

Worker Health and Safety Awareness in 4 Steps

Benson Group Inc.



Everyone in the workplace, from the employer to the newest worker, has different but important duties to keep the workplace safe



- Employers have the most authority in the workplace, they have the greatest responsibility
- It is very important for your own safety that you understand everyone's health and safety duties, including yours.



Prevention Starts Here

One of the employer's duties under the OSHA is to give you specific information and instructions about how to stay safe on your job.

Everyone has a role in safety

Every job has its hazards, no matter how safe it looks

The number of people in Ontario who suffer a work-related illness or injury each year would fill the seats of a dozen big hockey arenas.



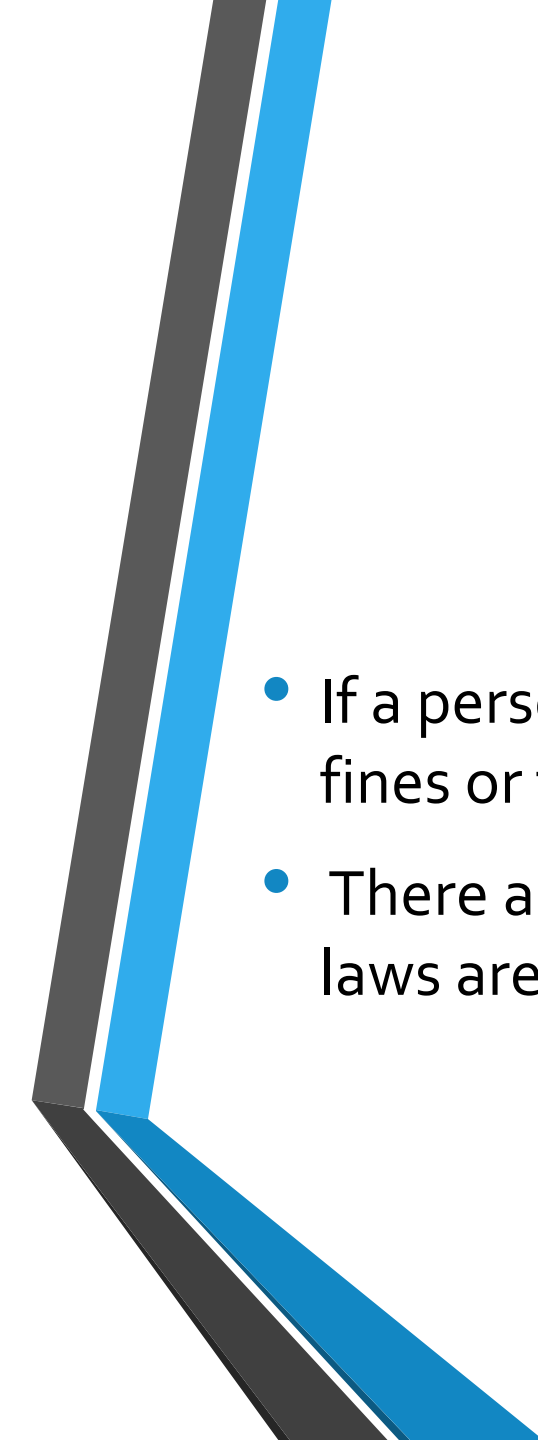


How the Occupational Health and Safety Act works

THE OHSA IS A SET OF LAWS THAT SPELLS OUT THE DUTIES OF EMPLOYERS, SUPERVISORS AND THE RIGHTS AND DUTIES OF WORKERS.

ON PRODUCTS AND INFORMATION SHEETS. THERE ARE ALSO REGULATIONS FOR DIFFERENT TYPES OF WORKPLACES, SUCH AS CONSTRUCTION PROJECTS, HEALTH CARE FACILITIES, INDUSTRIAL ESTABLISHMENTS AND MINES.

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The whole point of the OHSA and Regulations is to keep workers from getting hurt or sick on the job.

- If a person is convicted of breaking the law, there are penalties such as fines or time in prison.
- There are inspectors from the Ministry of Labour who make sure the laws are followed and may issue orders or lay charges if they aren't.

The OHSA gives everyone in the workplace duties. These duties are connected to the level of authority each person has in the workplace.

To sort out all the duties in a workplace, the OHSA breaks them down to three main levels of authority:

1. the employer (who is in charge of everyone)
2. the supervisor
3. the worker (you).



Duties of the employer

- **Here are some of the things the OSHA says every employer has to do as part of their job:**
 - Make sure workers know about hazards and dangers in the workplace and how to work safely.
 - Make sure every supervisor knows how to take care of health and safety on the job.
 - Create health and safety policies and procedures for the workplace.
 - Make sure everyone knows and follows the health and safety procedures.
 - Make sure workers wear and use the right protective equipment.
- Do everything reasonable to keep workers from getting hurt or sick on the job.



