



WORKPLACE SAFETY ORIENTATION BOOKLET

THIS BOOK MUST BE COMPLETED BEFORE YOU BEGIN YOUR WORK EXPERIENCE PLACEMENT. PLEASE RETURN THE COMPLETED BOOKLET TO YOUR WORK EXPERIENCE TEACHER.

Student Name: _____ Student #: _____

School: _____ Grade: _____

I have read and answered the questions in this booklet. I understand workplace safety issues and will use Worksafe Practices on my job. I will contact the Work Experience Department if I feel unsafe at my worksite and will not perform any duties that seem unsafe to me.

Student Signature: _____

Teacher Signature: _____

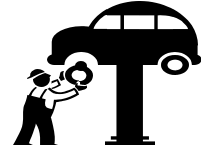


Every day in B.C. 46 young workers are injured. Make sure it won't be you or one of your friends.



WHY FOCUS ON YOUNG WORKERS

YOUNG WORKERS FACTS

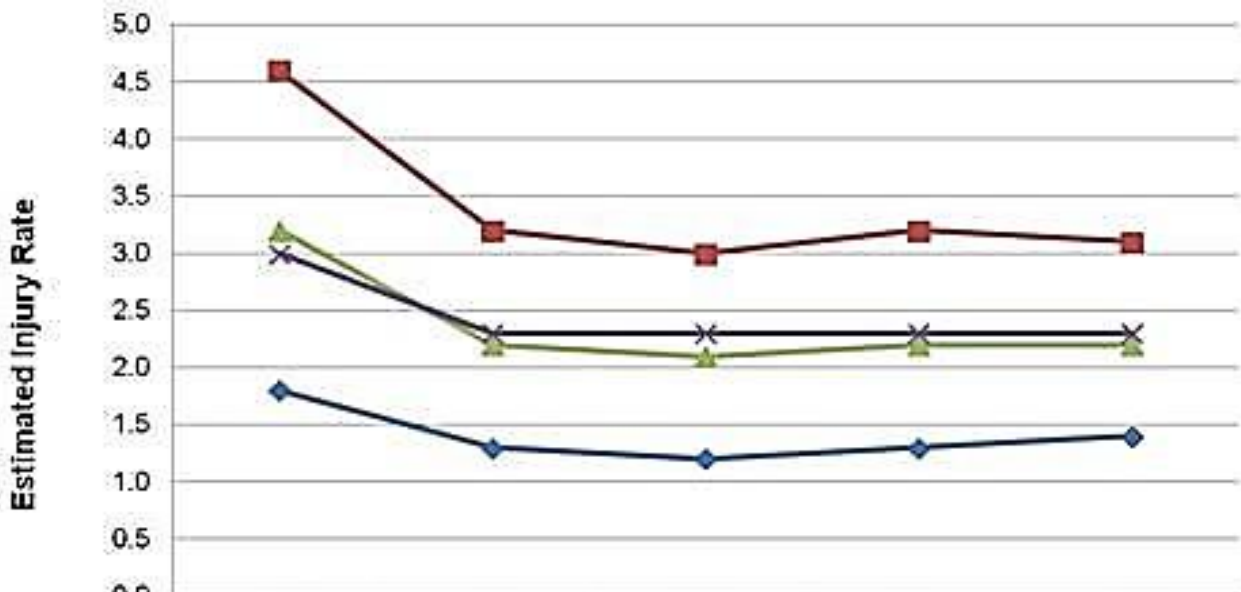


Are young workers at risk?

- ✓ Yes, Young workers are at the highest risk of any age group.
More than half of workplace accidents involve workers age 15 – 24
- ✓ More than ½ of work place injuries occur in the first month of the job with young workers and 20% occur during the first 6 months
- ✓ Young males under the age 25 are at the highest risk in BC
- ✓ 3 out of every 4 claims are for males in this age group
- ✓ One of every 21 young males is hurt on the job site in our province
- ✓ Young women are injured on the job much less frequently than men
- ✓ 1 in every 63 young females were injured on the job last year

INJURY RATE COMPARISON BY AGE & GENDER 2008 – 2012

- Approximately 37,000 young workers were injured and had time loss claims
- 8,000 seriously injured
- 19 fatalities due to workplace injury or disease
- Injury rate decreased from 3.2 in 2008 to 2.2 in 2012



	2008	2009	2010	2011	2012
Female 15-24	1.8	1.3	1.2	1.3	1.4
Male 15-24	4.6	3.2	3.0	3.2	3.1
Ages 15-24	3.2	2.2	2.1	2.2	2.2
All BC	3.0	2.3	2.3	2.3	2.3

Top 7 Dangers facing B.C.'s Young Workers

The following table identifies the top 7 dangers to young workers and the types of jobs where they are at risk.

