



WORKER RESPONSIBILITIES AWARENESS

Objectives

- Understand why health and safety is important and how workers fit in the Internal Responsibility System
- Hear about worker, supervisor and employer roles and responsibilities as set out in the Occupational Health and Safety Act
- Learn about the workers right to know about hazards in the workplace

Objectives

- Learn about worker right to find out information about workplace health and safety
- Learn about workers right to participate in health and safety
- Learn about how to get help with health and safety in the workplace including the right to refuse unsafe work

Module 1

HOW WORKPLACE ROLES AND RESPONSIBILITIES CONTRIBUTE TO A HEALTHY AND SAFE WORKPLACE

Why is Health and Safety Important?



Worker, Supervisor and Employer as Defined in the Act

- **Worker** – a person who performs work or supplies services for monetary compensation
- **Supervisor** – a person who has charge of a workplace or authority over a worker
- **Employer** – a person who employs one or more workers or contracts for the service of one or more workers



The Foundation of Health and Safety Law in Ontario

- Internal Responsibility System
 - Employers and workers share responsibility for health and safety
 - Occupational Health and Safety Act sets out duties for employers, supervisors and workers



Internal Responsibility System (IRS)

Employer provides a safe environment , establishes the health and safety program and policy and is responsible for health and safety within the organization

Supervisors communicate, monitor and enforce program and policies

Workers comply, participate and bring problems to attention of company

JHSC monitors the system, makes recommendations to the employer and supports communications between parties

General Duties of the Employer

Section 25 (1)

- This section of the Act focuses on the responsibility of the employer to ensure that:
 - Equipment, materials and protective devices are provided, maintained in good condition and used properly
 - Building and structures are safe, meet the requirements of the Building Code and any other requirements, and is built using good engineering practices

General Duties of the Employer

Section 25 (2)

- This section focuses on the employers responsibility to:
 - Prepare a H&S policy, review it each year and develop and maintain a program to implement the policy
 - Appoint competent persons as supervisors
 - Take every reasonable precaution to protect workers
 - Employ only those who are of age to work
 - Provide information, instruction and supervision to workers and ensure supervisors, or those in authority over workers, know the hazards in the work
 - Provide information in the case of medical emergency for the purpose of diagnoses, or treatment

What makes a Person Competent?

- A competent person:
 - Is qualified because of knowledge, training and experience to organize the work and its performance
 - Is familiar with this Act and the Regulations that apply to the work, and
 - Has knowledge of any potential or actual danger to health or safety in the workplace

Duties of the Supervisor

Section 27(1) and 27(2)

- This section outlines the responsibilities of the supervisor to ensure workers:
 - Work in a healthy and safe manner following policies, procedures and the law
 - Use or wear the equipment, protective devices or clothing required by the employer
- Supervisors are also required to:
 - Advise workers of any potential or actual dangers
 - Provide workers with written instructions on how to protect the worker
 - Take every precaution reasonable for the protection of workers

Duties of the Worker

Section 28(1)

- This section outlines the responsibilities of the worker to:
 - Work in a healthy and safe manner following policies, procedures and the law
 - Use or wear the equipment, protective devices or clothing required by the employer and tell the employer or a supervisor if something is missing or broken
 - Tell employer or supervisor if there is something in the Act that is not being followed (also called a contravention) or if there is a hazard in the workplace

Duties of the Worker

Section 28(2)

- This section outlines what workers should not do.
Workers should not:
 - Remove or make ineffective any protective device required by the regulations or by the employer
 - Use or operate equipment, machines, devices in a manner that would endanger themselves or others
 - Put other workers at risk by taking shortcuts, playing pranks or working unsafely

Discussion with Your Partner

5 Minutes

- Pair up with someone next to you and discuss
 - If you were aware that workers have legal responsibilities under the Occupational Health and Safety Act?
 - How the worker responsibilities link with the supervisor and employer responsibilities?
 - If you have any unanswered questions?

Module 2

UNDERSTANDING THE WORKERS RIGHT TO KNOW

The Workers Right to Know

- The Occupational Health and Safety Act gives workers the right to know about
 - Job related hazards
 - How these hazards can harm them
 - How to control these hazards

How Employers and Supervisors Contribute to the Right to Know

- Your **employer** must provide information, instruction about any hazards in the work and handling, use, storage, disposal or transportation of any device, equipment, biological, chemical or physical agent
- Your **supervisor** must tell you about any workplace hazards and where necessary provide you written instruction on how to work safely
- You can talk to you employer or supervisor to get more information on how to work in a health and safe way
- **It's your right to ask questions and know what to do**

