want to go to on the Table of Contents page.
- To move between the pages of the ebook, swipe the screen with your finger.

Sometimes this symbol will appear; it means you should swipe the screen.



- This symbol means to tap on the screen.



- Within each chapter there is an arrow in the top right hand corner of the screen. When you tap on the arrow, a list of activities in the chapter will appear. Tap on the activity you want to go to.

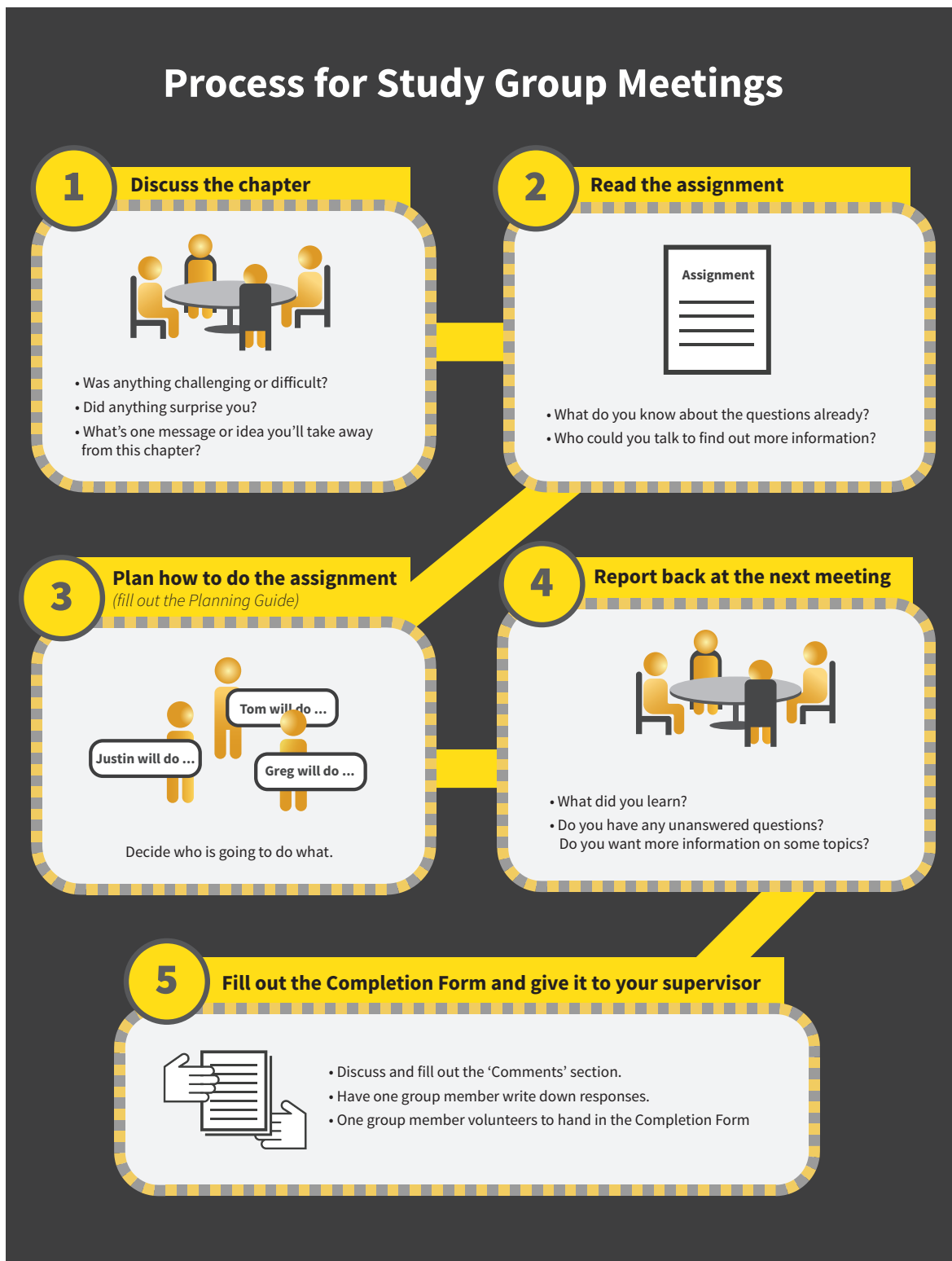


Tap on the 'X' to close the menu screen.