The danger	# of young workers injured per year	Types of jobs
1. Lifting objects - overexertion causing sprains, strains, tears	950	Retail and grocery clerks, laborers, material handlers, shippers & receivers
2. Working on elevated levels - sprains, strains, tears, & fractures	900	Any job using ladders, stairs, scaffolding, or other raised areas
3. Working with knives - cuts & lacerations	525	Cooks, food service workers, retail clerks & shelf stockers
4. Working with hot substances/objects - burns	350	Jobs in the hospitality & service industries
5. Using mobile equipment or motor vehicles - sprains, strains, tears, & fractures	250	Any job requiring driving, riding, operating, or operating near mobile equipment
6. Working with food slicers - cuts & lacerations	150	Deli sales clerks, cooks, food service workers & retail sales clerks in supermarkets
7. Working in proximity to running equipment or machinery - cuts, lacerations, & fractures	125	Laborers in manufacturing or construction, machine operators, material handlers, bakers & cooks

1. Consider how your job is designed:
 - Amount of weight lifted?
 - Load lifted from 'how low' to 'how high'?
 - Load carried from how far?
 - Body twisted with how heavy a load?
 - Constant sitting?
 - Chair designed for erect & comfortable posture?
 - Work surface height & tilt allows erect posture?
 - How much bending, how far, how often, for how long?
2. Use proper lifting rules:
 - Tuck your chin
 - Keep the load close to your body
 - Position your feet before you lift to reduce twisting with the load
 - Lift with your legs, trying not to bend at the waist
 - If the item is too heavy to lift, ask for help
3. Use proper 'ergonomic' rules for sitting:
 - Keep your feet flat on the floor or supported by a foot rest
 - Does the back of your chair support your back?
 - Place buttocks against the back of your chair
 - Pull chair close to your desk.
 - Align shoulders and hips
4. Let your back recover from the stresses of work.
 - Frequently stretch out of your position, do one or two simple stretches at least once every hour



Health & Safety Rights & Responsibilities in the Work Place

You have the right to: (OHS Regulation 3.12)

- Education & training about safe work procedures and how to recognize hazards on the job
- Supervision to ensure that you work without undue risk
- Knowledge on equipment & safety gear required to do your job safely
- You cannot be fired or disciplined for refusing unsafe work
- Workers have the right to know about the dangers in the workplace
- Don't assume that you can do something you've never done before. Ask your supervisor to show you how before you begin
- Ask your employer for job safety training if none is provided
- Use all safety gear and protective clothing when and where required
- Always follow safe work procedures and encourage your co-workers to do the same
- Immediately correct unsafe conditions or report them right away to your supervisor
- Know how to handle any hazardous materials or chemicals you use on the job
- If you have any doubts about safety, talk to your supervisor
- Tell your supervisor about any physical or mental conditions that may prevent you from working safely
- Make suggestions to improve health and safety at your workplace

What should I do if I am injured?

All workers qualify for WCB benefits and services for work-related injuries/illnesses. These benefits can include payment for lost wages and medical costs (hospital care, health care, medication, surgery)

- Report the injury to your supervisor or first aid attendant immediately
- Get medical treatment
- Ensure that your employer completes and sends a *Report of Injury Form 7* to the Work Experience Department if you receive medical treatment, or if you can't work as a result of your injury



WORKPLACE BULLYING & HARASSMENT

➤ What is workplace bullying?

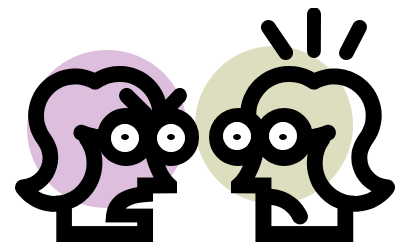
- Bullying is usually seen as acts or verbal comments that could 'mentally' hurt or isolate a person in the workplace
- Sometimes, bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate offend, degrade or humiliate a particular person or group of people
- It has also been described as the assertion of power through aggression

➤ What are examples of bullying?