What is a Hazard

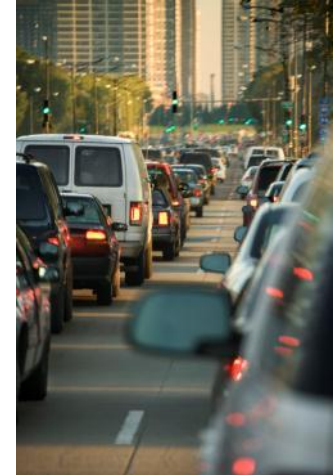
- A hazard is something that has the potential to cause injury or illness



- Hazards that have the potential to cause illnesses, disease or other health conditions are called **Health Hazards**
- Hazards that have the potential to cause an injury are called **Safety Hazards**

Understanding Common Workplace Hazards in Ontario

- Every workplace has hazards, in Ontario the top hazards are:
 - Musculoskeletal Disorders
 - Motor Vehicle Incidents
 - Machinery and Equipment
 - Slips, Trips and Falls (same level, heights)



Biological Hazards

- Viruses
- Bacteria
- Mold
- Fungus
- Parasites



Chemical Hazards and WHMIS

Physical States

- Liquids
- Gases
- Solids

Routes of Entry

- Inhalation
- Ingestion
- Absorption
- Injection

- **Regulation 860 WHMIS**
Regulation addresses how to safely use, handle and store hazardous materials
- **There are three key parts to WHMIS**
 - Employee training,
 - Product warning labels and
 - Material data safety sheets (MSDS)

Physical Hazards

- Forms of energy that can harm the body when exposure takes place
- Sources of Physical Hazards
- Include:
- Noise
- Vibration
- Extreme temperature
- Radiation



Controlling Workplace Hazards

- **At the Source** – removes the source of the hazard and replaces it with something that is healthier and safer
- **Along the Path** – creates a barrier to prevent employees from coming in contact with the hazard
- **At the Worker** – provides the worker with the proper PPE to protect them from the hazard
- Ensure walkways and floor surfaces are as flat and slip-resistant as possible
- Guards on a machine, tool or equipment
- Gloves, safety shoes, goggles, respirator, etc.

Group Exercise: Workplace Specific Hazards – 5 minutes

- Brainstorm hazards that you are aware of in your workplace – are they a health hazard or a safety hazard?
- How are you protected from these hazards in the workplace?
 - At the source
 - Along the path
 - At the worker

Module 3

UNDERSTANDING THE WORKERS RIGHT TO PARTICIPATE

The Right to Participate

- The Occupational Health and Safety Act provides the right for workers to participate
- Some of the ways workers can participate in workplace health and safety include:
 - As a member of a Joint Health and Safety Committee or Health and Safety Rep
 - Making recommendations about health and safety in the workplace
 - Actively participating and applying training
 - Being a role model for health and safety in the workplace

Know your H&S Representative or JHSC Committee Members

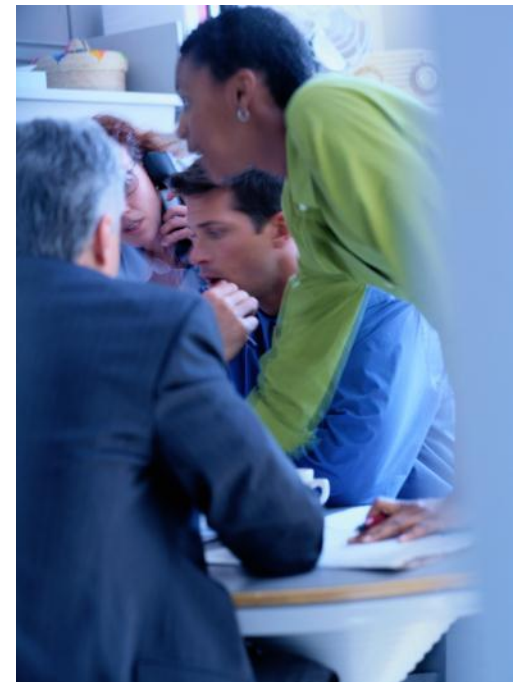
- Workers have the right to find out information about their health and safety representative or JHSC committee members
- These workers take an active role in supporting workplace health and safety
- This information should be posted in your workplace
 - Do you know where to find this information?
 - Do you know who to ask if you can't find this information?

5 Keys to Being a Good Health and Safety Role Model



Group Discussion: Being a Good Role Model – 5 minutes

- Take a few minutes to think about someone at a job who you considered to be a good role model...
 - Why do you consider that person to be a good role model
 - Identify some key actions that person took, how did they help you and/or others, what was their outlook, what characteristics stand out about this person?