- Host videos:
 - When there is a host video, you'll see a message that says 'video loading' followed by the title of the video. The video will start automatically.
 - If you need to pause the video, tap near the bottom of the screen. A control bar will appear. Tap the pause symbol. When you are ready to start the video again, tap on the play symbol.
 - When the video is finished, a blank screen will appear. Swipe the screen to move on.
- To complete an activity, follow the onscreen instructions.

Chapter One Handouts: Culture of Safety

Process for Study Group Meetings



Assignment #1 Planning Guide

Date: _____

Group Members:

<i>Talking with others</i>	Question assigned to ...	Will talk to ...	Reported back to group
<p>Discuss with co-workers, team leaders or safety committee members what happens in your workplace around safety and health.</p> <ol style="list-style-type: none"> 1. In your workplace, do you discuss safety and health on a daily or regular basis? How does this happen? When does this happen? 2. How are workers encouraged to spot and report hazards? 3. Are workers asked for recommendations or ways to address hazards? How does this happen? 4. Do workers know who is on the safety and health committee? How do workers find out? 5. How do senior managers support safety and health? 	<i>(fill in group member's name)</i>	<i>(identifies who you are going to talk to)</i>	<i>(summarized what you learned)</i>
<i>Summary Discussion (at next Study Group meeting)</i>			
With members of your Study Group, describe what a culture of safety looks like in your workplace.			

When you have finished the assignment, discuss and fill out the Completion Form on the following page. Have someone from the Study Group hand in the form to your supervisor.

Completion Form

Complete the form and hand in to the supervisor for this course.
Provide comments on how the Study Group found the chapter.

Group Members	Assignment Number	Start Date	Completion Date

Comments

Time: How much time did it take to complete the activities on the iPad? How much time to complete the assignment?

Content: Was the information in the chapter useful, understandable?

Assignment: Were you able to complete the assignment?

Using the iPad: Did you have any problems with the technology? Were you able to move through the activities easily?

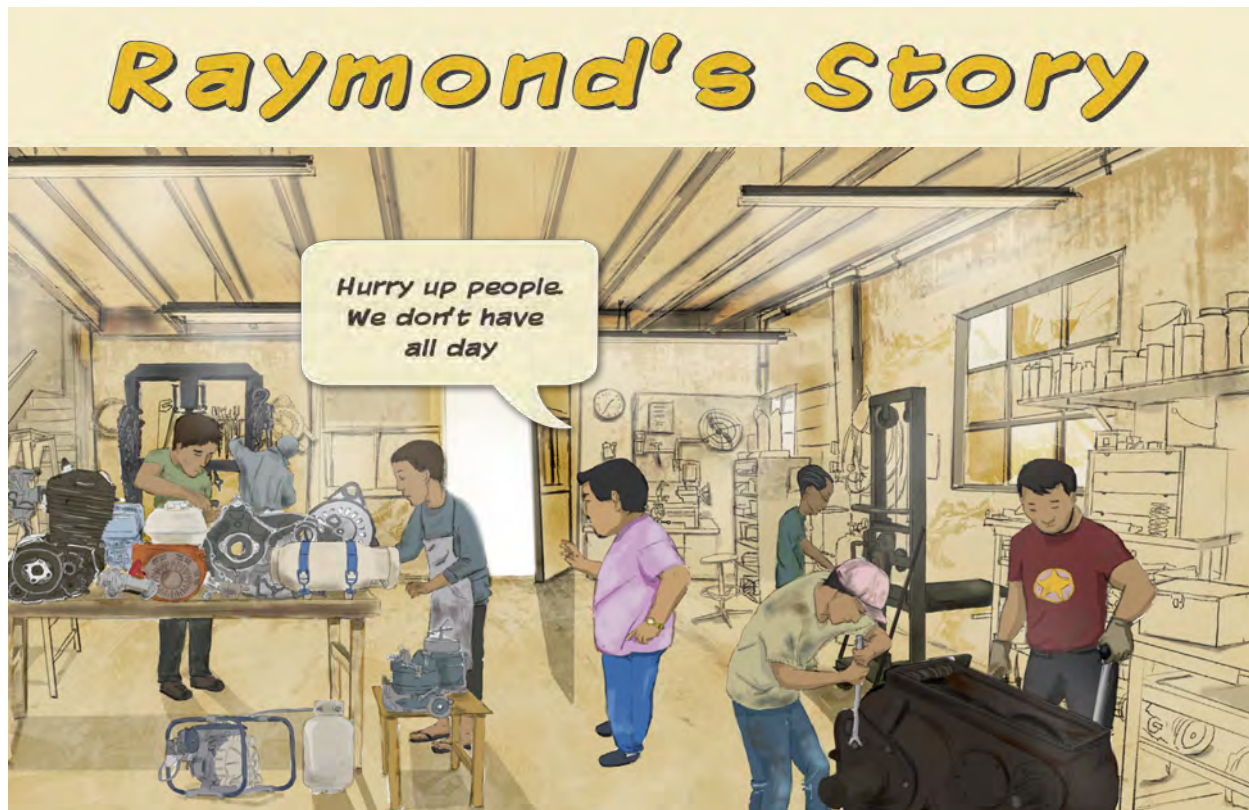
Chapter Two Handouts: Rights and Responsibilities

