

CURRICULUM RESOURCE

Staying Safe on the Job

OALCF ALIGNMENT

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency A - Find and Use Information	A3. Extract information from films, broadcasts, and presentations	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	1
Competency D - Use Digital Technology	N/A	2
Competency E - Manage Learning	N/A	2

Goal Paths (check all that apply)

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

Embedded Skills for Success (check all that apply)

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

NOTES: This Level 2 resource discusses health and safety in the skilled trades. It introduces the Skills for Success and challenges learners to identify how each of them plays a role in health and safety at work. Learners will be directed to complete "Worker Health and Safety Awareness in 4 Steps" training as part of this resource. Successful completion of that course will result in the learner receiving a Proof of Completion certificate from the Ministry of Labour, Immigration, Training and Skills Development.

ACKNOWLEDGEMENTS

Project Host

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Research & Writing

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The opinions expressed in this report are the opinions of Community Literacy of Ontario and do not necessarily reflect those of our funders.

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Introduction

Everyone needs to pay attention to health and safety at work. Knowing and following safety guidelines protects you and others from injury or illness.



There is a chance of injury in every workplace, and that risk grows if you work:

- with chemicals
- around heavy machinery
- in confined spaces
- with electricity
- at heights
- with very hot materials

Working in the skilled trades can expose you to some of those risks. For example:

- Hairdressers work with chemicals.
- Construction workers are often around heavy machinery.
- Millwrights may work in confined spaces.
- Industrial electricians work with electricity.
- Glaziers may work at heights.
- Welders work with very hot materials.

When you're at work, your employer is partially responsible for your safety. You are also responsible for your safety. You need to follow good safety practices and make smart decisions about how to keep yourself safe at work.

Skills for Success



Throughout this resource, we’re going to be sharing the Skills for Success. They are the nine skills that everyone needs to be successful in school, at work, and in life.

The nine Skills for Success are:

Adaptability

This means being able to handle change or quickly adjust to new situations.

Question: How could being adaptable play a role in health and safety?

Collaboration

This means working with other people, building strong relationships, and understanding how to work well in a team.

Question: What role could collaboration play in health and safety?

Communication

This means listening to and understanding other people and sharing our thoughts and ideas.

Question: How might good communication skills play a role in health and safety?



Creativity and innovation

This means thinking of new or different ways to accomplish a task or solve a problem.

Question: How could creativity and innovation play a role in health and safety?



Digital

This means using computers, smartphones, and online tools to accomplish a task.

Question: How do you think digital skills play a role in health and safety?



Numeracy

This means understanding and using numbers, measurements, money, and other math concepts.

Question: What role does numeracy play in health and safety?



Problem solving

This means identifying when there is a problem, thinking about the situation, and finding a solution.

Question: How could problem-solving skills play a role in health and safety?

 **Reading**

This means understanding the meaning behind words, symbols, and images on paper or online.

Question: How might you use reading skills when paying attention to workplace health and safety?

 **Writing**

This means using words to share information and ideas either on paper or online.

Question: How could writing skills play a role in health and safety?

Question: What Skills for Success do you think you have?

Question: What Skills for Success do you think you may need to improve?



Watch for this symbol throughout this resource – that’s a sign we’re going to talk about one of the Skills for Success!

Part of what keeps you safe at work is **what you know**. The other part is **what you do** with what you know.

What you should know

The Occupational Health and Safety Act

This document explains the legal rights and responsibilities both employers and workers have. It describes how they should deal with workplace hazards and what to do if health and safety rules are broken.

You can learn more about Ontario's Occupational Health and Safety Act here:
<https://www.ontario.ca/document/guide-occupational-health-and-safety-act>

Question: Have you heard of the Occupational Health and Safety Act?

Yes No I'm not sure

The Workplace Hazardous Materials Information System (WHMIS)



This program gives employers and workers information about the hazardous products or chemicals they may be exposed to at work. Legally, employers must make sure workers are trained on hazardous products before they use them. WHMIS training makes sure you understand the labels on any hazardous products you might come in contact with at work.

You can learn more about WHMIS here: <https://whmis.org/>

Question: Have you heard of WHMIS?

