

Health and Safety Orientation

Health and Safety Orientation Leader's Guide

Time	Slide	Pg #	Activity	Content
5 m	1	2	Introduction	<ul style="list-style-type: none"> • Thank the new worker for their punctuality • Indicate - part of their orientation is concerned with their health and safety • Indicate - to feel free to ask questions, you encourage questions • Provide - the Safety Orientation Participant Book • Indicate - all of the Safety Orientation Participant Book will be covered • Indicate - the Safety Orientation will include reviewing their job and work area and meeting their Supervisor and JHSC representative. • Indicate - there will be a short quiz at the end of the Safety Orientation
	2	2	Read slide – Objectives Lecture – Introduction to Importance of Safety Orientation (for worker)	<p>By the end of this orientation we will have....</p> <ul style="list-style-type: none"> • Reviewed the purpose behind our Safety Orientation • Explained our “Basic” Health and Safety expectations • Examined any “Workplace Specific” hazards and precautions • Recognized what to do if we encounter a health or safety concern • Met the Supervisor and JHSC Worker Representative <p>Our organization and you have reasons to take safety orientation seriously – Let’s take a look at why you should be concerned.</p>
	3	-	Lecture – Priorities	<p>Wealth and Health are two very important parts of life. In many cases – we put <u>Wealth</u> in front of <u>Health</u>.</p> <p>Look at our initial orientation which is concerned with pay, benefits, hours, holidays – all wealth focused.</p> <p>Our safety orientation is concerned with your Health – a far more important issue. We want to see you go home each day in a healthy state, safe from injury and illness.</p>

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	3	-	Question – Difference “Would you rather be Rich & Dead OR Poor & Healthy?”	It is easier to become Rich then Healthy
	4	-	Lecture – Introduction to Importance of Safety Orientation (for worker)	This “Bath Tub” symbolizes the normal pattern of injury for workers. We can see that the top of the tub is where accidents are highest. We can also see the duration or experience on the job increases as we go to the right.
	4 5	-	Question – “So when do most accidents occur – at the start, end or middle of our careers?” <i>Mouse click</i>	It looks like with either “new workers” or “seasoned workers”.
	5	-	Question – “So why do new workers have accidents?” “So why do seasoned workers have accidents?”	<ul style="list-style-type: none"> • Unfamiliar with the task, equipment, material, environment • Trying to make an impression • Afraid to ask for help or assistance • Not taking time with difficult task • Become complacent with job • Overconfidence • May have slower reflexes over time

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	6	-	Lecture – Best Orientation Time	We just looked at when workers have accidents. Obviously, we need to ensure anyone that has had a close call should review their job and the associated hazards but with new workers –
	6	-	Question – “When is the best time to have safety orientation?” <i>Mouse click</i>	Prior to starting the job because it is better to become familiar with all aspects of your job prior to doing it and the last thing you want to do is have an accident or develop an unsafe habit.
	7	-	Lecture – Safety Orientation Elements <i>(Read Slide)</i>	The Safety Orientation Elements we will now examine cover: <ul style="list-style-type: none"> • Safety Systems • Participants • Concerns • Communications • Emergencies
	8	3	Lecture – Safety Systems Health and Safety Policy <i>Mouse click</i> Request – “Please read our Safety Policy” (allow 5 minutes)	Every workplace needs to address specific safety concerns. We do this by following the legislation of which we will go into in detail shortly. First, you have been provided with a copy of our Health and Safety Policy. This policy indicates the importance we place on safety and our commitment to a healthy and safe work environment.
	8	3	Question – “Do you have any questions about our policy?”	<i>(If there are any questions – address them)</i>