Summary of responsibilities in the workplace

Although everyone has a role to play in workplace safety and health, the employer has the greatest responsibility.

Employer Responsibilities	
<ul style="list-style-type: none">• Follow the laws on safety and health in the workplace• Provide an orientation to new workers and to workers moved to a new area in the company or who are working on new equipment• Get rid of hazards wherever possible• Train workers on potential hazards and how to do work safely• Make sure personal protective equipment (PPE) is available if needed and used properly• Report all serious incidents (accidents) to Workplace Safety and Health, Government of Manitoba• Report worker injuries to the Workers Compensation Board• Form a Safety and Health Committee with worker and management representatives (if there are 20 or more workers) or have a safety representative (if there are 5 or more workers)	
Worker Responsibilities	Health & Safety Committee Responsibilities
<ul style="list-style-type: none">• Follow safe work procedures• Protect themselves and their co-workers from unsafe acts• Use safety equipment properly and as required by the employer• Protect their co-workers• Report safety and health hazards and concerns• Report any incident or injury immediately• Cooperate with the safety and health committee or representative	<ul style="list-style-type: none">• Make regular inspections of the workplace• Talk to workers about their safety concerns• Recommend ways to improve workplace safety and health• Investigate accidents, incidents and work refusals

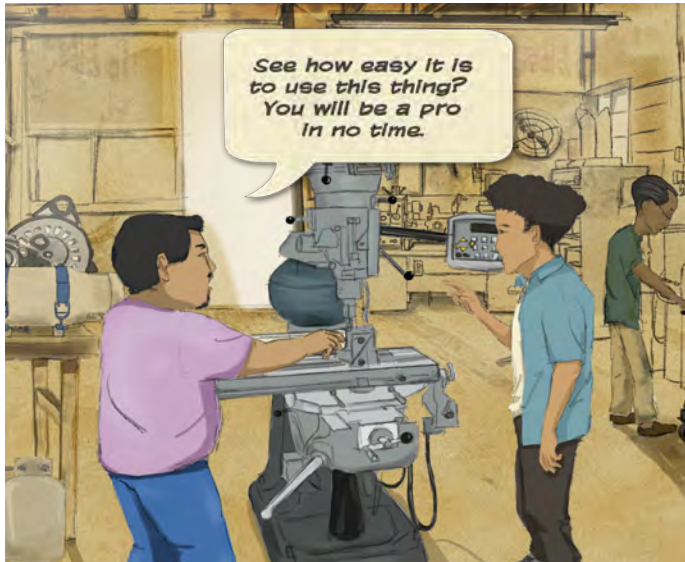
Raymond's Story



Before I came to Canada I worked in a small machine shop. We repaired all kinds of machines and engines. In this company, safety was not the first concern. Your supervisors only cared about you getting the work done, not if you were doing it safely.



Although there was some personal protection equipment, you had to buy it yourself and money was taken from your pay to pay for it.



When we started work, we were given an orientation and shown how to run the machines. But after that no one checked whether we were doing things safely or not. It was clear that we were responsible for our own safety, not the company.



