Skills for Success Curriculum Resource Cover Page

Organization

College Sector Committee for Adult Upgrading (CSC)

Curriculum Resource

Reading for Trades and the Workplace

This is one in a series of five resources adapted from the "Essential Skills Self-Assessment for the Trades", originally produced by Employment and Social Development Canada. This resource contains an overview of one of the Skills for Success (Reading), along with a self-assessment checklist and a short reflection activity. (Answer key is also included.)

OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	**A1. Read continuous text**	**2**
Competency A -Find and Use Information	**A2. Interpret documents**	**2**
Competency B - Communicate Ideas and Information	**B2. Write continuous text**	**2**
Competency B - Communicate Ideas and Information	**B3. Complete and create documents**	**2**

Goal Paths (check all that apply)

☒ Employment   ☒ Postsecondary

☒ Apprenticeship   ☒ Independence

☒ Secondary School Credit

Embedded Skills for Success (check all that apply)

☐ Adaptability   ☐ Numeracy

☐ Collaboration   ☐ Problem Solving

☒ Communication   ☒ Reading

☐ Creativity and innovation   ☒ Writing

☐ Digital

Notes:
The opinions expressed in this document are the opinions of the College Sector Committee for Adult Upgrading. The Government of Ontario and its agencies are in no way bound by any recommendations contained in this document.

Reading Self Assessment

Reading is your ability to find, understand, and use information presented through words, symbols, and images. For example, we use this skill to locate information on forms and drawings, and to read items such as emails, reports, news articles, blog posts and instructions.

I can…	Yes	Somewhat	No
Read and understand familiar names, words and simple sentences.	☐	☐	☐
Scan (quickly review) a short document, such as an email, memo or bulletin, and understand its meaning.	☐	☐	☐
Read and follow directions on a product label.	☐	☐	☐
Read a paragraph to find a key piece of information.	☐	☐	☐
Read a catalogue to learn basic product information	☐	☐	☐
Read and correctly follow written instructions (such as a recipe or job assignment)	☐	☐	☐
Read a product warning label and understand how to handle the product safely	☐	☐	☐
Read and understand formal documents, such as a credit card agreement, employment contract or insurance policy	☐	☐	☐
Refer to several resources, such as handbooks and manuals, to use a new piece of equipment (e.g. fax machine, printer, cellular telephone, dishwasher).	☐	☐	☐
Read a newspaper editorial and understand the issue.	☐	☐	☐
Refer to appropriate resources, such as policy or procedural manuals, when dealing with unfamiliar or unusual problems at work.	☐	☐	☐

Read the following information about WHMIS and then answer the questions.

The [Workplace Hazardous Materials Information System](#) (WHMIS) is Canada's national standard for communicating information about hazardous workplace products. It is implemented through complementary federal, provincial and territorial laws. Originally established in 1988, the purpose of [WHMIS](#) is to ensure employers and workers receive consistent and comprehensive health and safety information about the hazardous products they may be exposed to at work. By setting standards for the type and amount of information to be given to the users of hazardous chemicals and biological agents, WHMIS is intended to reduce workplace injuries and illnesses related to such products.

The main elements of WHMIS are:

Product classification
> Products intended for use in the workplace are classified based on their hazardous properties.

Labels
> Provide basic information that a worker needs to know to safely use a hazardous product.

Safety data sheets (SDSs)
> Supplement the label with more detailed information about a product's physical and chemical characteristics, its hazardous properties and necessary handling precautions.
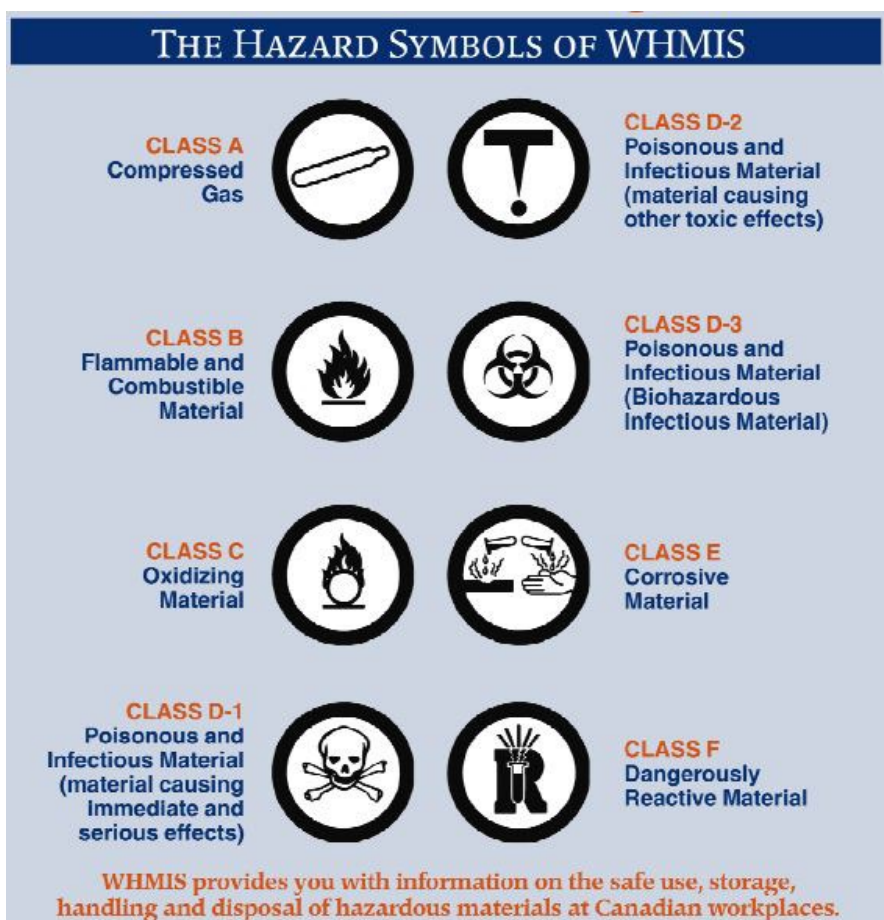
Worker education
> Ensures workers understand the information on labels and safety data sheets and can apply this knowledge on the job.

1. What does SDS stand for?

2. What is the purpose of WHMIS?

3. What are the main elements of WHMIS?

Look at the following WHMIS poster and then answer the questions.

THE HAZARD SYMBOLS OF WHMIS

CLASS A
Compressed
Gas

CLASS D-2
Poisonous and
Infectious Material
(material causing
other toxic effects)

CLASS B
Flammable and
Combustible
Material

CLASS D-3
Poisonous and
Infectious Material
(Biohazardous
Infectious Material)

CLASS C
Oxidizing
Material

CLASS E
Corrosive
Material

CLASS D-1
Poisonous and
Infectious Material
(material causing
Immediate and
serious effects)

CLASS F
Dangerously
Reactive Material

WHMIS provides you with information on the safe use, storage,
handling and disposal of hazardous materials at Canadian workplaces.

4. What types of materials are Class E?

5. What is meant by the term: Poisonous and Infectious Material?

6. What are the effects of a Class D-2 material?
7. What type of materials would have this symbol?
Read the instructions below for cleaning a gas grill and answer the questions **Gas Grill Cleaning Instructions** 1) Remove cooking grid and burner before full cleaning. 2) Remove excess grease and fat from the grill bowl with a wooden scraper. 3) For further cleaning, use hot soapy water and a cloth or a nylon-bristled brush. 4) When finished cleaning, replace burner and cooking grid. 5) Check burner operation after reassembly.
8. What should be used to remove grease and fat?
9. When should the burner operation be checked?

Look at the Emergency codes list below and answer the questions.

Emergency Code Manual

Emergency Code	Description	Immediate Action(s)
Code Pink	A child has been abducted.	Contact Security to provide a description of the abducted child.
Code White	Hazardous materials have been spilled.	Cordon off the area. Contact maintenance to clean the spill.
Code Yellow	The hospital will be receiving a large number of patients at once.	Activate the disaster plan.
Code Grey	A patient or other individual is being combative.	Contact Security. If possible, contain the individual in an isolated area.
Code Purple	An adult patient is missing.	Contact Security to provide a description of the missing patient.
Code Red	There is a fire in the building.	Pull the fire alarm. Close all doors and windows.

10. An angry patient has thrown a dangerous chemical product onto the floor. Which two codes must the nurse aide transmit over the intercom?

11. What code will be announced if an adult patient is missing?

12. What immediate actions must be taken for a Code Red?

Self-reflection: Reading

Reading helps you to understand and interpret the meaning within the text. Strong reading skills allow you to do your job and to work safely, and efficiently. You use reading skills to learn other skills, for example, by reading online learning resources. Reading is important in day-to-day activities, such as understanding changes in travel advisories and interpreting the important messages in articles.

❖ Reflecting on your answers to the questionnaire above, what would you say are your strengths when it comes to reading skills?

❖ Reflecting on your answers to the questionnaire above, what are skills you could build when it comes to reading?

