

Health and Safety Awareness for Workers



Welcome!

Welcome!

- This module will take approximately 20 minutes to complete.
- Please read each page carefully and follow any instructions then click the 'next' button to move forward.
- This module contains audio, adjust your volume accordingly or wear headphones if available.
- To view the audio script for each page click on 'Notes' on the top right of the player.
- The menu is available on the left of the screen for you to monitor your progress through the module.

Click on the audio icon to test your sound



Objectives

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Upon completion of this course, you will be able to:

- Identify the duties of the employer, supervisor and worker
- Identify workplace hazards
- Explain the protection in place from workplace hazards
- Explain the workers right to 'know', 'refuse' and 'participate'
- Describe the role of a Joint Health and Safety Committee (JHSC) and a Health and Safety Representative
- Access additional Health and Safety resources for more information

Step 1: Get on Board

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- Every job has hazards associated with it, no matter how safe it looks.
- Every year there are work related injuries and illnesses reported across all three of our hospital sites.
- Injuries and illnesses cost us in lost time at work and employee morale.

It's Important

It's Important

Did you know that **new** workers are **three times more likely** to get hurt during their first month on the job rather than at any other time?

Click below to learn why:

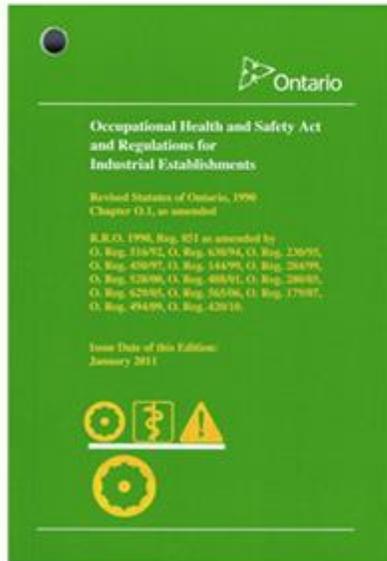
[Why?](#)

1. They don't know about the hazards of the job.
2. They don't understand the roles and responsibilities of the employer, supervisor, and worker in workplace Health and Safety.
3. They aren't sure what questions to ask.
4. They don't know who to ask.

This is Where the Law Comes In

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Introducing the Occupational Health and Safety Act (OHSA):



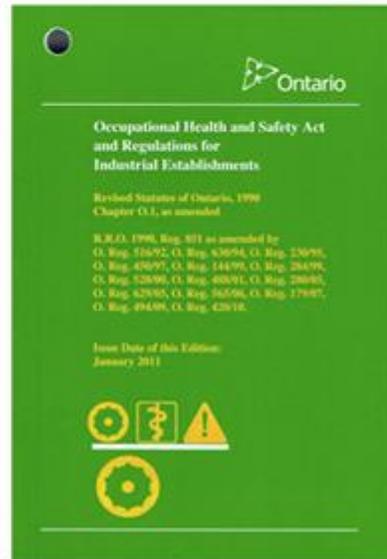
The OHSA is a set of laws that outlines in detail the duties of employers, supervisors and the rights and duties of workers.

It also contains regulations for different types of workplaces.

OHSA Duties

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

1. The Employer (Who is in charge of everyone)
2. The Manager/Supervisor
3. The Worker (You)
4. A Joint Health and Safety Committee and Health and Safety Representatives



Employer, Supervisor and Worker Duties

Employer, Supervisor and Worker Duties

Click on each of the roles to learn more:

Employer **Supervisor** **Worker**

The following 3 slides will describe the duties of the Employer, Supervisor and worker in more detail.

Employer, Supervisor and Worker Duties

Click on each of the roles to learn more:

Employer

Supervisor

Worker

Duties of Employers:

- Ensure workers know about hazards and dangers in the workplace and how to work safely.
- Ensure every supervisor knows how to take care of Health and Safety on the job.
- Create Health and Safety policies and procedures for the workplace.
- Ensure everyone knows and follows the Health and Safety procedures.
- Ensure that workers wear and use the right protective equipment.
- Do everything reasonable to keep workers from getting hurt or sick on the job.

Employer, Supervisor and Worker Duties

Click on each of the roles to learn more:

Employer

Supervisor

Worker

Duties of Supervisors/Managers:

- 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 that workers wear and use the right protective equipment.
- Do everything reasonable to keep workers from getting hurt or sick on the job.

Employer, Supervisor and Worker Duties

Click on each of the roles to learn more:

Employer

Supervisor

Worker

Duties of Workers:

- 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 themselves or any other workers.
- Report any hazard that they find in the workplace to their supervisor/manager.

Rights of the Worker

Rights of the Worker

The OHSA states that a supervisor and employer must:

“take every precaution reasonable in the circumstances for your Protection”

Click on each of the three rights of a worker to learn more:

Know

Refuse

Participate



The following 3 slides will detail the rights of a worker.

The Right to Know

Rights of the Worker

The OHSA states that a supervisor and employer must:

“take every precaution reasonable in the circumstances for your Protection”

Click on each of the three rights of a worker to learn more:

Know

Refuse

Participate

The Right to Know

Workers have the right to know about hazards in the workplace and to be instructed on how to do the work safely.



Rights of the Worker

The OHSA states that a supervisor and employer must:

“take every precaution reasonable in the circumstances for your Protection”

Click on each of the three rights of a worker to learn more:

Know

The Right to Refuse

Workers have the right to refuse unsafe work if they have a reason to believe that it puts them or a fellow worker in danger.

Refuse

Participate

Exception: Healthcare workers cannot refuse work if the danger is a normal part of their job or if refusing work would put someone else in danger.



The Right to Participate

Rights of the Worker

The OHSA states that a supervisor and employer must:

“take every precaution reasonable in the circumstances for your Protection”

Click on each of the three rights of a worker to learn more:

Know

Refuse

Participate

The Right to Participate

Workers have the right to participate in workplace health and safety activities through the Joint Health and Safety Committee (JHSC) or as a worker health and safety representative.



Additional Worker Rights

Additional Worker Rights

- Ask questions. If you are not sure about whether something is dangerous or how to do it then speak up!
- It's against the law for your employer or your supervisor to punish you or threaten you in any way for doing what the OHSA says or for asking your employer or supervisor to do what the OHSA expects them to do.
- If you are a union member you can raise your concern to your union.
- Additional support can be found through:
 1. The Ontario Labour Relations Board
 2. The Ministry of Labour's toll free number for information – 1-855-659-7744

Step 2: Get in the Know

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A hazard is anything in the workplace that could hurt you or the people you work with.

Headlines of workers falling from heights, being killed as a result of violence or exposure to infectious disease.

There is a hazard at the root of every work-related death, injury or sickness. Sometimes more than one hazard can combine to make an even bigger hazard.

Duties

Duties

Employers:

It's the employers duty to make sure that the supervisor knows enough and has enough experience and training to keep workers safe and healthy while they work.

Employers and Supervisors:

It's the employer's and supervisor's duty to inform workers of health and safety hazards.

Workers:

It's the worker's duty to report hazards they know of to their supervisor or employer as soon as possible so that they can fix it.

Hazards in Healthcare



Hazards in Healthcare

The most common hazards in healthcare can be grouped in the following categories:

Click on each hazard category to learn more:

- Physical
- Biological
- Chemical
- Ergonomic
- Psychosocial
- Designated Substance

The following 6 slides detail the most common hazards in the healthcare workplace.

Hazards in Healthcare

The most common hazards in healthcare can be grouped in the following categories:

Click on each hazard category to learn more:

Physical

Biological

Chemical

Ergonomic

Psychosocial

**Designated
Substance**

Physical Hazards

Are often easy to spot, they include slips, trips, falls, workplace violence, electricity, radiation, vibration, noise, extreme heat and cold.



Hazards in Healthcare

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**Designated
Substance**

Biological Hazards

Can cause illness or disease and are most commonly in patient care areas and laboratories. They include bacteria, fungi, parasites and blood borne pathogens.



Hazards in Healthcare

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Click on each hazard category to learn more:

Physical

Biological

Chemical

Ergonomic

Psychosocial

**Designated
Substance**

Chemical Hazards

Are solids, liquids, vapours, gases, dusts, fumes, or mists that are toxic to the human body. Examples include; housekeeping cleaning agents, laboratory reagents, medications, anesthetic gases, anticancer drugs and disinfectants.



Hazards in Healthcare

The most common hazards in healthcare can be grouped in the following categories:

Click on each hazard category to learn more:

[Physical](#)

[Biological](#)

[Chemical](#)

[Ergonomic](#)

[Psychosocial](#)

[Designated
Substance](#)

Ergonomic Hazards

These exist in all areas of the hospital. Patient handling, manual materials handling and use of office equipment can lead to musculoskeletal disorders and injuries such as back pain, sprains and strains.



Hazards in Healthcare

The most common hazards in healthcare can be grouped in the following categories:

Click on each hazard category to learn more

Physical

Biological

Chemical

Ergonomic

Psychosocial

Designated
Substance

Psychosocial Hazards

Includes; work overload/under load, dealing with terminally ill patients, handling violent situations etc.. that can lead to injuries and illness.



Hazards in Healthcare

The most common hazards in healthcare can be grouped in the following categories:

Click on each hazard category to learn more:

Physical

Biological

Chemical

Ergonomic

Psychosocial

Designated
Substance

Designated Substance Hazards

Are **Biological**, **Chemical**, or **Physical**, hazard agents or combination thereof to which exposure of a worker is prohibited, regulated, or restricted. The only such substance is **Asbestos** at the General and Centenary sites.