- Spreading malicious rumors, gossip, or innuendo that is not true
- Excluding or isolating someone socially
- Intimidating a person
- Undermining or deliberately impeding a person's work
- Physically abusing or threatening abuse
- Removing areas of responsibilities without cause
- Constantly changing work guidelines
- Establishing impossible deadlines that will set the individual up to fail
- Withholding necessary information or purposefully giving the wrong information
- Making jokes that are 'obviously offensive' by spoken word or e-mail
- Intruding on a person's privacy by pestering, spying or stalking
- Assigning unreasonable duties or workload which are unfavorable to one person
- Yelling or using profanity
- Criticizing a person persistently or constantly
- Belittling a person's opinions
- Unwarranted (or undeserved) punishment
- Blocking applications for training, leave or promotion
- Tampering with a person's personal belongings or work equipment

➤ Bullying is not.....

- Enforcing workplace policies and procedures
- Evaluating or measuring performance
- Providing constructive feedback
- Denying training or leave requests with good reason
- Discussing disciplinary action in private
- Dismissing, suspending, demoting or reprimanding with just cause



WORKPLACE BULLYING & HARASSMENT

➤ What Is cyberbullying?

Cyberbullying involves the use of communication technologies such as the Internet, social networking sites, websites, email, text messaging and instant messaging to repeatedly intimidate or harass others. Cyberbullying includes: Sending mean or threatening emails or text/instant messages.

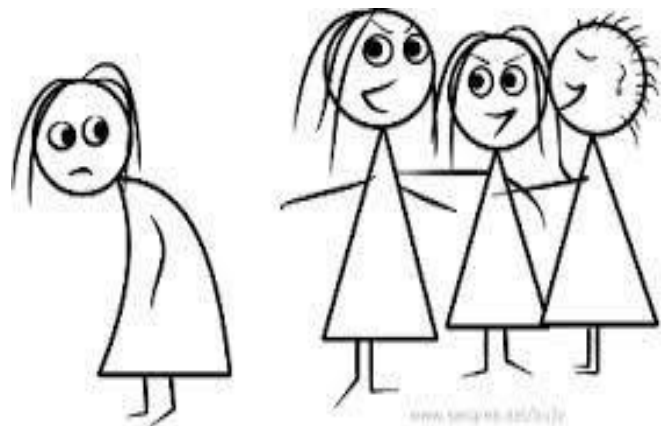
➤ What is discrimination?

Discrimination is treating someone differently or poorly based on certain characteristics or differences. Discrimination focuses on treating people differently because of

- Age
- Race (skin color, facial features)
- Ethnicity (culture, where they live, how they dress)
- Religion (religious beliefs)
- Sex
- Sexual Orientation (if they are gay, lesbian, bisexual, or heterosexual)
- Family Statue (if they are from a single parent family, adopted family, step family, foster family, non-biological gay or lesbian family)
- Marital status (if they are single, divorced, legally married, common law spouse, or widowed)
- Physical and mental disabilities (having a mental illness, learning disability, use a wheel chair)

➤ How can bullying affect an individual?

- Shock
- Anger
- Feelings of frustration and/or helplessness
- Increased sense of vulnerability
- Loss of confidence
- Inability to sleep
- Loss of appetite
- Stomach pains
- Headaches
- Panic or anxiety, especially about going to work
- Family tension and stress
- Inability to concentrate
- Low morale and productivity



Bullies can be managers, supervisors, co-workers, or clients.

WHAT IS WHMIS?

WHMIS is short for **Workplace Hazardous Materials Information System**. It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces.

What are the main parts of WHMIS?

- The main components of WHMIS are hazard identification and product classification.
- Labelling material, safety data sheets
- Worker training and education



Why was WHMIS created?









- It was created in response to the Canadian workers' right to know about the safety and health hazards that may be associated with the materials or chemicals they use at work.
- Exposure to hazardous materials can cause or contribute too many serious health effects such as effects on the nervous system, kidney or lung damage, sterility, cancer, burns and rashes.
- Some hazardous materials are safety hazards and can cause fires or explosions.
- WHMIS was created to help stop the injuries, illnesses, deaths, medical costs, and fires caused by hazardous materials.