Yes No I'm not sure

Your employer's health and safety policies



If your workplace has more than five workers, it needs to have a health and safety policy. This is a document that outlines the company's commitment to workplace health, safety, accident, and illness prevention.

To learn more about your employer's health and safety policies, speak to your supervisor or employer.

Question: Have you seen a workplace health and safety policy?

- Yes No I'm not sure

The Workplace Safety and Insurance Board (WSIB)

WSIB provides insurance and access to health and safety information for employers. They also provide benefits and health care coverage for workers who have been injured on the job and help workers return to work after an injury or illness.

Learn more about WSIB here: <https://www.wsib.ca/en>

Question: Have you heard of the Workplace Safety and Insurance Board?

- Yes No I'm not sure

Question: Now that you have learned about each of these health and safety documents or resources, which of them would you like to learn more about?

Share your answer with a teacher or tutor so they can help you find more information!

Reporting an Injury or Illness to the WSIB

Many employers pay the Workplace Safety and Insurance Board (WSIB) for insurance to help their employees if they are injured or become ill at work.

The WSIB can cover the costs of some:

- lost wages
- medical costs
- physiotherapists
- chiropractors
- medical supplies

This insurance is available so you can get the treatment you need to recover from a workplace injury and get back to work.



If you are injured or become ill at work

1. Get medical attention right away

If you are hurt, go to a doctor. **Tip:** Your employer has to pay for your transportation so you can see a doctor on the day you are hurt.

2. Talk to your employer

Tell your employer about your injury. They will need to fill out a form to report your injury to the WSIB. Be sure to let them know about any medical treatment you received, and what your doctor said about your injury or illness.

3. Report to the Workplace Safety and Insurance Board (WSIB)

Report your injury or illness to the WSIB. This is important when:

- you need treatment from a doctor, nurse, or other medical professional
- you aren't able to go to work because of your injury or illness
- you are being paid less or receiving fewer hours of work because of your injury or illness

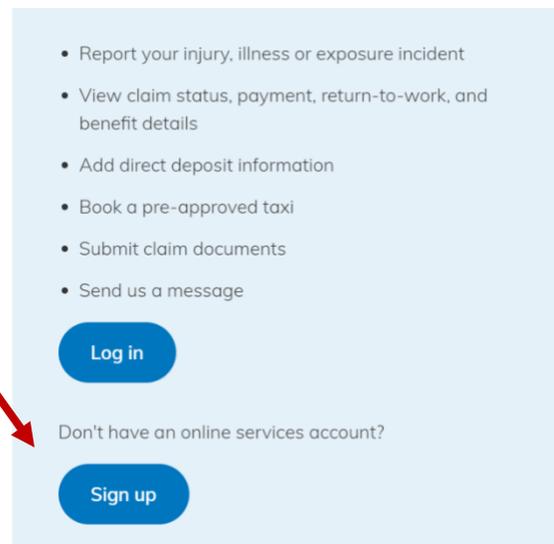
To report an illness or injury, you can use WSIB's online services. Before you begin, you will need to create a WSIB profile at <https://www.wsib.ca/en/onlineservices>.

To begin, you can click on "Injured or ill people" at the top of the WSIB website.



Then, click the blue "sign up" button and follow the instructions on the screen.

If you need help creating a WSIB online services profile, please call 1-800-387-0750. A customer service representative can help you set up your profile.



Once you have an online services profile, you can fill out and submit a Worker's Report of Injury/Disease (called Form 6).

Would you like to see what that form looks like? You can see a copy here:

https://www.wsib.ca/sites/default/files/2022-01/0006a_workersreportofinjury_english.pdf

Tip: If you don't have access to a computer, you can fill out a Form 6 and mail it to:

The Workplace Safety and Insurance Board
200 Front Street West
Toronto, ON
M5V 3J1

You do **not** have to report your injury or illness to the WSIB if all three of the following apply:

- you only needed first aid (like a Band-Aid or cold pack)
- you did not take any time off work because of your injury or illness
- your pay was not affected because of your injury or illness

Here are some tips from the Workplace Safety and Insurance Board (WSIB):