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	8	3	Lecture – Safety Systems Health and Safety Program <i>Mouse click</i>	<p>Our commitment is supported by our Health and Safety program that addresses health and safety through:</p> <ul style="list-style-type: none"> • Instruction • Training • Job Specific Training (where required) • Organizational Expectations - Everyone is expected to work safely • Development and implementation of Safety policies and procedures
	8	3	Lecture – Safety Systems Health and Safety Procedures <i>Mouse click</i>	<p>Having health and safety procedures in place provides the process for ensuring a healthy and safe work environment</p> <p>If you are unsure of the safe way to do something – ASK!</p> <p>Some of the Procedures in place may include:</p> <ul style="list-style-type: none"> • Manufacturer’s Operating Instructions • Organizational Safe Operating Procedures (SOP’s) • Personal Protective Equipment Requirements (PPE) • Pre-Start-up Checks
	9	3	Lecture – Legislation Occupational Health and Safety Act	<p>There are numerous pieces of legislation we must adhere to – the following neither being an exhaustive list nor a detailed description. This is just to provide you with some insight as to what we all must comply with.</p> <p>The Occupational Health and Safety Act is a foundation for safety. It elaborates on the health and safety requirements in the workplace. It also requires employers to develop a Health and Safety Policy and have a program to support that policy.</p>

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	9	3	Lecture – Legislation Industrial Regulations	<p>The Industrial Regulations is the regulation prescribed the most by the Occupational Health and Safety Act.</p> <p>Where the Act may inform you of what you must do, the regulations will indicate how you must do it. (e.g. – The Act indicates you must report a Critical Injury but the Industrial Regulation will indicate what needs to be on the report)</p>
	9	3/4	Lecture – Legislation Workplace Safety and Insurance Act	<p>The Workplace Safety and Insurance Act indicates the requirements for those that fall under the WSIB. It primarily covers compensation issues.</p>
	9	3/4	Lecture – Legislation Organizational Policies	<p>As the employer is to “take every reasonable precaution” in the prevention of accidents, policies developed by the employer are enforceable.</p>
	9	3/4	Lecture – Legislation WHMIS	<p>The Workplace Hazardous Materials Information System (WHMIS) is a regulation that regulates chemicals in the workplace. It is founded on the principle of every hazardous chemical that you may work with or be in close proximity will meet the requirements of:</p> <ul style="list-style-type: none"> • Container identification (labels) • Product Information (Material Safety Data Sheets - MSDS) • Worker Training & Instruction (you will receive this - <i>indicate when</i>)
	9	3/4	Lecture – Legislation First Aid Regulations	<p>The First Aid Regulations indicate the requirements for First Aid in the Workplace – this would include the requirements for First Aid kits.</p>

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	9	3/4	Lecture – Legislation Critical Injury Defined	This regulation defines what is considered to be a critical injury, which has special reporting requirements. You must report every injury.
	9	3/4	Lecture – Legislation Fire Code	The Fire Code covers everything to do with fire safety including proper storage and requirements for equipment and fire drills.
	9	3/4	Lecture – Legislation Building Code	This code concerns itself with proper building design. It covers items such as where handrails are required, the requirements for stairs, etc.
	9	3/4	Lecture – Legislation Designated Substances	Certain chemicals require more stringent regulating due to the seriousness of the chemical. If there are any designated substances in the workplace, the employer must follow the specific regulation for the substance. <i>(Indicate if there is a designated substance and if so, the further instruction required)</i>
	9	3/4	Lecture – Legislation Control to Chemical and Biological Agents	This regulation defines the limits to exposure to hazardous chemicals indicating the limits where exposure above the limit is considered unsafe.
	9	3/4	Lecture – Legislation Canadian Standards Association	The standards released by the CSA establish the safety requirements for the particular product or process. <i>(e.g. – a safety shoe or emergency plan or ergonomic standard)</i>
	9	3/4	Lecture – Legislation Ministry of Labour Guidelines	The Ministry of Labour releases guidelines pertaining to health and safety on specific issues. These guidelines should be followed. <i>(e.g. – A Guideline for Joint Health and Safety Committees)</i>