Is WHMIS a law?

- **YES.** WHMIS became law through in 1988. This ensure every young workers right to know about the safety and health hazards that may be associated with the materials or chemicals they use at work.



WHMIS Symbols

	<p>Class A: Compressed gas</p> <p>This class includes compressed gases, dissolved gases, and gases liquefied by compression or refrigeration.</p>		<p>Class D: Poisonous and infectious material Division 2: Materials Causing Other Toxic EFFECTS</p> <p>These materials can cause life threatening and serious long-term health problems as well as less severe but immediate reactions in a person who is repeatedly exposed to small amounts.</p>
	<p>Class B: Flammable and combustible material</p> <p>This class includes solids, liquids, and gases capable of catching fire in the presence of a spark or open flame under normal working conditions.</p>		<p>Class D: Poisonous and infectious material Division 3: Biohazards Infectious MATERIAL</p> <p>These materials contain an organism that has been shown to cause disease or to be a probable cause of disease in persons or animals.</p>
	<p>Class C: Oxidizing material</p> <p>These materials increase the risk of fire if they come in contact with flammable or combustible materials.</p>		<p>Class E: Corrosive material</p> <p>This class includes caustic and acid materials that can destroy the skin or eat through metals. Examples: sodium hydroxide, hydrochloric acid, nitric acid</p>
	<p>Class D: Poisonous and infectious material Division 1: Materials Causing Immediate and Serious Toxic Effects</p> <p>These materials can cause death or immediate injury when a person is exposed to small amounts. Examples: sodium cyanide, hydrogen sulphide</p>		<p>Class F: Dangerously reactive material</p> <p>These products may self-react dangerously (for example, they may explode) upon standing or when exposed to physical shock or to increased pressure or temperature, or they emit toxic gases when exposed to water.</p>

EXCEPTIONS: Some products, such as pesticides, certain consumer products and explosives do not require the distinctive WHMIS hazard symbols and labels because they are already covered by other labeling legislation. WHMIS will require that employers provide instruction to workers for these products based on available information and that various kinds of workplace labeling be used when contents are transferred to new containers.

Learning About Workplace Safety – Quiz

Fill in the Blanks.

1. Between the years 2008-2012, _____ fatalities were due to workplace injury or disease.
2. _____ out of every 4 claims are for young males.
3. Young men are often more at higher risk than young women due to _____
_____.
4. List 3 of the top dangers to young workers. _____
_____.
5. Who should you report to if injured on the job site? _____.
6. When should you report your injury when hurt on the job site? _____
_____.
7. List 3 signs of bullying that can affect your health. _____
_____.
8. Workers age _____ are involved in more than ½ of work place accidents.
9. _____ is the most common workplace injury experienced by young people.

True or False:

1. _____ You can be fired or disciplined for refusing unsafe work.
2. _____ You must use all safety gear and protective clothing that is required.
3. _____ If you have any doubts about safety, you should NOT ask your supervisor.
4. _____ Lift with your legs, not your waist.
5. _____ Young workers are: between the age of 15 & 24 years of age.
6. _____ It is acceptable to make rude comments about a person's physical disabilities.
7. _____ Providing constructive criticism is considered bullying.
8. _____ Gossip about co-workers is a good practice.
9. _____ Bullying creates poor morale in the workplace.
10. _____ Using any electronic device to spread rumors or gossip is a form of cyberbullying.

WHMIS

1. What does WHMIS stand for?

2. Why was WHMIS created?

3. Name 3 serious health conditions that may arise due to exposure to unsafe hazardous materials on the job site?

a) _____

b) _____









c) _____

4 Is WHMIS Law?

5 Why are some products exempt from WHMIS?

6 Which class from the WHMIS Symbol is for materials that increase the risk of fire if they come in contact with flammable or combustible materials?



			
			
			
	1		

Write the correct number beside WHIMIS Symbol

1. Rat poison (example)
2. Blood Containing Hepatitis B Virus
3. Oxygen Tank
4. Chlorine
5. Battery Acid
6. Mixed Bleach, Drain Cleaner and Ammonia
7. Oil and Gasoline
8. Asbestos and Nicotine