- you have six months from the date of your injury or illness to claim benefits by reporting your injury or illness to the WSIB
- when in doubt, report. It's always better to report your injury or illness to the WSIB, even if you don't think you're covered
- you should report your workplace injury or illness even if:
 - your supervisor or manager tells you not to report, or that you will lose your job if you report it
 - your employer tells you that your injury or illness is not covered by the WSIB
 - your employer tells you to use sick days to recover from a workplace injury or illness, rather than report it

What you should do

Once you know what your rights and responsibilities are, you should:

- follow the rules you learned about through the Occupational Health and Safety Act, WHMIS, and your employer's health and safety policies
- wear the right safety gear for your job (could include steel-toed boots, hard hats, gloves, reflective clothing, or face masks)
- keep your workspace clean and uncluttered
- know where you can find emergency exits, fire extinguishers, eye rinse stations, and other safety equipment
- avoid distractions when you are working
- think about safety, and make choices that keep you and others safe
- report health hazards or unsafe conditions to your supervisor immediately
- if you are injured at work, report it to the WSIB

Doing each of these things can help keep you and your coworkers safe on the job and help them if they do get hurt.



By following these suggestions, you will be demonstrating:

- **Problem-Solving** skills
- **Communication** skills
- **Collaboration** skills



Reflect on what you learned

1. What is the name of the document that explains the legal rights and responsibilities both employers and workers have?

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?

3. Fill in the missing number: Once a workplace has more than _____ workers, they need to have a health and safety policy.

4. What do the letters WSIB stand for?

- 5a. Read the list of things you should do to stay safe at work. Which one do you think is the most important?

- 5b. Why did you choose that one?

Worker Health and Safety Awareness Training

“Worker Health and Safety Awareness Training in 4 Steps” is a training program developed by the Ministry of Labour, Immigration, Training and Skills Development.

This program will walk you through the rights and responsibilities of workers, supervisors, and employers. It is a great introduction to workplace health and safety!

Taking this health and safety awareness program means you will be able to:

- describe your role in workplace health and safety
- explain how to work safely
- recognize the Workplace Hazardous Materials Information System (WHMIS)
- talk to your employer or supervisor about workplace health and safety policies and procedures
- give examples of how you can participate in health and safety in your workplace
- find your health and safety representative or joint health and safety committee members
- talk to co-workers about safe practices in the workplace
- recognize your right to refuse unsafe work
- know where to go for help if you need help with health and safety, including:
 - the health and safety associations
 - the Ministry of Labour, Immigration, Training and Skills Development
 - the Workplace Safety and Insurance Board (WSIB)

Good news! When you complete this training, you will earn a certificate that you can show employers. It lets them know that you understand workplace health and safety.



Activity: Complete Worker Health and Safety Awareness Training



In a moment, you will complete the training program “Worker Health and Safety in 4 Steps.” It is available online and can also be completed using a workbook. You can find the link at the bottom of the page.

Online Training

This training program is best completed on a desktop or laptop computer, but it can also be completed on a tablet or smartphone.

Before you begin the training, make sure you’re using one of these browsers:

- Microsoft Edge (version 95 or higher)
- Google Chrome (version 66 or higher)
- Safari (version 11 or higher)

Tip: If you aren’t sure what web browser you are using, ask your teacher or tutor to help you find out.



Completing this training online will help you develop your **Digital** skills!

Before you begin:

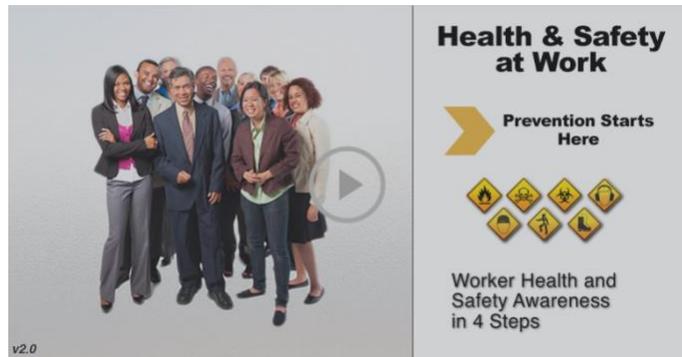
- The online training can take 45 to 60 minutes. It must be completed in one sitting. Be sure you have that amount of time available before you start the training.
- This training includes videos. Find out if you have speakers or headphones so you can hear the videos before you start the training.

To complete this training, open a web browser and go to this website:

<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>



Click the play button in the centre of the screen to begin.