Protection From Hazards

There are many ways that your employer can protect you from workplace hazards.

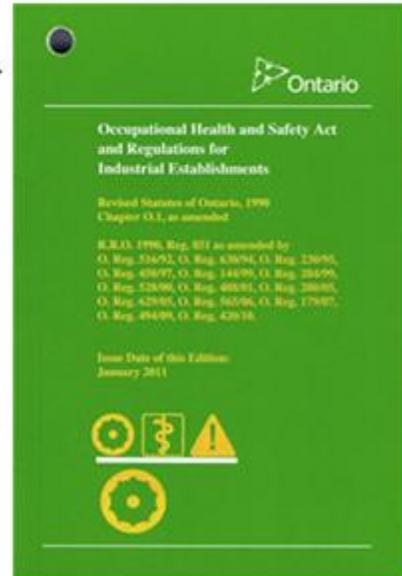
1. The best way: **Eliminate the hazard completely**
2. Next best: If you can't eliminate, **reduce the hazard**

Ground Rules

Ground Rules

The OHSA states that:

1. You must never remove or disable any protective device that is required. 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.
2. You can't act or behave in a way that could hurt you or anyone else. That means that no playing games, pranks, or acting in other ways that could hurt someone.



Training to be Safe

Training to be Safe

Health & Safety policies and procedures contain important information about the work you do and the equipment you use. This information is included during the orientation of all new staff.

Your supervisor is also responsible for making sure the procedures are followed by everyone.

Training for workplace safety includes, but is not limited to:

- 1) WHMIS
- 2) Workplace Violence and Harassment, and Domestic Violence
- 3) This Health & Safety course as well as one for Managers
- 4) Emergency Preparedness Codes
- 5) Respirator FIT testing (Every 2 years)
- 6) Department Specific, such as Asbestos awareness, patient lifting, transportation of dangerous goods etc.

Speak Up!

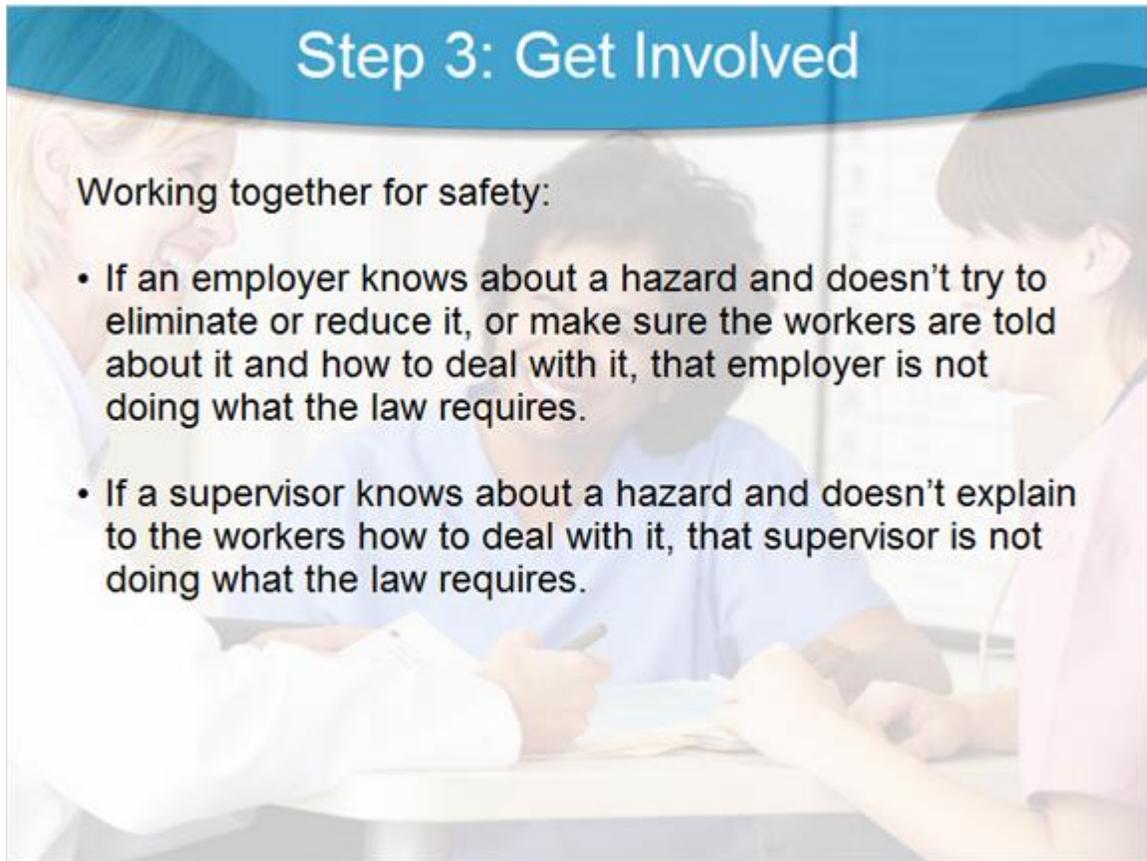
Speak Up!