If there was an accident and you went to the doctor's, your pay would be docked. There was no workplace insurance to cover your time away from work.

I knew of a lot of people who couldn't work after an accident. And they had no one else to help them if they were permanently disabled. You could try and sue the company... but that was frowned upon and not many people would know how to do that. Even if they did, it would be too expensive.



We didn't have any safety committees or regular meetings to talk about safety. We didn't even know that our work could be dangerous. Generally, we talked among ourselves and tried to help new workers avoid getting hurt. You were discouraged from asking your supervisor about safety concerns... they didn't want the bother. They wanted you to work hard, not cause trouble.



When I moved to Canada, I found that safety was looked at differently. It took me a while to get used to it. I still find it hard to ask questions and to speak up about safety concerns.

Assignment #2 Planning Guide

Date: _____

Group Members:

Part One – Study Group Discussion			
<p>1. Has anyone in your Study Group been injured at work – or do they know someone who has? Discuss what happened and whether they were covered by WCB. Discuss the advantages and disadvantages of reporting a workplace injury.</p> <p>2. Discuss Raymond's story. What rights and responsibilities do you have in Manitoba that Raymond didn't have in his home country? What was your experience in other workplaces?</p> <p>Talk about things like:</p> <ul style="list-style-type: none"> • Personal protective equipment • Workplace orientations • Wages if you are injured at work • Participating in safety and health activities • Asking questions or raising concerns 			
Part Two – Talking with others	Question assigned to ...	Will talk to ...	Reported back to group
<p>3. Ask someone what steps you should follow if you are injured at your workplace. Ask questions such as:</p> <ul style="list-style-type: none"> • Where is the First Aid kit? • Who do I tell that I've been injured? • How serious does the injury have to be for me to report it? 	<i>(fill in group member's name)</i>	<i>(identifies who you are going to talk to)</i>	<i>(summarized what you learned)</i>

<p>4. Find out about the workplace insurance in your company. Ask:</p> <ul style="list-style-type: none"> • Do we have workplace insurance? Can you tell me about that? • How does this insurance help me? • What should I be reporting? For example, do I report every injury to WCB, even if I don't have to miss work? <p>5. Find out if there has ever been a work refusal in your company. What was the situation? What happened? How was it addressed?</p> <p>If there have been no work refusals, ask someone what an example of a possible work refusal might be in your workplace – what would be a dangerous work condition or a risk that is not a normal part of the job?</p>			
<p>Summary Discussion (at next Study Group meeting)</p>			

When you have finished the assignment, discuss and fill out the Completion Form on the following page. Have someone from the Study Group hand in the form to your supervisor.

Completion Form

Complete the form and hand in to the supervisor for this course.
Provide comments on how the Study Group found the chapter.

Group Members	Assignment Number	Start Date	Completion Date

Comments

Time: How much time did it take to complete the activities on the iPad? How much time to complete the assignment?

Content: Was the information in the chapter useful, understandable?

Assignment: Were you able to complete the assignment?

Using the iPad: Did you have any problems with the technology? Were you able to move through the activities easily?

Chapter 3 Handouts: What is a hazard?

Types of Hazards

Types of Hazards



Biological

Biological hazards include viruses, mould, fungus, and bacteria. Animal bites and insect stings can also be hazardous as they can cause illness and injuries.



Chemical

Chemical hazards include liquids such as cleansers, acids and paint; vapours and fumes such as welding fumes; and gases such as carbon monoxide or products that can catch fire or explode.



Stress

Stress can come from heavy workloads, conflict with your boss or a co-worker or constant fear of losing your job.



Job Design

The way you do your job, or the way the job is designed, can create hazards. For example, you can hurt yourself if you do the same movement over and over again. Working at a table or machine that is too high for you can strain your neck and shoulders. Having to lift heavy objects at an awkward angle can strain your back.



Physical

Physical hazards include things like noise, electrical power, and exposure to extreme heat and cold. Your physical safety can be in danger from machinery, power and hand tools, ladders and scaffolds. Anything that can cause you to trip and fall is also a physical hazard.

Tips to help you identify hazards

Ask yourself the following questions to help you think about and identify hazards in your workplace.

Questions	Yes	No
Can any part of your body get caught in or between objects?		
Do tools, machines, or equipment present any hazards? Do machines have guards?		
Can you come in contact with moving objects?		
Is there danger from falling objects?		
Is there anything that could cause you to slip, trip or fall?		
Is there anything that could cause cuts?		
Are you doing the same movement over and over again?		
Are you exposed to extreme heat or cold?		
Is excessive noise or vibration a problem?		
Is harmful radiation a possibility?		
Are any cleaners, acids or other chemicals used?		
Are there fire or electrical hazards?		
Do you come in contact with hot, toxic or caustic substances?		
Is there dust, mist or fumes in the air?		
Is the workspace kept clean and clear of clutter? Is it organized so you know where to find and return things?		

Ways to Manage Hazards



Wherever it is possible, get rid of the hazard

This may mean the employer stops using a particular substance or product or uses a less dangerous substance.

It could also mean changing the equipment or tools that are used or improving the working conditions; for example, by making sure fumes are vented properly.



Contain the hazard

If the hazard can't be gotten rid of altogether, perhaps something can be done so you don't come in contact with the danger. For example, a fence can be used to contain the danger. Machine guards are another way to contain a hazard and prevent you from being injured.



Change the way you do the work

Perhaps there is a safer way to do the job. For example, a hydraulic lift could be used so you don't have to bend down so much. This can help to prevent strain on your back.



Wear PPE (personal protective equipment) to reduce your exposure to the hazard

If there is no other way to manage the hazard, PPE can be worn to reduce risk of injury.

Types of Hazards



Biological

Biological hazards include viruses, mould, fungus, and bacteria. Animal bites and insect stings can also be hazardous as they can cause illness and injuries.



Chemical

Chemical hazards include liquids such as cleansers, acids and paint; vapours and fumes such as welding fumes; and gases such as carbon monoxide or products that can catch fire or explode.



Stress

Stress can come from heavy workloads, conflict with your boss or a co-worker or constant fear of losing your job.



Job Design

The way you do your job, or the way the job is designed, can create hazards. For example, you can hurt yourself if you do the same movement over and over again. Working at a table or machine that is too high for you can strain your neck and shoulders. Having to lift heavy objects at an awkward angle can strain your back.



Physical

Physical hazards include things like noise, electrical power, and exposure to extreme heat and cold. Your physical safety can be in danger from machinery, power and hand tools, ladders and scaffolds. Anything that can cause you to trip and fall is also a physical hazard.

Assignment #3 Planning Guide

Date: _____

Group Members:

Part One – Study Group Discussion			
<p>1. Discuss the 5 types of hazards with your Study Group. Think about your jobs (or jobs you've had in the past) and give examples of each type of hazard.</p> <p>2. Discuss the ways hazards are managed in your workplace. Can you think of examples for all 4 ways to manage hazards? Can you identify other ways the hazards could be managed?</p>			
Part Two – Talking with others	Question assigned to ...	Will talk to ...	Reported back to group
Ask these questions of a co-worker or someone who has been with the company for a while.	<i>(fill in group member's name)</i>	<i>(identifies who you are going to talk to)</i>	<i>(summarized what you learned)</i>
3. Ask: What are common injuries at our workplace? What has been done to reduce this type of injury?			
4. Ask: Have we ever changed the way things are done in order to manage a hazard? Can you give me an example? What made us change that?			
Summary Discussion (at next Study Group meeting)			

When you have finished the assignment, discuss and fill out the Completion Form on the following page. Have someone from the Study Group hand in the form to your supervisor.

Completion Form

Complete the form and hand in to the supervisor for this course.

Provide comments on how the Study Group found the chapter.

Group Members	Assignment Number	Start Date	Completion Date

Comments

Time: How much time did it take to complete the activities on the iPad? How much time to complete the assignment?

Content: Was the information in the chapter useful, understandable?

Assignment: Were you able to complete the assignment?

Using the iPad: Did you have any problems with the technology? Were you able to move through the activities easily?

Chapter 4 Handouts: Conducting an Informal Job Hazard Analysis

Job Hazard Analysis Form

Job Hazard Analysis Form		
Job Name:		Workplace:
Completed by:		Date:
Job Steps <i>(How is the job done?)</i>	Hazards <i>(What could go wrong?)</i>	Ways to manage the hazards <i>(How can it be made safer?)</i>

Tip: Handouts from Chapter 3 can give you ideas. Look at 'Types of hazards', 'Tips to help you identify hazards', and 'Ways to manage hazards'.

Assignment #4 Planning Guide

Date: _____

Group Members:

<i>Completing a JHA on your job</i>	<i>Completed</i>
<p>Use the blank JHA form in the Chapter 4 Handouts to do a hazard analysis on your job. If you do many different tasks in a shift, choose one area to focus on for this assignment.</p> <ol style="list-style-type: none">1. List the steps in your job. You may find it helpful to think about how you'd tell someone else to do your job. It's important to list all the steps or things you have to do.2. Next, identify the possible hazards or risks in doing your job.3. Then identify ways to manage the hazards. Remember, it may not be the same as what is being done right now. You may think of a different way to do your job safely.	
<i>Summary Discussion (at next Study Group meeting)</i>	<i>Completed</i>
<ol style="list-style-type: none">4. Go through the completed JHA form with your Study Group. You'll say things like:<ul style="list-style-type: none">• The first thing I do in my job is ...• A hazard for this step is ...• At present this hazard is being managed by ...• This hazard could be managed by ... or the best way to manage this hazard is ...5. Ask if anyone has suggestions about hazards that you didn't think of or ideas about different ways to manage them.6. Discuss what you learned from doing the JHA. Was it helpful?	

When you have finished the assignment, discuss and fill out the Completion Form on the following page. Have someone from the Study Group hand in the form to your supervisor.

Completion Form

Complete the form and hand in to the supervisor for this course.
Provide comments on how the Study Group found the chapter.

REMEMBER: In the next chapter, each Study Group member will be doing a job hazard analysis of another job in your workplace. Talk with your supervisor to decide **what** job you will analyze and **when** you can do it.

Group Members	Assignment Number	Start Date	Completion Date

Comments

Time: How much time did it take to complete the activities on the iPad? How much time to complete the assignment?

Content: Was the information in the chapter useful, understandable?

Assignment: Were you able to complete the assignment?

Using the iPad: Did you have any problems with the technology? Were you able to move through the activities easily?

Chapter 5 Handouts: Doing a Job Hazard Analysis on Someone Else's Job

Job Hazard Analysis Form

Job Hazard Analysis Form		
Job Name:		Workplace:
Completed by:		Date:
Job Steps (How is the job done?)	Hazards (What could go wrong?)	Ways to manage the hazards (How can it be made safer?)

Tip: Handouts from Chapter 3 can give you ideas. Look at 'Types of hazards', 'Tips to help you identify hazards', and 'Ways to manage hazards'.

Assignment #5 Planning Guide

Date: _____

Group Members:

Part One – Study Group Discussion			
1. Practice going over the JHA with members of your Study Group. Ask for their comments. Make adjustments if needed.			
Part Two – Talking with others	Group member	Will talk to ...	Reported back to group
2. Talk to the co-worker whose job you analyzed. Go through each step on the JHA and explain what you wrote. Answer any questions your co-worker might have.	(group member's name)	(co-worker's name)	(summarized what you learned)
3. Ask the co-worker if he/she could identify any additional hazards or identify new ways to manage the hazards that were identified.			
4. With the co-worker, make a plan for 'next steps'. Is there something that could be raised in a safety huddle, with the lead hand or with the safety committee?			
Summary Discussion (at next Study Group meeting)			
5. How did it go? What did you learn by doing an analysis of another person's job? Was it easier or harder than analyzing your own job?			

When you have finished the assignment, discuss and fill out the Completion Form on the following page. Have someone from the Study Group hand in the form to your supervisor.

Completion Form

Complete the form and hand in to the supervisor for this course.

Provide comments on how the Study Group found the chapter.

Group Members	Assignment Number	Start Date	Completion Date

Comments

Time: How much time did it take to complete the activities on the iPad? How much time to complete the assignment?

Content: Was the information in the chapter useful, understandable?

Assignment: Were you able to complete the assignment?

Using the iPad: Did you have any problems with the technology? Were you able to move through the activities easily?

Chapter 6 Handouts: Course Review and Final Assignment

Introduction to the Assignment

The first thing to do when preparing for the Final Assignment is to discuss the options (described below) with your Study Group and supervisor. You'll need to consider what your Study Group would like to do and what would work best in your company.