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	10	3/4	Lecture – Legislation Teacher Regulations	This regulation defines specific requirements for teachers that are consistent with the Education Act.
	10	3/4	Lecture – Legislation University Academic and Teaching Assistants	This regulation regulates those who work at a University or similar institute and establishes the Occupational Health and Safety Act as being applicable legislation for their profession.
	10	3/4	Lecture – Legislation Skilled Trades Regulation	This regulation defines specific requirements for those with skilled trades and ensures they work in a manner consistent with the Apprenticeship and Certification Act and the Trades Qualification and Apprenticeship Act where applicable.
	10	3/4	Lecture – Legislation Training Programs Regulation	This regulation requires the employer to allow for and to pay for JHSC certification training as in accordance with the Occupational Health and Safety Act.
	10	3/4	Lecture – Legislation Construction Regulations	This regulation is applicable for all construction designated as a projects as defined by the regulations.
	10	3/4	Lecture – Legislation Window Cleaning	This regulation is applicable for all those who have workers cleaning windows where the possibility of a fall is 3 or more metres in a vertical plane.
	10	3/4	Lecture – Legislation Health Regulations	This regulation is applicable to those that fall under section 2 of this regulation – primarily hospital, nursing homes, medical labs, rehabilitation facilities and charitable organizations.

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	10	3/4	Lecture – Legislation X-Ray Safety Regulation	This regulation applies to those that have either an x-ray machine in the workplace or an x-ray source as defined by section 2 of the regulation.
	11	4	Lecture – Participants Internal Responsibility System (IRS)	<p>A workplace is very similar to a sports team in that it comprises of a group of individuals that work together towards a common goal. In the workplace, this goal is a safe work environment and because everyone is responsible at working together towards this goal, it is called the Internal Responsibility System – IRS for short.</p> <p>While a sports team has an owner, manager, coach and players – A workplace has an owner, manager, supervisor and workers.</p> <p>We will look at everyone’s responsibilities but first we will look at the Joint Health and Safety Committee (JHSC) – those overlooking safety in the workplace.</p>
	11	4	Lecture – Participants JHSC	<ul style="list-style-type: none"> • The names of those on our JHSC are posted on the Safety Board • At least 50% of the JHSC are members representing workers • The worker members are selected by the workers • There are 2 certified JHSC members - 1 representing workers and one selected by management (specially trained) • Workplaces with fewer than 50 workers must have a minimum of 2 members on the JHSC; those with 50 or more workers must have a minimum of 4 members. We have (<i>indicate number on JHSC</i>) • The Worker Representative will be introduced to you by the end of this safety orientation

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	11	-	Lecture – Participants Owner	<p>The duties of the owner are defined under section 29 of the Act but in a nutshell, the owner must ensure the facility is:</p> <ul style="list-style-type: none"> • Constructed and maintained as prescribed • The workplace itself meets all prescribed regulations.
	11	5	Lecture – Participants Employer	<p>The employer has numerous responsibilities under section 25 and 26 of the Act but the main ones are.</p> <ul style="list-style-type: none"> • Ensure that the Act and regulations are complied with • Ensure that measures and procedures, where prescribed, are complied with • Provide protective equipment, where prescribed by a regulation, • Provide information, instruction and supervision to a worker to protect the health and safety of the worker, • Only appoint a competent person as a supervisor, • Inform a worker, or supervisor, about any hazard in the work • Ensure training is provided in the handling, storage, use, disposal and transport of any equipment, hazardous substances, tools, materials, etc. • Help the JHSC to carry out prescribed duties, • Prepare a written occupational health and safety policy and program <p>And the one that predominates everything in the form of a blanket clause and is also applicable to the supervisor:</p> <ul style="list-style-type: none"> • Take every precaution reasonable in the circumstances for the protection of a worker.