Duties of a Supervisor

- Tell workers about hazards and dangers in the workplace and show them how to work safely.
- Make sure workers follow the law and the workplace health and safety policies and procedures.
- Make sure workers wear and use the right protective equipment.
- Do everything reasonable to keep workers from getting hurt or sick on the job.

THE SUPERVISOR'S ROLE...

- TRAINS PEOPLE
- COMMUNICATES
- SETS THE EXAMPLE
- ENFORCES RULES
- ENCOURAGES POSITIVE BEHAVIOR
- INVESTIGATES ACCIDENTS



Duties of the worker



- Follow the law and the workplace health and safety policies and procedures.
- Always wear or use the protective equipment that the employer requires.
- Work and act in a way that won't hurt them or any other worker.
- Report any hazard they find in the workplace to their supervisor.

You have the right under the OSHA to be told about the hazards in the work you do and to be instructed on how to do your work safely

- If you are asked to do work that you don't know enough about, your employer and supervisor are responsible for making sure you are educated on how to do the work safely. That's why you have the right to speak up and ask question even if you are shy or unsure.
- People can get hurt on the job if they don't have the right information and training.



Rights of the worker

- Your employer has the responsibility to make the workplace as safe as possible and to educate you on any hazards in the work you do.
- Your supervisor has the same duty. They also have to make sure you know how to avoid those dangers and work safely.



The Right to know

- If an employer knows about a hazard and doesn't try to eliminate or reduce it, or make sure the workers are told about it and how to deal with it, that employer is not doing what the law requires.
- If a supervisor knows about a hazard and doesn't explain to the workers how to deal with it, that supervisor is not doing what the law requires.
- If a worker knows about a hazard and doesn't report it to the supervisor or the employer, that worker is not doing what the law requires.



The Right to Participate

The OSHA gives you the right to participate and get involved in keeping your workplace safe and healthy.

For Example:

- You can ask questions when you're not sure about something.
- You can volunteer to become a worker health and safety representative or a worker member of the joint health and safety committee.
- You can help your health and safety representative or joint health and safety committee with health and safety inspections by pointing out possible hazards in your work area.
- You can take your health and safety training seriously and put what you learn into practice in your job.



Right to refuse unsafe work

- If you have reason to believe that the work you are doing or the equipment you are using might hurt you or someone you work with, you can refuse to do that work.
- This means that you tell your employer or supervisor (and your health and safety representative or committee) that you think you are in danger and you are not going to do the work. You need to tell them why.



All workers have the right to refuse work if they have reason to believe it's dangerous.

You can also refuse work if you have reason to believe that the area where you are working is likely to endanger you or any other worker, or that you are in danger from workplace violence.





It's against the law for your employer or your supervisor to punish you in any way for doing what the OSHA says or for asking your employer or supervisor to do what the OSHA expects them to do

- You also have a right to refuse to do unsafe work if you have reason to believe it puts you or a fellow worker in danger.**
- If you "Think" the job is unsafe, it most likely is unsafe and you should refuse**

Steps to take when refusing work

- You must report the situation to your supervisor or employer, and inform your health and safety representative or committee.
- Most of the time, your supervisor or employer and your safety representative or committee member will be able to solve the problem forthwith.
- If the problem isn't fixed or you still have reason to believe the work is unsafe, you can continue to refuse the work.
- If the issue has not been rectified, the worker shall contact A Ministry of Labour inspector for further actions to be taken .



Report unsafe conditions

- If you notice something unsafe that could hurt you or someone else, you need to report it to your supervisor or your employer.
- It's also recommended to tell your health and safety representative or committee if there is one.

If you see a hazard on the job, you have a duty to speak up.

- This includes reporting equipment that isn't working right, and any other hazards that may be present as a result of not following the OSHA or Regulations.
- It is very important that you report these issues to your supervisor or employer which includes injury, incident or near misses, so that they can prevent those kinds of things from happening again in the future.



Health and safety representatives and joint health and safety committees

- The OHSA says that workplaces with 6 to 19 workers need to have a health and safety representative or a joint health and safety committee.
- In most larger workplaces with 20 or more workers, the OHSA says a joint health and safety committee has to be set up.



Committees Must have at least two people on them; the worker Rep and management Rep

- In workplaces where there are 50 or more workers, the committee must have at least four members, and at least half of the members have to represent workers.