Your Study Group will need to:

- select **one** of the options described below and decide who your audience will be
- find out how much *time* the Study Group will have for the presentation and *when* you will deliver it
- discuss the presentation with your Study Group and decide what each group member will say
- write down a few points to guide you when you talk
- practice with your Study Group

When you deliver the presentation, remember to introduce yourselves, the purpose of the course and what you are going to talk about.

Be prepared to answer questions from your audience.

Your Study Group has three options to choose from.

Option #1: Key Messages

With other members of your Study Group, select one chapter (either Chapter 1, 2 or 3) to talk about. What would you tell others about this chapter? Each member of the Group needs to do part of the presentation.

You can use these questions to guide the development of your presentation and/or create your own.

1. How did the ebook course work? (e.g. use of the iPad, assignments, Study Groups, length of course)
2. What did you learn about safety and health that you didn't know before? What reinforced what you already knew?
3. What sticks in your mind?
4. What surprised you?

5. What will you do differently now?
6. What is most important for others in your workplace to know (remember)?

Option #2: Lunch and Learn

What would you tell others about this course? Think about the whole course and identify key things you learned. Look at each chapter and talk about what meant the most to each member of the Study Group.

You can use these questions to guide the development of your presentation and/or create your own.

1. What was the course about? How was it structured? (e.g. use of the iPad, assignments, Study Groups, length of course, etc.)
2. What did you learn about safety and health or what reinforced what you already knew?
3. *What* are you doing differently now?
4. *How* are you doing things differently now?
5. What is most important for others in your workplace to know (remember)?
6. Would you recommend this course to others in your workplace? Explain why or why not.

Option #3: Informal Job Hazard Analysis (JHA)

You have done two JHAs in this course – one on your own job (Chapter 4) and one on another worker's job (Chapter 5). Pick the one you want to use in this presentation.

You have already practiced talking about the JHA with your Study Group and a co-worker. Now, you will be presenting what you learned to others in your workplace.

After all members of your Study Group have been introduced, tell the audience about the course and about the assignment you have. Explain what you are going to do. It might sound something like this:

Hello, my name is _____ and this is _____ (introduce the other members of the Study Group). The four of us were picked to pilot a safety and health course. We did activities on the iPad and worked together as a group to complete assignments on each chapter.

The final assignment for this course is to tell you about the informal job hazard analysis – or JHA - we had to do. In a JHA you have to break down each basic step of a job, identify possible hazards for each step and then think of a number of ways to manage the hazards. The whole point of a JHA is to make the job safer and correct any dangerous practices.

I'm going to talk about the JHA I did. The job I chose to look at was _____. I wrote down all the steps in doing this job.

The first thing I saw is that the operator switches on the machine. A possible hazard for this step is tripping, so safety procedures or ways to manage this hazard could be to wear safety shoes, make sure nothing's in the way on the floor and that the floor is kept clear of spills. Right now this hazard is managed by having everyone wear non-slip shoes.

You would continue through each step on your JHA. Then, the next person in your group would talk about their JHA and what they learned.

Assignment #6 Planning Guide

Options	Presented to ... (Select who your audience will be)	Tasks (What each group member will do)	Date Completed
1. Key Messages Select one chapter to discuss (either Chapter 1, 2 or 3)	<input type="checkbox"/> Workplace safety and health committee <input type="checkbox"/> Safety and health representative <input type="checkbox"/> Manager <input type="checkbox"/> Others? _____		
2. 'Lunch and Learn' Overview of what you learned in the course	<input type="checkbox"/> Team leader and co-workers <input type="checkbox"/> Manager <input type="checkbox"/> Others? _____		
3. Informal Job Hazard Analysis Analysis of a job in your company	<input type="checkbox"/> Workplace safety and health committee <input type="checkbox"/> Safety and health representative <input type="checkbox"/> Manager <input type="checkbox"/> Others? _____		

Feedback: Let us know what you think

Check in with your supervisor to complete
a short online survey about the course.

Thank you for participating in this pilot project. We appreciate your comments.

Acknowledgements

This course was developed by the Centre for Education and Work supported by a grant from the Research and Workplace Innovation Program of the Workers Compensation Board of Manitoba.

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