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	12	6	Lecture – Participants Worker Rights	<p>The worker has 3 fundamental rights.</p> <p>The Right To Participate is exercised by:</p> <ul style="list-style-type: none"> • Volunteering to become a member of the JHSC. • Making suggestions and reporting hazards. • Participating in health and safety training. <p>The Right To Know is exercised by receiving training and instructions on:</p> <ul style="list-style-type: none"> • Machinery • Equipment • Working conditions • Hazardous substances • Physical agents <p>The Right To Refuse Unsafe Work is exercised through a work refusal process. The Supervisor should always be advised of a hazard so that it can be corrected. The Work Refusal is only exercised in accordance with the Act. Certain limitations are imposed with Teachers when student safety is an issue.</p>
	13	6	Lecture – Hazards	<p>There are 4 hazards we will look at it the workplace. They are</p> <ul style="list-style-type: none"> • Chemical • Physical • Biological • Ergonomic

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	14	6-9	Lecture – Chemical Hazards	<p>Chemical Hazards in the workplace pose the numerous threats including that of explosion, fire and health and safety effects on the body.</p> <p>Chemicals can be either liquid, solid or gas and depending on their state, can be either inhaled, ingested, absorbed or injected into the body.</p> <p>We know there is legislation that covers chemicals:</p> <ul style="list-style-type: none"> • Exposure Limits of Biological and Chemical Agents • Designated Substances • WHMIS <p>These are the 3 major pieces of legislation although there are plenty more. As required by law, you will receive WHMIS training that covers basic chemical hazards along with specific chemical hazards in your workplace.</p> <p>There is information in your Safety Orientation Participant Book that explains chemicals, which you must review.</p> <p>It is important to realize that chemicals must be stored, used and disposed of in a safe manner. Never work with a chemical without knowing and complying with the proper safety procedures and equipment required</p>
	15	9	Lecture – Physical Hazards	<p>These hazards are found in every workplace. Physical hazards could be:</p> <ul style="list-style-type: none"> • Noise (from equipment – it should be reported) • Temperature (either extreme heat or cold – it should be comfortable) • Equipment (a filing cabinet or paper cutter could cause injury) • Machinery (no equipment should be run without instruction) • Electricity (especially cord and plugs)

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	16	9	Lecture – Biological Hazards	<p>These have become more prominent lately but the concern has always been there. We want to ensure that proper procedures have been established and are followed respecting this type of hazard.</p> <p>Biological agents are organisms or toxic substances produced by living organisms that can cause illness or disease in humans. A good hygiene practice, such as frequent hand washing, is one means of control</p>
	17	10	Lecture – Ergonomic Hazards	<p>Ergonomics deals with the design of workstations, tools, equipment and task. If you see something that can be improved, we want to know about it.</p> <p>Good ergonomic design benefits everyone and poor design can result in strain and stress on the body. If the task you are performing causes pain, speak to your supervisor – you may not have the right equipment or there may be an easier way of performing the task.</p>
	18	10	Question – Communication “Why do you think we have the caption – From a Whisper to a Scream?”	<p>Normally, if a hazard is seen – little is said If the Hazard becomes a Incident (close call) – other workers hear about it If the Incident becomes an Accident – everyone hears about it.</p> <p>Put it into the perspective of a tripping hazard (frayed carpet): It is observed by many everyday without incident Suddenly someone nearly falls – harsh words can be heard One day someone trips and bumps their head in the fall – we are all out there wondering how it could happen. Everyone remembers nearly tripping – why didn’t we SCREAM earlier?</p>

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	18	10	Question – Communication “Can you think of a similar hazard that could have been corrected?”	(Suggestions – something that could have fallen, a hot object too close to a flammable material, an icy walk, a sharp edge on a blackboard, a shelf not secure, a tripping cord or box, a blocked exit, a blind corner, etc.)
	19	10	Lecture – Reporting	<p>There are 2 types of reports required:</p> <ul style="list-style-type: none"> • Legislated Reports are those required when an accident occurs and a report must be made to the Ministry of Labour, the Workplace Safety and Insurance Board, the Ministry of Labour or numerous other government organizations. Speak to your supervisor especially if you have had or witnessed an accident. • Organizational Reports are reports required by this organization and include the reporting of any type of hazard observed. Remembering from a whisper to a scream – let’s make reporting a habit! <p><i>(Speak to any workplace specific procedures you wish to highlight)</i></p>
	20	11	Lecture – Emergencies	<p>On our Safety Bulletin Board, we have the procedures posted in the event of a medical, chemical or fire emergency.</p> <p>In our Safety Orientation Participant Book, we have best practices noted.</p> <p>Speak to your supervisor about where the first aid box is and the person in charge of first aid. Know your closest exit and the auxiliary route. Know the emergency procedures and follow them.</p> <p><i>(Speak to any workplace specific procedures you wish to highlight)</i></p>

