

This is a resource for LBS Facilitators who have learners using the CLO resource “Staying Safe on the Job.”

This resource is designed for learners to work independently or with a tutor. Practitioners are encouraged to supplement this resource with:

- discussions about learner experiences related to the subject matter
- examples that are culturally relevant to the learner
- additional activities as desired. For this resource, sharing the poster “Health and Safety at Work: Prevention Starts Here” may reinforce the topics discussed. You can download the poster from <https://www.ontario.ca/page/posters-required-workplace#section-2>

Note: As part of this resource, learners are told to open a browser and complete the online training “Worker Health and Safety Awareness Training in 4 Steps” (<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>)

If they are unable to complete the training online, you can also download a fillable PDF workbook with the same training (<https://www.ontario.ca/files/2022-02/mltsd-worker-health-and-safety-awareness-workbook-en-2022-02-01.pdf>)

Before assigning the online training to a learner, instructors should confirm the learner has access to a computer or mobile device with access to the internet. Note that the online training includes several videos. Please consider the impact of the videos’ sound and consider whether the learner(s) will need headphones, or if they can play the video out loud without disrupting others.

Discussion Questions & Answer Key

On Pages 3, 4, and 5, learners find out about each of the nine Skills for Success. They are asked how each skill plays a role in health and safety at work. **There are no right or wrong answers. These questions are intended to help learners think about the practical uses for the Skills for Success.**

Also on Page 5, learners are asked what Skills for Success they think they have and what Skills they think they need to improve. **Answers will vary by learner.**

On Page 6, learners are asked if they have heard of the Occupational Health and Safety Act or WHMIS. **Answers will vary by learner.**

On Page 7, learners are asked if they have ever seen a workplace health and safety policy, and if they have heard of the Workplace Safety and Insurance Board (WSIB). **Answers will vary by learner.**

Also on Page 7, learners are asked which of these health and safety documents or resources they would like to learn more about. **Answers will vary by learner. Note that learners are encouraged to share their answers with a teacher or tutor. If they wish to know more about the Occupational Health and Safety Act, WHMIS, workplace health and safety policies, or the WSIB, please help them find more information!**

On Page 12, learners are asked the following questions. The correct answers are shown in bold below and at the top of the following page.

1. What is the name of the document that explains the legal rights and responsibilities both employers and workers have? **Occupational Health and Safety Act**
2. What is the name of the program that gives employers and workers information about the hazardous products or chemicals they may be exposed to at work? **WHMIS**
3. Fill in the missing number: Once a workplace has more than **five** workers, they need to have a health and safety policy.
4. What do the letters WSIB stand for? **Workplace Safety and Insurance Board**

5a. Read the list of things you should do to stay safe at work. Which one do you think is the most important? **Answers will vary by learner.**

5b. Why did you choose that one? **Answers will vary by learner.**

Facilitator note: If you are delivering this resource to a group of learners, Questions 5a and 5b could be used as the basis of a group discussion. Direct learners to share their thoughts and work collaboratively to agree on a group “top 3” list.

On Page 18, learners are asked the following questions. The correct answers are shown in bold below.

1. What are the 4 Steps of worker health and safety awareness? Choose the correct answer below.

- ☐ Be smart, be aware, be healthy, and be safe.
- ✓ **Get on board, get in the know, get involved, and get more help.**
- ☐ Take training, take control, take on responsibility, and take the next step.
- ☐ Find information, find your boss, find help, and find your future.

2. What are **three** of the most important things you learned in “Worker Health and Safety Awareness in 4 Steps” training? **Answers will vary by learner.**

3. Which of the Skills for Success do you think you demonstrated while learning about workplace health and Safety? **Answers will vary by learner.**

In the conclusion **on Page 19**, learners are asked the following reflection question:

Now that you have learned so much about workplace health and safety, can you think of a time when you were at risk of illness or injury at work? If they said “maybe” or “yes,” they are encouraged to write about their experience. They are also asked what they would do differently if they were faced with the same situation again. If they respond “no”, they are asked to describe what they might do if they were in this situation. **Note that learners are told they do not need to share this experience with anyone.**

Finally, in a section called “for your records” **on Page 20**, learners are asked to record the following information. **Answers do not need to be reviewed, but practitioners are encouraged to prompt learners to complete this section.**

1. How did you complete your “Worker Health and Safety Awareness in 4 Steps” training?

☐ online ☐ in the workbook

2. If you completed it online, did you receive a certificate of completion?

☐ yes ☐ no

3. Did you save your certificate or print it? ☐ saved it ☐ printed it

If you saved your certificate, write down where you saved it so you can find it later.

4. If you completed it in the workbook, do you have a copy of the workbook?

Where will you keep your completed workbook? Write that place below so you can find it later.