Module 4

UNDERSTANDING THE RIGHT TO REFUSE UNSAFE WORK AND WHERE TO GO FOR HELP WITH HEALTH AND SAFETY

Getting Information about Health and Safety in the Workplace

- Your companies health and safety policy is a great place to start when learning about workplace health and safety
- Talk to you manger, supervisor or employer if you have questions about how to work in a healthy and safe way
- Pay attention to health and safety announcements and information that is shared with staff
- Get to know your JHSC Committee Members or Health and Safety Rep

The Right to Refuse

- The Occupational Health and Safety Act provides the right for workers to refuse unsafe work
- Workers can refuse work that puts themselves or another worker at risk
- There is a defined procedure to do this
 - Must tell employer
 - Must stay in a safe place and be available for the investigation
 - Employer must investigate

Limitations of the Right to Refuse

These workers are:

- Police officers
- Fire fighters
- Workers employed in correctional institutions
- Health care workers
- Teachers may not exercise this right if the life, health or safety of a student is placed in "imminent jeopardy"

Reprisals – Section 50

- The employer is not allowed to punish a worker for acting in compliance with *the Act* or Regulations including:
 - Dismissing or threatening to dismiss
 - Disciplining or threatening to discipline or suspend
 - Imposing any penalty upon a worker
 - Intimidating or coercing a worker



SLIPS, TRIPS AND FALLS AWARENESS

Learning Objective

- To recognize slip, trip and fall hazards in your workplace...



Defining Slips, Trips and Falls

- **Slip:** A sliding motion, where the foot (or shoe) loses traction with the floor surface, resulting in a loss of balance
- **Trip:** A loss of balance when the natural movement of the foot is interfered with momentarily
- **Fall:** A drop in height of the human body



Conditions That Can Cause Slips, Trips, and Falls

The safety of walking/working surfaces is affected by:

- How they are designed
- How they are constructed
- Materials used in construction
- The texture of the material
- How they are used and maintained
- How employees are trained to use them



Prevent These Injuries from Slip, Trip and Fall Injuries

- Bruises
- Cuts, loss of blood
- Broken bones
- Musculoskeletal injuries
- Back injuries
- Concussions
- Fatalities



Everyone Is Responsible!

- Employer's responsibilities: OHS&A, section 25(2)(h) and 27(2)(c)
 - Take every reasonable precaution
- Employee's responsibilities: OHS&A, section 28(1)(d)
 - Report any hazards
- Legislation for fall from heights of 3 metres or greater
 - Use of fall arrest equipment
- Ontario Building Code (Reg. 61/R.R.O. 1990)
 - Provides safety standards

Why Is It Important To Deal With STF Hazards?

- Either pair up or in small groups:
 - Identify a Slip, Trip, Fall hazard you saw at work that you eliminated or minimized
- Answer these questions:
 - What did you do to manage the situation?
 - Why was it important to you to deal with the hazard?

- Take 5 min.

Controlling Slip, Trip, and Fall Hazards in the Workplace

- **At the Source** – removes the source of the hazard and replaces it with something that is healthier and safer
- **Along the Path** – creates a barrier to prevent employees from coming in contact with the hazard
- **At the Worker** – provides the worker with the proper PPE to protect them from the hazard
- Ensure walkways and floor surfaces are as flat and slip-resistant as possible
- Place visual cues where needed. Use contrasting colours on stairs, painting or taping aisles with lines or arrows, etc.
- Use fall arrest equipment for heights greater than 3 metres (10 ft.)
- Reduce noise or distractions

Begin Eliminating Slip, Trip, Fall Hazards Now

- In pairs or small groups:
 - Use either STF hazards identified earlier or identify additional hazards in your workplace
 - Figure out ways you can control these hazards either:
 - At the source
 - Along the path
 - At the worker

- Take 5 min.

Additional Resources

- Health and Safety Ontario Website
 - <http://www.healthandsafetyontario.ca/Resources/Topics/Slips,-Trips-and-Falls.aspx>
 - Provides additional resources and information on protecting the health and safety of workers from slip, trip and fall hazards

Next Steps

- Take a few moments and think about what you will do differently when you return to work today
 - What will you do to prevent a STF hazard right now?
 - What else might you do to make your colleagues safer at work?

- Take 3 min.

Getting Help with Health and Safety Outside My Workplace

- Ontario is one of the safest places to work in the world
- Ontario has a system in place to help workers and employers, this system includes the:
 - **WSIB**
 - Ministry of Labour
 - Health and Safety Associations



- Administers Ontario's no-fault workplace insurance system for employers and their workers

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- Responsible for the prevention of occupational injury and disease and sets, communicates and enforces occupational health and safety requirements and employment standards
- **You can call for information or help 24 hours a day – 7 days a week**

1 877 202 0008

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- Help you prevent workplace injuries through:
 - Consulting
 - Training
 - Products/resources

True or False

- If you report something dangerous to your supervisor or employer and they can't find a way to fix it you can call the MOL's toll free number for help
– True
- It is against the law for your employer or supervisor to fire or punish you for doing what the Act expects you to do
– True

Questions?



For all your health and safety solutions, contact:

Workplace Safety & Prevention Services

1 877 494 WSPS (9777)

www.wsps.ca