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	21	12	Lecture – Basic Review	<p>The following items have been reviewed and discussed. In the event that you have any questions, please contact your supervisor.</p> <p>The Safety System We have reviewed our policy and discussed our program. You are aware of any specific procedures for your job and any associated training or instruction required. You are aware of most legislation governing us.</p> <p>The Participants We reviewed the Internal Responsibility System and the structure and function of our JHSC. We indicated that the first person to hear health and safety concerns should be your immediate supervisor. The duties, responsibilities and rights under the Occupational Health and Safety Act were discussed for all workplace parties. Your Right to Participate, Right to Know and the Right to Refuse Unsafe Work were discussed.</p> <p>Concerns The 4 types of Hazards discussed (Chemical, Physical, Biological and Ergonomic). This awareness will provide you with the insight to recognize potential hazards.</p> <p>Communication Reporting Requirements focused on the requirement to report any hazards, incidents or accidents to your supervisor. The intent is to correct situations and to meet any legislative requirements or organizational requirements.</p> <p>Emergency Procedures Our emergency plan covers most emergencies but know who is trained in First Aid and what to do in the event of an emergency.</p>

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	22	12	Lecture – Workplace Specific <i>(Introduce Supervisor)</i>	<p>The last part of this orientation is with your supervisor and will cover:</p> <ul style="list-style-type: none"> • <u>Workplace Specific Hazards</u> You will be introduced you to any specific workplace hazards and the precautionary measures required to perform the task safely. • <u>Location of First Aid Box</u> You will know where the closest first aid can be obtained and meet the person who administers first aid. • <u>Health & Safety Bulletin Board</u> You will be shown the location of the Safety Bulletin Board and the postings will be discussed • <u>MSDS Binder</u> You will be shown the location of the MSDS binder and a review of any hazardous chemicals you will be using will be noted. • <u>JHSC Worker Representative</u> You will be introduced to your JHSC Worker Representative • <u>Emergency Exits and Equipment</u> You will be shown where the emergency exits are, the closest fire alarm pull station and any other applicable emergency equipment. • <u>Health and Safety Questions</u> The door is always open for any concerns but now would be a good time to ask about anything you are unsure about. • <u>Health and Safety Orientation Test</u> You will now be provided with a short quiz, some questions true or false, others being multiple choice. The purpose of this quiz is to ensure you are aware of everything we covered. We are that you know about health and safety in the workplace. We will review the questions after you have completed the quiz. Good Luck!

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	23	13 -	Final Thank You	<ul style="list-style-type: none"> • Thank you for being an active part of this orientation. • You will find plenty of safety resources in the back of your Safety Orientation Participant Book – resources, glossary, checklist, etc. • We hope you recognized the importance we place on health and safety in our workplace. • If you ever have any health and safety concerns or questions - please see your supervisor. • Good Luck in your new job and we sincerely wish you a healthy life <p><i>After the Safety Orientation is complete – Have the Supervisor and Worker sign off that the Safety Orientation has been completed.</i></p>
Notes				
Requirements:	Safety Orientation CD and/or Overheads, Multimedia Projector and/or Overhead Projector, Computer (if using Multimedia), Resource Books for all New Employees, Pencils, Pens, High liter (optional), Electrical Extension and Power Bar. Inform – Supervisor when to come to office (or approximate time you will require the Supervisor for Orientation) Inform – The JHSC Worker Representative that a new employee is starting work and will be introduced by Supervisor Inform – The First Aid Person that a new employee is starting work and will be introduced by the Supervisor.			