It is important that as a worker you advise your supervisor/manager when a workplace incident has occurred or nearly occurred (Near Miss). The details must also be documented.

**It's not about blame,
it's about making sure it doesn't happen again.**

If an incident does occur you can report it online (S.A.F.E - At the Birchmount and General sites or IRIS – At the Centenary site). When an incident is submitted, it is automatically sent to Occupational Health and Safety.

Step 3: Get Involved



Step 3: Get Involved

Working together for safety:

- 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.

Worker Responsibilities

Worker Responsibilities

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. This includes:

- Reporting equipment that isn't working properly
- Reporting to your supervisor or employer any injury, incident or near miss, so that they can prevent those kinds of things from happening again in the future



Get Involved

Get Involved

Here are 4 ways to get involved in keeping your workplace safe:

1. Ask questions when you're not sure about something.
2. Volunteer to become a worker health and safety representative or a worker member of a Joint Health and Safety Committee.
3. Help health and safety representatives with their health and safety inspections by pointing out possible hazards in your work area.
4. Take health and safety training seriously and put what you learn into practice in your job.

Joint Health and Safety Committees

Joint Health and Safety Committees

Our hospital network and community services actually house 5 sites each with their own Joint Health and Safety Committee (JHSC) and several satellite service locations that have a dedicated health and safety representative on site.

This means there is ample opportunity for you to get involved. Whether you want to volunteer or just provide valuable information to health and safety committees or representatives.



Role of the JHSC

Role of the JHSC

The role of the Joint Health and Safety Committee includes:

1. Acting as an advisory body
2. Identifying hazards in the workplace
3. Conducting monthly safety inspections
4. Conducting accident investigations
5. Making recommendations on injuries, safety concerns, accidents and hygiene testing
6. Assisting in investigating work refusals

Health and Safety Boards

Health and Safety Boards

The OSHA says that your employer must post the OSHA and regulations booklet and other health & safety information.

Our boards also include; names of the JHSC members, names of first aiders and our health & safety policy.

Health & Safety Board Locations:

Birchmount Site: 1st floor by south employee entrance

Centenary Site: 3rd floor beside the executive offices

General Site: Ground floor by tower elevators



Be Vigilant

Be Vigilant

Always be on the lookout for hazards to yourself and others.
Before you start your work day, ask yourself questions such as:



- Is any of the machinery broken?
- Are there warning labels or signs?
- Is there any moving equipment I could get caught in?
- Is there something I could slip or trip on?
- Do I need protective equipment?
- Do I know how to do this job safely?

Step 4: Get More Help

Step 4: Get More Help

Ontario has a health and safety 'System'. The system is there to serve everyone in the workplace - employers, supervisors and workers. The following organizations are a part of Ontario's Health and Safety System and provide support through their websites:

- Ministry of Labour Ontario
- Health & Safety Ontario
- WSIB/CSPAAT Ontario
- Workers Health & Safety Centre
- Occupational Health Clinics for Ontario Workers



Additional Support

Additional Support

For additional support or information you can contact the Canadian Centre for Occupational Health and Safety. They have information and fact sheets on their website at www.ccohs.ca

If you are having trouble finding information, you can ask questions by telephone at: 1-800-668-4284



Powers of the Ministry of Labour

- Enforce the OHSA and Regulations
- Enter a workplace/premises at anytime without warrant or notice
- Seize, use or observe
- May require any worker to be present and provide information
- May ask employer to provide documentation of safety programs and training
- Issue 'Orders' – Specific written requirements to tell the employer what needs to be done to comply with the OHSA or Regulations
- Can levy fines of up to \$500,000 for a corporation or \$25,000 personally per offence



Summary

Summary

When it comes to Health and Safety in the workplace it is imperative that you:

- Are aware of specific workplace hazards in your area
- Follow up with you manager on procedures for reporting health and safety concerns, incidents or injuries
- Properly use any protective equipment that is required
- Assist the Joint Health and Safety Committee (JHSC) or Health and Safety Representative by providing information about potential hazards
- Access additional Health and Safety resources for more information if required
- Know your rights

Conclusion

Conclusion

Remember that when it comes to your health and safety, there is no such thing as a silly question. That question could save your life – so ask it!