Answer Key

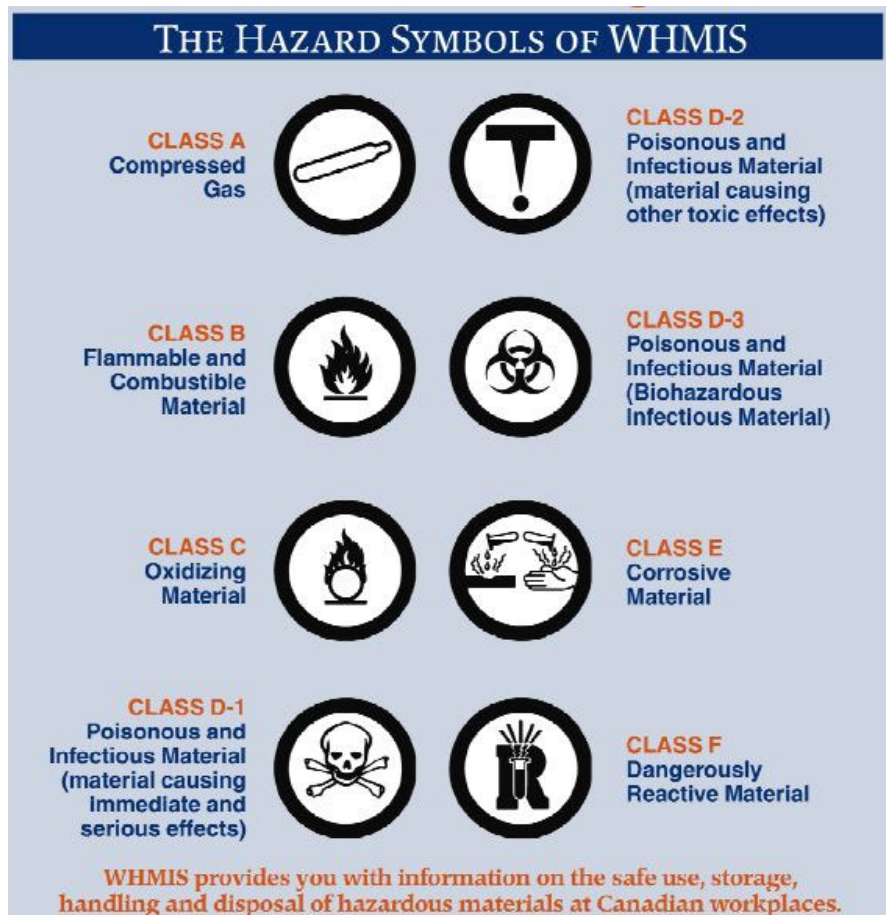1. What does SDS stand for?

SAFETY DATA SHEETS

2. What is the purpose of WHMIS?

TO COMMUNICATE INFORMATION ABOUT HAZARDOUS WORKPLACE PRODUCTS

3. What are the main elements of WHMIS?

PRODUCT CLASSIFICATION, LABELTS, SAFETY DATA SHEETS AND WORKER EDUCATION

Look at the following WHMIS poster and then answer the questions.

4. What types of materials are Class E?

CORROSIVE

5. What is meant by the term: Poisonous and Infectious Material? **MATERIAL CAUSING IMMEDIATE AND SERIOUS EFFECTS; MATERIAL CAUSING OTHER TOXIC EFFECTS; BIOHAZARDOUS INFECTIONS MATERIAL**
6. What are the effects of a Class D-2 material? **(OTHER) TOXIC EFFECTS**
7. What type of materials would have this symbol? **DANGEROUSLY REACTIVE**
Read the instructions below for cleaning a gas grill and answer the questions

Gas Grill Cleaning Instructions

1) Remove cooking grid and burner before full cleaning.

2) Remove excess grease and fat from the grill bowl with a wooden scraper.

3) For further cleaning, use hot soapy water and a cloth or a nylon-bristled brush.

4) When finished cleaning, replace burner and cooking grid.

5) Check burner operation after reassembly.

8. What should be used to remove grease and fat? **WOODEN SCRAPER; HOT SOAPY WATER; A CLOTH OR NYLON-BRISTLED BRUSH**
9. When should the burner operation be checked? **AFTER REASSEMBLY**

Look at the Emergency codes list below and answer the questions.	

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Code Red	There is a fire in the building.	Pull the fire alarm. Close all doors and windows.

10. An angry patient has thrown a dangerous chemical product onto the floor. Which two codes must the nurse aide transmit over the intercom?

CODE WHITE AND CODE GREY

11. What code will be announced if an adult patient is missing?

CODE PURPLE

12. What immediate actions must be taken for a Code Red?

PULL THE FIRE ALARM; CLOSE ALL DOORS AND WINDOWS