Employee Health and Safety Awareness
AGENDA

- Occupational Health and Safety Act (OHSA).
- Workers Duties and Rights.
- Duties of Employers and Supervisors.
- Joint Health and Safety Committee.
- Resources.
The Occupational Health and Safety Act and its Regulations was implemented to keep workers from being injured on the job.

The OHSA gives everyone in the workplace duties.

The act indicates the employer and supervisor must “take every precaution reasonable in the protection of the worker.”

The employer has the responsibility to make the workplace safe as reasonably possible and inform the employee of workplace hazards.
Occupational Health & Safety Act

The Green Book

• Is the basic legal authority.
• Came into effect on October 1, 1979.
• Sets out three basic rights for workers in Ontario including the rights and duties of all workplace parties and establishes procedures for dealing with workplace hazards.
• Purpose is to protect workers against health and safety hazards on the job.
Occupational Health & Safety Act

• Minimum standard (expected to go up and beyond the law).
• Regulations made under the OHSA.
• Internal Responsibility System (everybody is held accountable for Health and Safety).
• Three Rights of Workers.
• Offenses and Fines.
• The concept of Due Diligence (take every precaution reasonable in the protection of the worker).
Occupational Health & Safety Act

Deals with:

• Joint Health & Safety Committee responsibilities.
• Violence and Harassment.
• Duties of all Workplace Parties.
• Work Refusal.
• Work Stoppage (Certified Member responsibility).
• Fatality and Critical Injury Investigation.
• MOL Notification (Inspections and Orders).
• Penalties and Offences.
OHSA – 10 Sections

- Definitions (s. 1).
- Part I Application (ss. 2-4).
- Part II Administration (ss. 5-22).
- Part III Duties of Employers and Other Persons (ss. 23-32).
- Part IV Toxic Substances (ss. 33-42).
- Part V Right to Refuse or Stop Work (ss. 43-49).
- Part VI Reprisals by Employers Prohibited (s. 50).
- Part VII Notices (ss. 51-53).
- Part VIII Enforcement (ss. 54-65).
- Part IX Offences and Penalties (ss. 66-69).
- Part X Regulations (s. 70).
- The Regulations – Industry Specific.
Duties of Employers and Other Persons

This section is specific to the following:

- The Constructor.
- Employer.
- Supervisor.
- Worker.

Now includes Violence and Harassment in the workplace, including domestic violence, and all business activities on or off site.
Duties of Employers

An employer shall ensure that:

• The equipment, materials and protective devices as prescribed are provided and are maintained in good condition.

• The measures and procedures prescribed are carried out in the workplace.

• The equipment, materials and protective devices provided by the employer are used as prescribed.

• Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
Duties of Employers

• When appointing a supervisor, appoint a competent person.
• Acquaint a worker or a person in authority over a worker with any hazard in the work.
• Afford assistance and co-operation to a JHSC.
• Take every precaution reasonable in the circumstances for the protection of the worker.
• Post at a conspicuous location in the workplace a copy of the Occupational Health and Safety Policy, the OH&S Act and any explanatory material prepared by the MOL.
A supervisor shall ensure that a worker:

- Works in the manner and with protective devices, measures and procedures required by this Act and Regulations.

- Uses or wears the equipment, protective devices or clothing that the employer requires to be used or worn.

- Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.
Duties of Supervisors

• Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.

• Take every precaution reasonable in the circumstances for the protection of a worker.
Duties of the Workers

A worker shall:

• Work in compliance with the provisions of this Act and the regulations.

• Use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.

• Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger the worker.
Duties of Workers

No worker shall:

• Report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

• Remove or make ineffective any protective device required without providing an adequate temporary protective device.

• Use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker.

• Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.
All Workers Have Three Rights

- **Right to Participate** – workers represent workers on the JHSC.
- **Right to Know** – to be trained on how to perform the job safely and safe handling of chemicals.
- **Right to Refuse Unsafe Work**.

Certified members have a fourth right: the right to stop work when a dangerous circumstance exists.
The Right to Know

- Workers have the right to know the hazards in their job.
- The employer must make sure workers are provided with the information they need so that they can work safely.
- Examples include:
  - WHMIS.
  - Workplace Hazards.
  - How to operate equipment or machinery safely.
  - Employee has the right to be trained properly to do the work safely with the hazards they are exposed to.
Job Hazards

Questions to ask about hazards on the job:

• What are the hazards of my job?
• What training is required for my job?
• What Personal Protective Equipment is required to protect me from job hazards?
• How do I report an injury?
• What do I do in an emergency?

Ask your supervisor if you cannot answer any of these questions.
Job Hazards

At the start of your shift, be on the lookout for the following hazards:

• Is any of the machinery broken?
• Are there guards missing from the machinery?
• Is there moving equipment I could get caught in?
• Are there Slip/Trip and Fall hazards?
• Do I have my personal protective equipment?
• Can I perform my job safely?
• Can I physically handle this task?
Types of Job Hazards

Workplace Hazards a worker can encounter in their daily work activities:

• Ergonomics – such as repetitive motion.
• Slip/Trip/Falls – weather conditions.
• Machinery – unsafe operation/lack of guarding.
• Workplace Violence or Harassment.
• Chemicals – cleaning agents.
• Physical Hazards – noise, lighting and electrical.
Preventing Job Hazards

Hazard Control:

• We look at the following to control the hazard:
  ▪ Source – elimination or reduce the hazard.
  ▪ Pathway - engineering controls such as barriers, ventilation systems.
  ▪ Worker – work practice controls, Personal Protective Equipment.

• Workplace training will teach you about hazards.

• If you see a hazard on the job, report it to your supervisor or employer right away.
The Right to Participate

• You have the right to take part in keeping your workplace safe.

• When there is concern for the safety of workers it is every worker’s duty to bring it to the attention of the supervisor or the employer.

• This right is through worker membership on Joint Health and Safety Committees and through fulfilling their duties to report unsafe conditions and making recommendations.

• If a safety concern is not resolved by their supervisor, the worker can then see their safety representative.
Joint Health and Safety Committee (JHSC)

• A joint health and safety committee is composed of people who represent the employees and the employer. Together, they are committed to improving health and safety conditions in the workplace.

• Committees identify potential health and safety problems and bring them to the employer’s attention. As well, members must be kept informed of health and safety developments in the workplace.
• Committees often involve people from all levels of an organization. This cooperative involvement ensures that everything possible is done to prevent health and safety hazards.
• The committee objective is to identify hazards, make recommendations, but not enforce.
• To achieve its goal, the committee holds meetings and conducts monthly workplace inspections.
JHSC

- At least half of the committee members must be worker members: non-management employees at the workplace who are selected by the workers. In a unionized workplace, the worker members may be chosen by the trade union or unions representing employees.
- The employer chooses members as well.
- At least two committee members – one representing the employer and one representing workers – must be chosen for Certification.
JHSC

• Always assist the JHSC/Safety Representative with any help or information they ask for when conducting their investigation or monthly inspections.
• Also note that it is the responsibility of the workers to elect their JHSC/Safety representation.
• Committee members list is posted on the safety boards so you can find your representative.
• For more details see the company’s “Joint Health and Safety Committee/Safety Representative” safety procedure in the Health and Safety Policies and Procedure manual.
Right to Refuse Unsafe Work

• If you have reason to believe that the work you are doing or the equipment you are using might injure you or someone you work with, you can refuse to do that work.

• All workers have the right to refuse work if they have reason to believe its dangerous.
Right to Refuse Unsafe Work

• Part 1 – A worker may refuse to work or do particular work where he or she has reason to believe the job is unsafe.
  • Involves the Supervisor, JHSC worker representative and refusing worker. If no resolution between the supervisor and the worker representative, then proceed to Part 2.

• Part 2 – If the worker has reasonable ground to believe that the job is still unsafe.
  – Involves the Supervisor, JHSC worker representative, refusing worker and the Ministry of Labour.
Right to Refuse Unsafe Work

Refusal to Work on Grounds of Health & Safety Concerns

Worker Refuses to work on grounds of Health & Safety

Worker Reports Problem to Supervisor immediately

Supervisor Investigates in presence of worker’s representative

Investigation is being finalized Worker is to remain in a safe place

Supervisor is in disagreement regarding health and safety concerns

Does worker continue to believe work endangers Health or safety?

yes

Inspector from Ministry of Labour called in to investigate with concerned parties

Inspector finalizes the report. Decision is reported.

Corrective action if ordered

no

Supervisor agrees that the Situation endangers Health & Safety

Supervisor takes Action

concerns are eliminated - work resumes

Worker agrees that work endangers Health or Safety

Worker may be assigned alternative work

Another worker can be assigned after being advised of the reason for the refusal
Reprisals by Employer Prohibited

• It is against the law for your employer or your supervisor to punish you in any way for doing what the Occupational Health Safety Act says or for asking your employer or supervisor to do what the OHSA expects them to do.

• If you feel that your employer is taking action against you for raising a health and safety concern, you can discuss it with a union official if you are a member, or bring a complaint to the Ontario labour Relations Board.
Reprisals by Employer Prohibited

No employer or person acting on behalf of an employer shall:

• Dismiss or threaten to dismiss a worker.
• Discipline or suspend nor threaten to discipline or suspend a worker.
• Impose any penalty upon a worker.
• Intimidate or coerce a worker.

…for bringing safety items to the attention of management or seeking enforcement under the OHSA.
Where To Get Help

• If you see something unsafe that could injure yourself or a co-worker, immediately inform your supervisor.

• If you are not happy with the outcome of the discussion with your supervisor, see your JHSC health and safety representative.

• The right to refuse could then be initiated, which may involve the MOL.

• The Ministry’s job is to help prevent workplace injuries and illness through enforcing the OHSA.
Questions Regarding Your Job

• What are the hazards of my job?
• What protective equipment should I be wearing to prevent injury?
• Where are the company’s MSDS located?
• Who are the members of the JHSC and where are the names posted?
• If I get injured on the job, where is the first aid kit located and who is trained in First Aid?
• Do I know what to do in-case of an emergency?
Questions Regarding Your Job

• Have I been trained on how to operate equipment safely?
• Have I been trained on how to work safely with chemicals or cleaning agents?
• Does my supervisor schedule me in the Health and Safety training topics?
• If I have a question regarding a safety concern, do I know who to see?
• Where is a copy of the OHSA posted?
Duties of Employers - Review

- Ensure workers know about hazards and dangers in the workplace and how to work safely.
- Ensure supervisors know how to resolve health and safety concerns.
- Have a health and safety policy and procedures for the workplace.
- Ensure workers follow the health and safety procedures.
- Ensure workers wear and use the PPE.
Duties of Supervisor - Review

• Train workers about workplace hazards and how to work safely.
• Ensure workers follow the workplace health and safety policy and procedures.
• Ensure workers wear their PPE.
Duties of Workers - Review

- Follow the workplace health and safety policy and procedures.
- Wear your PPE.
- Report hazards to your supervisor.
- Perform your job safely.
Resources

• Ministry of Labour – www.labour.gov.on.ca
• Workers Health & Safety Centre – www.whsc.on.ca
• Occupational Health Clinics for Ontario workers – www.ohcow.on.ca
• Health and Safety Ontario – www.healthandsafetyontario.ca
• Canadian Centre for Occupational Health and Safety – www.ccohs.ca
• Victoria University web site – http://www.vicu.utoronto.ca/about/hr/Health_and_Safety.htm.
Worker Health and Safety Awareness Quiz

1. The Occupational Health and Safety Act give you the right to know about hazards in your workplace.
   - True
   - False
2. If you see a hazard while working, you should report it to your supervisor immediately.
   - True
   - False
3. You are allowed to take shortcuts to get your job done faster.
   - True
   - False
4. As a worker you have 3 rights in the workplace.
   - True
   - False
5. The supervisor is allowed to discipline you for bringing health and safety concerns to their attention.
   - True
   - False
6. The Occupational Health and Safety Act indicate the Supervisor is the only person responsible for health and safety on the job.
   - True
   - False
7. The JHSC worker member must complete monthly inspections of the workplace.
   - True
   - False
8. Employers, supervisors and workers work together to make the workplace safer.
   - True
   - False

9. The Occupational Health and Safety Act indicate the worker can decide when they are required to wear their PPE.
   - True
   - False

10. You must be instructed by your employer/supervisor on how to operate equipment safely.
    - True
    - False

11. Your JHSC representative can help you with a Health and Safety concern if your supervisor is not available.
    - True
    - False

12. As a worker, I do not have the right to refuse unsafe work.
    - True
    - False

13. The employer must post the names of the JHSC members in the workplace.
    - True
    - False

14. The Health and Safety Policy must be posted in the workplace and the employer is required to train me on this policy.
    - True
    - False

15. The Occupational Health and Safety Act indicate the duties of the employers, supervisors and workers.
    - True
    - False

Return signed quiz to David Prediger, Health and Safety Officer.