Steps the JHSC Have to

Take:

- A member of the committee who represents workers must regularly inspect the workplace.
- Information from these inspections is brought back to the committee
- The committee then makes recommendations to the employer to improve health and safety.
- The employer has to respond to these recommendations within a short period of time.
- Because there is an employer and a worker member of the committee, everyone has a say in identifying and solving problems.

In smaller workplaces, the health and safety representative has many of the same roles as a committee.

- They help to improve health and safety at work. They do this by inspecting the workplace often.
- If they find a problem, they make recommendations to the employer about how to fix it.

You need to know about hazards

- Some people say that what you don't know can't hurt you.
- On some jobs, what you don't know can kill you.
- A hazard is anything in the workplace that could hurt you or the people you work with.



There is a hazard at the root of every work-related death, injury or sickness.

A hazard can take many forms. Sometimes more than one hazard can combine to make an even bigger hazard.

You need to know about the hazards in your workplace *before you start working.*



Here are some of the most common hazards in Ontario workplaces:

- **Repeating the same movements over and over, especially if you are in an awkward position or you use a lot of force.**
- **Slipping, tripping or falling.** Think of something as simple as spilled coffee on the floor, a cluttered work area, or a raised platform with no guardrails.
- **Working near motorized vehicles.** Think of being hit by a dump truck that is backing up on a construction site.... or someone getting hit by a forklift truck in a warehouse or on a loading dock
- **Workplace violence.** It can happen in many workplaces such as to a gas station attendant working alone at night, or to a health care worker or a home care worker in those settings.
- **Using or working near machinery.**
Over the years, many workers have been killed or seriously injured by the equipment they operated



You also Have to think about less visible hazards related to your work – **things like chemicals, fumes, and toxic dust. Or germs and viruses in labs and healthcare workplaces. Some of these hazards can make you very sick.**

- Sometimes they make you sick right away; other times you don't know that you are sick until months or even years later. That's why it's important to know about these hazards now.

Protecting you from hazards

- **There are many ways that your employer can protect you from workplace hazards.**
- **The best way is to get rid of or eliminate the hazard completely.**
- **For example is replacing a toxic cleaning chemical with one that is non-toxic.**



If the hazard can't be eliminated, your employer can try to reduce the hazard.

- This can be done by reducing how much of the hazard you are exposed to. An example of this is turning up the ventilation system in a factory, or putting a barrier around a dangerous piece of equipment. These are called "engineering controls."



Another way to reduce hazards is to reduce how long or how often you come in contact with the hazard.

- This process can be done by arranging the work differently so that you are not exposed as long.
- These are called “administrative or work practice controls.”
- If the hazard still exists after trying to control it through elimination, engineering controls and administrative or work practice controls, your employer may require you to use protective equipment and/or protective devices.



Protective equipment and devices

- **THE OHSA SAYS THAT ONE OF YOUR DUTIES AS A WORKER IS ALWAYS TO WEAR OR USE THE PROTECTIVE EQUIPMENT THAT YOUR EMPLOYER REQUIRES.**
- You may think that a hardhat, safety glasses, steel-toed boots or some other protective clothing or equipment are uncomfortable or slow you down.

If the OHSA or your employer says you have to wear or use these things to do the work, you have to.



The OHSA says that you must never remove or disable any protective device that is required.

- **Some of the machinery in your workplace may have a guard.**
- **The guard protects you from coming in contact with a moving part.**
- **If the device has to come off for any reason, you should not use the equipment without a replacement device.**
- **Taking shortcuts by removing guards is unsafe – and it's against the law.**

The OSHA states that you have to make sure you don't use any equipment or machine in a way that could hurt you or any other worker.

- You also can't act or behave in a way that could hurt you or anyone else.
- That means no playing games, pranks or acting in other ways that could hurt someone.



The law says every worker has to have information and training about chemicals or hazardous materials in the workplace.

- The Workplace Hazardous Materials Information System (WHMIS) Regulation says that you need to receive information and instruction on how to use, store and get rid of hazardous materials safely.
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- This information is available on warning labels and information sheets.



If your job involves using equipment, your employer and supervisor must instruct you on how to operate that equipment safely.

- One way to get information on the safe use of machinery is from the operator's manual. It tells you about hazards and has instructions on how to use the equipment safely
- Your employer should make sure anyone can check the manual if they need information. If there is no manual available for the equipment you are using, you should ask your supervisor for information on how to operate the equipment safely.

Prevention Starts Here" when everyone knows about hazards.

- In a safe and healthy workplace, everyone knows about hazards.
- **If you see a hazard on the job or a "close call," report it to your supervisor or employer right away.** That way, someone who knows how to fix it can deal with it so that no one gets hurt.

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