Arrow buttons will appear at the bottom of the screen. You can use them to move forward or backward in the course.



If you need help at any time, click the question mark at the top right side of the screen.

Quizzes

There are multiple-choice quizzes in this training.

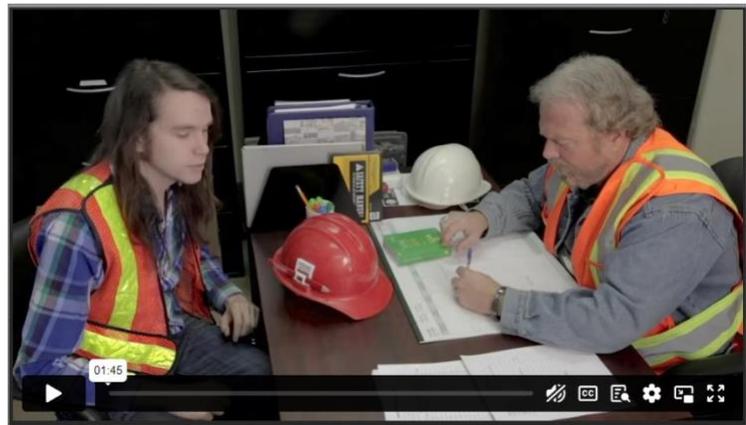
When you see a quiz question, put a checkmark in the box next to the answer you think is correct. Then, click the **Submit Response** button.

✓ If you get the answer right, a green checkmark will appear. Then you can use the green arrow button at the bottom of the screen to move to the next part of the presentation.

✗ If you get the answer wrong, a red X will appear. A **Try Again** button will appear, and once you click it, you can choose a different answer.

Videos

There are many videos in this training. They will show you scenarios where workplace health and safety are discussed or demonstrated.



While a video is playing, you can use the:

-  Play button to start the video
 -  Pause button to stop the video
 -  Replay button to see the video again
 -  Speaker button to mute, unmute, turn up, or turn down the video's volume
 -  Closed Captioning button to see a text version of the spoken parts of the video at the bottom of the video screen
 -  Transcript button to open a box on the side of the screen showing the text from the video
 -  Full Screen button to enlarge the video to the size of your computer screen
 -  **AD** ON
 -  **AD** OFF
- If you would like the content of the videos described out loud, you can turn Audio Description on. Clicking the AD button again will turn it off.

Getting Your Certificate

At the end of this training, you can enter your:

- first name
- last name
- email address

When you do this, the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) will create a certificate of completion for you.

They will try to email you a copy of your certificate. However, we recommend you **save or print the certificate** before closing your browser. Please speak to your teacher or tutor if you need information about how to save or print your certificate.

MLITSD will not store your certificate or keep a record of training. If you do not save or print the certificate and do not get an email copy from MLITSD, you will need to complete the training again to get another copy.

Workbook

If you do not have access to the internet, you can also complete this training in the "Worker Health and Safety Awareness in 4 Steps" workbook. Ask your teacher or tutor for a copy. You won't earn a certificate when using the workbook, but you can print, complete, and sign the workbook as a record of your training.



Completing this workbook will help you develop your **Reading** and **Writing** skills!



Now it is time for you to complete the training course! Be sure to ask your teacher or tutor if you have questions along the way.

Reflect on Your Training

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?

3. What Skills for Success do you think you demonstrated while learning about workplace health and Safety?

Conclusion

You have learned a lot about workplace health and safety, including:

- the 4 Steps of worker health and safety awareness
- your role in health and safety, and the role of your supervisor and employer
- that you have the right to know about workplace hazards
- where to find information about work safety
- the role of a joint health and safety committee member
- that you can refuse unsafe work
- that your employer cannot threaten, fire, or dismiss you for exercising your health and safety rights
- where to go for help if you are concerned about workplace safety, or if you are hurt on the job

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?

Yes Maybe No

If you said “maybe” or “yes,” write about the experience below. What you would do differently if you were faced with the same situation again? You do not need to share this experience with anyone.

If you said “no,” describe what you might do if you were in a situation at work where you were at risk of injury or illness?”. You do not need to share this experience with anyone.

For your records

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, print it, or both? 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 the training 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: