

Occupational Health and Safety Committees, Worker Health and Safety Representatives and Workplace Health and Safety Designates

TRAINER
MANUAL



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LEGISLATIVE REQUIREMENTS

The legislation is a minimum guide for developing Occupational Health and Safety (OH&S) policies and procedures in workplaces. In addition to the legislation, best practices should be incorporated into all areas of workplaces to increase the effectiveness of the OH&S program.

The majority of employers in Newfoundland and Labrador must follow provincial legislation for OH&S:

- *Occupational Health and Safety Act*
- Occupational Health and Safety Regulations
- Other associated legislation

For official copies of the *Occupational Health and Safety Act* and the Occupational Health and Safety Regulations please contact the following:

Office of the Queen's Printer
Ground Floor
Confederation Building, East Block
St. John's, NL A1B 4J6
Telephone: (709) 729-3649

Unofficial copies are available online at: <http://www.gs.gov.nl.ca/ohs/legislation.stm>

Some employers fall under federal jurisdiction and must follow the Canada Labour Code-Part II (Code). The Code applies to the following inter-provincial and international industries:

- railways
- highway transport
- telephone and telegraph systems
- pipelines
- canals
- ferries, tunnels and bridges
- shipping and shipping services
- radio and television broadcasting and cable systems
- airports
- banks
- grain elevators licensed by the Canadian Grain Commission, and certain feed mills and feed
- warehouses, flour mills, and grain seed cleaning plants
- the federal public service and persons employed by the public service and about 40 Crown corporations and agencies
- employment in the operation of ships, trains and aircraft and
- the exploration and development of petroleum on lands subject to federal jurisdiction

Note: Part II of the Canada Labour Code does not apply to certain undertakings regulated by the Nuclear Safety and Control Act.

For an official copy of the Canada Labour Code please contact:

Canadian Government Publishing, Communication Canada
Ottawa, ON K1A 0S9

Telephone: (613) 941-5995 or 1-800-635-7943

Fax: (613) 654-5779 or 1-800-565-7757







Internet: <http://publications.gc.ca>

Unofficial copies are available on-line at: <http://laws.justice.gc.ca/en/l-2/17632.html>

TRAINER RESOURCE REQUIREMENTS

- personal computer
- data projector
- Occupational Health and Safety Committees, Worker Health and Safety Representatives and Workplace Health and Safety Designates Powerpoint presentation
- a participant manual for each participant
- copy of *OH&S Act* and Regulations for each participant for classroom use
- flip chart/white board/plain paper and markers (trainer to determine what training materials to use to ensure learning objectives achieved)

TRAINER MANUAL SYMBOLS

	Slide #	<ul style="list-style-type: none"> • Trainer to present information on slide
	Activity	<ul style="list-style-type: none"> • Participants to complete activity in Participant Manual
	Trainer Note to Participants	<ul style="list-style-type: none"> • Trainer to further explain topic to participants • Information NOT included on slide
	Question or Discussion	<ul style="list-style-type: none"> • Trainer to ask question to generate further discussion on topic • Gets participants talking about their own workplaces
	Video	<ul style="list-style-type: none"> • Show video to participants
	IMPORTANT!	<ul style="list-style-type: none"> • Trainer to stress important point to participants

Note to Trainer

This 14 hour course has been developed as a guide for those delivering the certification training for Occupational Health and Safety Committees, Worker Health and Safety Representatives and Workplace Health and Safety Designates. The aim of the training is to ensure OH&S Committees/WH&S Representatives/WH&S Designates understand their role and responsibilities at the workplace.

The primary message to give to participants is that OH&S Committees/WH&S Representatives/WH&S Designates are not responsible for the implementation of workplace health and safety. This is the responsibility of the employer. Their role is to monitor health and safety in the workplace. They take a pro-active role in workplace health and safety and are good ambassadors, role models and mentors of health and safety in their workplaces.

It's up to trainers to:

- Help OH&S Committees/WH&S Representatives/WH&S Designates to understand their role of “monitor” in the implementation of the employer’s OH&S program and workplace health and safety.
- Encourage participants to discuss how they can change the way they’ve been practicing health and safety.
- Provide an atmosphere which motivates participants’ commitment to creating a “health and safety culture” in the workplace.
- Get participants talking about and excited about bringing this new information back to their workplaces. Participants must not wait for issues to come to them; but they must intervene before issues arise.

You may want to participate by asking questions or summarizing at the end of each presentation. You should encourage discussion and correct any errors.

Adult Learning Principles

The trainer manual is based on the following adult learning principles:

- Participants need to know why they need to learn specific health and safety content and its relevance to health and safety in their workplace
- Participants need to learn health and safety related to their own experience in situations that simulate actual application in the workplace
- Participants learn best when the topic is of immediate value to them
- Participants learn best when they are challenged using a variety of activities that allow opportunity for feedback and interaction
- Learning activities must recognize limits of attention span and comprehension

All activities are designed to provide maximum opportunity for participants to bring their knowledge and experience to the learning environment. Adults like to know what’s coming next; therefore, each learning objective should be stated before the learning activity starts.

Teachable Moments

As trainers, you must always be open to “teachable moments.” These are unplanned situations which you can take advantage of to get messages across or to reinforce a concept. Following are some examples.

When presenting new attitudes, you may experience some negativity. For example, you’ll hear phrases like: “people won’t...,” or “workers don’t want to be doing...,” or “employers won’t do that,” or “that’s not required under the legislation.” When this kind of “negative talk” occurs, grab the teachable moment. This is your chance to “change the mindset” and to make the point that workplace accidents and injuries are everyone’s business and it’s up to every individual to take health and safety in the workplace seriously. It is up to us, as trainers, to bring a positive attitude towards health and safety to the training and to encourage participants to bring that positive attitude back to the workplace.

Respect for the Adult Learner

Following are some practical ways of incorporating the above principles into your training:

- Use acronyms (i.e. PPE, OH&S) only if you also provide their meanings. There may be participants who have not heard of some of the acronyms used in the training; therefore, it’s important to tell them what the acronym means.
- It is important that trainers use correct names and acronyms.
- Use teaching aids that participants can see/hear clearly.
- Listen carefully to participants questions. If you don’t understand the questions, ask the person to repeat it or seek clarification by rephrasing it. When you’ve answered the question, be sure the specific participant who asked the question is satisfied with the answer.
- Be sensitive and alert to the different literacy levels within the group. Do not bring attention to anyone who is not “writing.” When participants are asked to respond to written questions, trainers should repeat the questions at different intervals so as not to bring undue attention to any one of the participants.

As trainers, you are not expected to know all the answers. When questions arise that are beyond the scope of this training, encourage participants to find answers for themselves when they get back to their workplaces by calling the OH&S Branch of Service NL.

There is usually more than one way to resolve occupational health and safety issues.

Resolution will depend upon the type of operation, the industry, the number of workers, the type of equipment used, the degree of technical expertise available, and many other factors. As trainers, you cannot be expected to know all factors associated with an issue that comes up during training. Therefore, don’t try to resolve specific workplace health and safety issues during this training – you will likely not have enough knowledge about an issue to resolve it in this medium. However, you should be able to advise participants regarding resources they can use to help them resolve the concern.

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Summary

PREFACE




Employers, workers and Occupational Health and Safety Committees/Worker Health and Safety Representatives/Workplace Health and Safety Designates play major roles in developing a health and safety culture in the workplace. Employers must communicate their commitment to health and safety to all workers and ensure the development and implementation of an Occupational Health and Safety program. Workers need to make a commitment to health and safety for themselves, other workers and the employer by integrating health and safety into each working day. Occupational Health and Safety Committees/Worker Health and Safety Representatives/Workplace Health and Safety Designates promote health and safety awareness in the workplace thereby helping to create a health and safety culture through their involvement with Occupational Health and Safety programs and policies.

Taking responsibility for creating this kind of health and safety culture is part of an “Internal Responsibility System.” The Internal Responsibility System, which remains the foundation of Newfoundland and Labrador’s approach to workplace health and safety, is built on the principle of self-reliance of workplace parties. In addition to the above, employers and workers must be responsible for eliminating hazards within the workplace and for achieving optimum health and safety performance. This manual was developed as a resource for Occupational Health and Safety Committees/Worker Health and Safety Representatives/Workplace Health and Safety Designates to assist them in becoming aware of the roles they play in the Internal Responsibility System.


The text is divided into eight modules which include the objectives to be covered in the Occupational Health and Safety Committee/Worker Health and Safety Representative/Workplace Health and Safety Designate Certification Training.

In order to make this manual more “reader friendly”, Occupational Health and Safety Committee(s) will be referred to as Committee(s), Worker Health and Safety Representative(s) will be referred to as Representative(s) and Workplace Health and Safety Designate(s) will be referred to as Designate(s).

Introduction

	<p>Slide i</p>	<ul style="list-style-type: none"> Title Slide
	<p>Note to Trainer</p>	<ul style="list-style-type: none"> This 2-day training course has been developed as a guide for those delivering the certification training for Occupational Health and Safety Committees/Worker Health and Safety Representatives/Workplace Health and Safety Designates Using Occupational Health and Safety Committees/Worker Health and Safety Representatives/Workplace Health and Safety Designates is a mouthful. From this point forward in the training it is acceptable to use Committee/Representative/Designate. If you choose to do this, please discuss it with your group to make sure they are aware and understand what you are referencing The goal of the training is to give Committees/Representatives/Designates the knowledge they require to fulfil their duties and responsibilities under the <i>Occupational Health and Safety Act</i> and Regulations. The primary message for participants is that the Committee/Representative/Designate is not responsible for developing the OH&S program - that is the employer's responsibility The role of the Committee/Representative/Designate is to monitor OH&S in the workplace. They take a pro-active role and are good ambassadors, role models and mentors of health and safety in their workplaces. Employers and workers in conjunction with the Committee/Representative/Designate play major roles in developing and sustaining a health and safety culture in the workplace. Employers must communicate their commitment to health and safety to all workers and ensure an OH&S program is developed and implemented. Workers need to make a commitment to health and safety for themselves, other workers and the employer by ensuring health and safety is integrated into each day. Committees/Representatives/Designates promote health and safety awareness in the workplace.
	<p>IMPORTANT!</p>	<ul style="list-style-type: none"> Before training begins, identify the following locations so you may be able to advise participants during the slide <i>Administrative Details</i>: <ol style="list-style-type: none"> Emergency exits (primary and secondary) Muster station Rest rooms


Purpose of Training

	Slide ii	<ul style="list-style-type: none">• Purpose of Training
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To give participants the knowledge they require to fulfil their duties and responsibilities as a Committee/Representative/Designate under:

- The Newfoundland and Labrador *Occupational Health and Safety Act*
- The Newfoundland and Labrador Occupational Health and Safety Regulations

Objective of Training


	Slide iii	<ul style="list-style-type: none">• Objective of Training
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Review the objective of the training with the group:

- upon completion of this training, participants will be able to effectively monitor OH&S in the workplace
- participants will be able to take a pro-active role in workplace health and safety and become good ambassadors, role models and mentors of health and safety in their workplaces


There will be **no test** at the end of this training. However, participants will have a chance to answer questions in their participant manual and participate in group discussions throughout the training.

Introductions

	Slide iv	<ul style="list-style-type: none">• Introductions
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Introduce yourself by providing the following:


- name
- role/title
- organization
- summary of your OH&S background

	Activity	<ul style="list-style-type: none"> • Ask participants to introduce themselves to the group
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Participants to provide the following:

- name
- role/title
- organization/employer
- why they are attending this training?
- what do they expect to learn in this training?
- summary of their OH&S background

Administrative Details

	Slide v	<ul style="list-style-type: none"> • Administrative Details
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Advise participants of the following:

- emergency exits
- muster station
- rest rooms
- breaks/lunch




Request participants to turn their cell phones/smart phones on vibrate or turn them off during the course. Explain that there will be opportunities for participants to check/use their phones throughout the course. Advise participants that if they must take a call to leave the room and return at their earliest convenience.

Ask participants if there are any allergies or medical conditions for you, as the trainer, to be aware of in the event of an emergency. Remind participants that they can provide this information privately during the first break if they would prefer.


Advise participants of the times for breaks and lunch. It is recommended that you have a 15-minute mid-morning break and a 15-minute afternoon break with either ½ or 1 hour lunch. Advise participants of options for lunch (in-house or external).

	IMPORTANT!	<ul style="list-style-type: none"> • If participants miss more than one (1) topic, they will be required to complete the training again • Advise participants that at any time they may stand up and stretch to avoid potential injury
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Registration Forms

	Slide vi	<ul style="list-style-type: none"> Registration Forms
	Individual Activity	<ul style="list-style-type: none"> Ask participants to complete the participant registration form Participants must complete the participant registration form in its entirety and complete the training in order to receive certification in this training. This information will be used by WorkplaceNL to send participants their Committee/Representative/Designate certification card
		<ul style="list-style-type: none"> Fully complete the participant registration form Clearly print all information Sign and date the form
	IMPORTANT!	<ul style="list-style-type: none"> Instructors are responsible for ensuring all information on the participant registration forms is complete and legible


Certification Requirements

	Slide vii	<ul style="list-style-type: none"> Certification Requirements
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Participants must renew their Committee/Representative/Designate certification every three (3) years. The expiry date will be on the certification cards.


	Trainer Note	<ul style="list-style-type: none"> Advise participants that when they receive their certification card to: <ol style="list-style-type: none"> 1. Check the name to ensure correct spelling 2. Check the expiry date 3. Give a COPY of the card to their employer
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Training Materials


	Slide viii	<ul style="list-style-type: none"> Training Materials
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Review the training materials to be used for the course:

1. Participant Manual
2. OH&S Legislation

	Note to Trainer	<ul style="list-style-type: none">• Copies of the OH&S legislation are to be handed out to participants to use during the training, but must be returned to the trainer at the end of the training
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Learning Objectives

	Slide ix	<ul style="list-style-type: none">• Learning Objectives
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By the end of this course, participants will be able to:


- discuss the need for Committee/Representative/Designate training
- understand what OH&S is
- distinguish between a Committee/Representative/Designate
- identify the duties of Committees/Representatives/Designates
- become aware of how their role supports OH&S in the workplace
- conduct an OH&S meeting

1. INTRODUCTION TO OCCUPATIONAL HEALTH & SAFETY

	Slide 1.0	<ul style="list-style-type: none"> Module 1
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Introduction to Module 1:


Introduction to OH&S is the first topic of the certification training for Committees/Representatives/Designate. This module will provide an introduction as to why participants are attending the course and assist them in identifying their individual roles.

	Slide 1.1	<ul style="list-style-type: none"> Introduction to OH&S
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Show slide 1.1 “Introduction to OH&S” and review learning objectives. By the end of Module 1 the participants will be able to:

- 1.1 Define OH&S
- 1.2 Define OH&S Committee/WH&S Representative/WH&S Designate
- 1.3 Discuss the purpose of the *OH&S Act* and Regulations
- 1.4 Identify the legislative duties of the OH&S Committee/WH&S Representative/WH&S Designate
- 1.5 List the elements associated with an effective OH&S program
- 1.6 Discuss the benefits of implementing an OH&S program in the workplace

	Slide 1.2 Individual Activity	<ul style="list-style-type: none"> Ask participants go to page 9 of the participant manual and write down at least 5 words they think of when they hear the term <i>Occupational Health & Safety</i> Give the participants 5 minutes to complete the activity
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	Question or Discussion	<ul style="list-style-type: none"> Ask what words they wrote down Trainers to flip chart the words Discuss how the words are part of OH&S with the participants Show slide 1.3 for the definition
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1.1 Define Occupational Health and Safety (OH&S)


	<p>Slide 1.3</p>	<ul style="list-style-type: none"> • What is OH&S?
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Occupational Health and Safety is:

- the discipline concerned with preserving and protecting human and property resources in the workplace
- with the goal to prevent injuries and illness by eliminating incidents in the workplace and identifying hazards


Instruction to trainer:


Most areas of expertise have their own language or “jargon;” and health and safety is no different. This activity will get participants familiar with some common health and safety terms they will hear throughout the rest of the training.

	<p>Slide 1.4 Activity 1 (a) OH&S Terms</p>	<ul style="list-style-type: none"> • Refer participants to Activity sheet 1(a) page 13 of the participants manual • Advise participants to match the definitions with the correct term from the list provided • Give participants 5 minutes to complete this activity • Review the answers with the group
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Instruction to trainer:

Introduce the next activity by noting to the group that based on the definition of OH&S and the commonly used health and safety terms, you now want them to discuss why health and safety is important. They are attending this session because they each will play a role in keeping their workplace safe. This activity gets them thinking about why.

	<p>Slide 1.5 Group Activity</p>	<ul style="list-style-type: none"> • Put the participants in groups • Ask them to discuss why health and safety is important • Give them 5 minutes to discuss • Ask participants to document answers using a flip chart (provide each group a flip chart if possible, or the trainer will flip chart the responses if only one flip chart is available) • Compare participants' answers with the points on next slide
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	Slide 1.6	<ul style="list-style-type: none"> • Why is OH&S important?
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Why is OH&S important?

- ensures the health and safety of all workplace parties
- creates a safety culture in the workplace
- prevents incidents from occurring
- provides financial benefits for employers
- increases productivity and employee morale
- a legal requirement
- promotes goodwill and off-the-job safety


Instruction to trainer:

Review with the participants their lists and the list on the slide; review what points are similar and different.

Remember that the list provided on the slide is not all inclusive; be open to items added by the group.


Lead into the learning objective by indicating to participants that OH&S legislation provides direction for establishing a Committee, or appointing a Representative or Designate. This next learning objective will outline the definition for each.


1.2 Define OH&S Committee/WH&S Representative/WH&S Designate

	Slide 1.7	<ul style="list-style-type: none"> • OH&S Committee
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A Committee is an advisory group made up of employer and worker representatives of a workplace.


- In Newfoundland and Labrador, the OH&S legislation requires a Committee to be established in workplaces with 10 or more workers at the worksite
- A Committee is established to **MONITOR** health and safety and to **SUPPORT** OH&S in the workplace
- The employer is **RESPONSIBLE** to establish the Committee at the workplace

	Question or Discussion	<ul style="list-style-type: none"> • Ask the group, based on this definition, which participants have a workplace that requires a Committee be established or already has a Committee in place
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	<p>Slide 1.8</p>	<ul style="list-style-type: none"> • Definition of a WH&S Representative/WH&S Designate
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A Representative/Designate monitors the health, safety and welfare of the workers employed at the workplace.

- In Newfoundland and Labrador, the OH&S legislation requires a Representative in workplaces with 9 or less workers at the worksite
- In workplaces with 6 or less workers, a Designate can be used where a representative is impracticable
- Established to **MONITOR** and **SUPPORT** health and safety at the workplace
- The employer is **RESPONSIBLE** to ensure a Worker H&S Representative/Workplace H&S Designate is established

	<p>Question or Discussion</p>	<ul style="list-style-type: none"> • Ask the group, based on this definition, which participants have a workplace that requires a Worker H&S Representative and which participants have a workplace that requires a Workplace H&S Designate
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Instruction to trainer:

As you progress through the training the roles and responsibilities of the Committee/ Representative/Designate will be outlined in more detail. At this point you want to ensure that each participant is aware of the role they play in the workplace; and you will have an understanding of who is in the group. It is important that people know their role early in the day so that they can understand how it applies to them as you progress through the training.

1.3 Discuss the purpose of the *OH&S Act & Regulations*



	<p>Slide 1.9</p>	<ul style="list-style-type: none"> • OH&S Legislation
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OH&S Legislation

- Laws that govern workplaces and outline the general rights, duties and responsibilities of the employer, the supervisor and the worker to ensure working environments are healthy and safe
- The *Act* is a statute (law) that prescribes all responsibilities and duties of workplace parties
- The rules to follow for these laws are the Regulations

Instruction to trainer:

Each participant in the group must have a classroom copy of the *OH&S Act* and Regulations, which they will use throughout the next two days. The next activity will get the participants familiar with the *OH&S Act* and Regulations and how they can be used to assist them with understanding the requirements for health and safety in their individual workplaces.

	Individual Activity	<ul style="list-style-type: none"> Refer participants to the <i>OH&S Act</i> and Regulations; point out the difference between the Act and Regulations. Identify both documents so they can see the difference
	Trainer note to participants	<ul style="list-style-type: none"> The <i>OH&S Act</i> and Regulations set minimum standards for health and safety in the workplaces of Newfoundland and Labrador. Acts and regulations do not always impose or prescribe the specific steps to take for compliance. Instead, it holds employers responsible for determining such steps to ensure health and safety of all employees Important: Point out to participants the web site for the <i>OH&S Act</i> and Regulations: http://www.assembly.nl.ca/legislation

1.4 Identify the legislative duties of the OH&S Committee/WH&S Representative/WH&S Designate



	Slide 1.10	<ul style="list-style-type: none"> Committees/Representatives/Designates
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The legislative duties of the Committee/Representative/Designate include:



- seek to identify unhealthy or unsafe conditions
- participate in workplace inspections
- make recommendations
- receive complaints
- establish and promote OH&S educational programs
- maintain records of OH&S committee activity
- cooperate with Assistant Deputy Minister (ADM) or OH&S officer
- perform duties and follow procedures under the regulations

Instruction to trainer:

This learning outcome will give participants an opportunity to use the *OH&S Act* and Regulations. It will get them more familiar and comfortable with the documents.

	Individual Activity	<ul style="list-style-type: none"> Refer participants to Section 39 of the <i>OH&S Act</i> to review where the above duties are referenced Refer participants to Section 44 of the <i>OH&S Act</i> to review
	Trainer Note to Participants	<ul style="list-style-type: none"> Although duties are not specifically written in the <i>OH&S Act</i> for Representatives/Designates, Section 44 of the <i>OH&S Act</i> gives them the same duties as the Committee when reasonably practicable


1.5 List the elements associated with an effective OH&S program


	Individual Activity	<ul style="list-style-type: none"> Refer participants to Section 36.1 of the <i>OH&S Act</i> to review when an OH&S program is required
	Slide 1.11	<ul style="list-style-type: none"> OH&S Program

- Workplaces that have 10 or more workers must have an OH&S program in place
- The employer is responsible to ensure the OH&S program is established and implemented in the workplace
- The program must be in writing and developed in consultation with the Committee/Representative/Designate

Instruction to trainer:

Although a workplace with a Representative/Designate is not required to have a **written** OH&S program, Section 5 of the *OH&S Act* does outline specific duties of the employer that are similar to those elements of an OH&S program, such as training, hazards and workplace inspections . Section 5 (f) indicates that *“an employer shall consult and co-operate with the occupational health and safety committee, the worker health and safety representative or the workplace health and safety designate, where the employer is not the workplace health and safety designate, on all matters respecting occupational health and safety at the workplace”*.

	Slide 1.12 Flip Chart Activity	<ul style="list-style-type: none"> Ask participants what they think would be included in an OH&S program. Document answers using a flip chart to compare with the elements listed below
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	<p>Slide 1.13</p>	<ul style="list-style-type: none"> • OH&S Program Elements
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WorkplaceNL has identified 10 elements of an OH&S Program:

1. Leadership and Administration
2. OH&S Committee/WH&S Representative/WH&S Designate
3. Education and Training
4. Communication
5. Hazard Recognition, Evaluation and Control
6. Safe Work Practices and Procedures
7. Workplace Inspections
8. Incident Investigations
9. Emergency Preparedness and Response
10. Disability Management


Musculoskeletal Injury (MSI) Prevention/Ergonomics should be incorporated into each program element.


Instruction to trainer:

For now, the elements of an effective OH&S program will be listed. Module 7 will go into further detail on the role the Committees/Representative/Designate will have within the OH&S program. WORKPLACENL has identified 10 elements of an OH&S Program. A program may include more elements than those listed above or may even combined elements.


	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • An OH&S Program is a living document that should continuously be monitored. • The Committees/Representative/Designate has an important role to play to ensure necessary updates are made • An OH&S program is required to be reviewed once every three (3) years. Best practices and industry standards can also be incorporated into all areas of the workplace to increase the effectiveness of the OH&S program. Best practices exceed minimum legislative requirements and are aimed at doing work in the safest possible way. Industry standards are generally accepted requirements followed by the members of an industry
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1.6 Discuss the benefits of implementing an OH&S program in the workplace


	<p>Slide 1.14 Flip Chart Activity</p>	<ul style="list-style-type: none"> • Ask participants what are the benefits of having an OH&S program in their workplace • Trainer to document answers on a flip chart to compare with the benefits on next slide
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	Slide 1.15	<ul style="list-style-type: none">• Benefits of an OH&S Program
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- prevents injuries
- increases productivity and employee morale
- meets legal requirements
- ensures preparation for an emergency
- improves the bottom line
- improves a company's safety performance
- promotes goodwill and off-the-job safety
- maintains customer satisfaction
- increases competitiveness


	Slide 1.16 Review	<ul style="list-style-type: none">• Module 1: Review of Introduction to OH&S pages 14-15 of the participants manual• This activity will clue up Module 1
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2. THE INTERNAL RESPONSIBILITY SYSTEM (IRS)

	Slide 2.0	<ul style="list-style-type: none"> Module 2
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Introduction to Module 2:


The material in this topic may be new to many participants who are completing OH&S training for the first time. It is important for participants to use the *OH&S Act* and Regulations as much as possible throughout this topic as a means of becoming comfortable using these resources.

	Slide 2.1	<ul style="list-style-type: none"> The Internal Responsibility System (IRS)
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Show slide 2.1 “The Internal Responsibility System” and review learning objectives. By the end of Module 2 the participants will be able to:


- 2.1 Examine the IRS
- 2.2 Discuss the three rights of workers
- 2.3 Outline when workers have the right to refuse work
- 2.4 Locate the legislative duties of key people involved in OH&S
- 2.5 Explain what is meant by due diligence
- 2.6 Describe how the employer and OH&S Committee/WH&S Representative/WH&S Designate work together within the IRS

2.1 Examine the IRS

	Slide 2.2	<ul style="list-style-type: none"> Definition of IRS
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The Internal Responsibility System is:

- a health and safety philosophy where every individual and job position within an organization (employer to worker) has a role and personal responsibility in OH&S

	<p>Slide 2.3</p>	<ul style="list-style-type: none"> • Objective of IRS
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The objective of the IRS is to:

- ensure everyone in the workplace is involved in identifying hazards
- promote cooperation and communication among all parties regarding their duties and responsibilities in the workplace
- give workers three basic rights: the right to know, the right to participate and the right to refuse work

Instruction to trainer:


After reviewing the objective of the IRS with participants, ask if anyone is familiar with the history of the IRS and why it is important. While you will not find the term “Internal Responsibility System” mentioned in the legislation, the IRS has become the foundation of health and safety legislation in our province and across Canada.

In the 1970’s, uranium miners in Elliot Lake became alarmed about the high incidence of lung cancer and silicosis, and they went on strike over health and safety conditions. The government appointed a Royal Commission to investigate health and safety in mines. Chaired by Dr. James Ham, it became known as the Ham Commission.

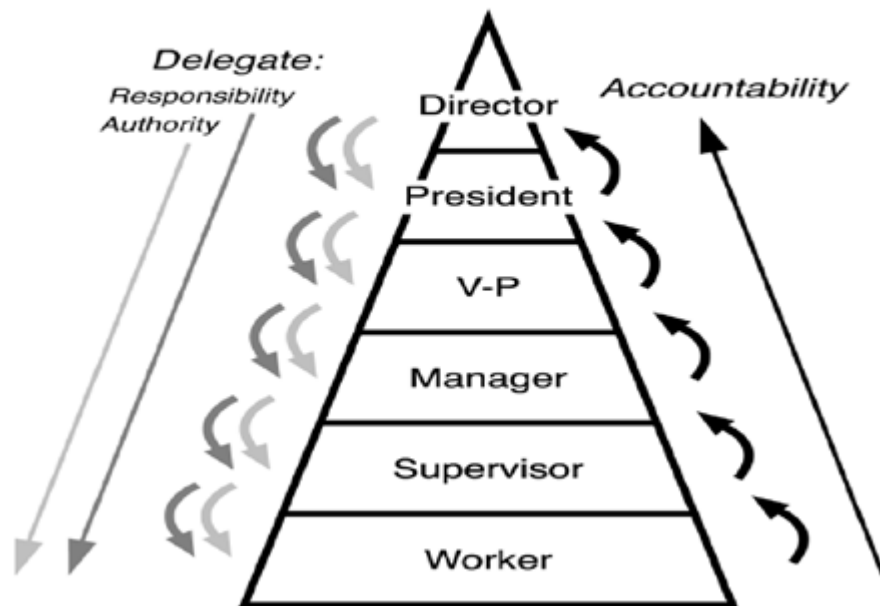
The Ham Commission Report included more than 100 recommendations concerning mine health and safety. One of which was to recognize the value and function of groups within an organization. To implement the IRS, James Ham advocated creating joint labour-management health and safety committees, with worker members. The three rights of workers also came from the Ham Commission.

Focus from Ham’s perspective:

The Committee/Representative/Designate functions of identifying hazards, participating in workplace inspections, making recommendations, receiving complaints/concerns and maintaining health and safety records as would be outlined in law, just as it is today in the *OH&S Act* and Regulations in our province.


	Slide 2.4	<ul style="list-style-type: none"> Basic Structures of the IRS Diagram
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Basic Structures of the IRS: *Authority, Responsibility, Accountability*



Instruction to trainer:


A good IRS means EVERYBODY is responsible for health and safety. Explain to participants how responsibility is delegated from the top down while accountability increases from the worker to upper management.

	Slide 2.5	<ul style="list-style-type: none"> Committees/Representatives/Designates & the IRS
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Committees/Representatives/Designates are not responsible for managing and/or enforcing OH&S in the workplace, that is the role of the employer


They do play a critical role in the IRS by:

- bringing unresolved occupational health and safety issues to the forefront
- focusing attention on the issues until resolved
- promoting and encouraging a safety culture
- creating the workplace partnership that is needed to protect workers' health and safety


	<p>Slide 2.6</p>	<ul style="list-style-type: none"> Principles of Internal Responsibility System
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An IRS culture is based on two principals:

1. Personal and individual responsibility
2. Co-operation and communication

	<p>Slide 2.7</p>	<ul style="list-style-type: none"> Personal & Individual Responsibility
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- Individuals take responsibility for their own safety and the safety of co-workers
- OH&S responsibilities in the workplace refer to the personal duties of each person while they are working
- Everyone has personal responsibilities, including:
 - legislated OH&S responsibilities – employer, supervisor, worker and Committee/Representative/Designate
 - job description requirements
 - a moral duty to do the right thing

	<p>Slide 2.8 Hazard</p>	<ul style="list-style-type: none"> Ask the participants: “What should a worker do if he sees a hazard?” The ideal response is for them to ask themselves what they can do within their workplace responsibilities to remove the hazard As well, the hazard should be report immediately to their supervisor For example, a floor spill can be cleaned up by anyone and should be immediate. Workers should not leave it on the floor while they are reporting it and waiting for someone else to clean it up, this time could lead to an incident. Once the spill is cleaned, it must be reported to a supervisor to ensure the cause and source of spill is identified and controls are put in place.
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	<p>Slide 2.9</p>	<ul style="list-style-type: none"> Co-operation & Communication
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- Workers and employers must work together and communicate with each other to identify and resolve OH&S issues
- Open communication and co-operation from all workplace parties is key to a strong and effective IRS

- The Committee/Representative/Designate is an important link to communication in the workplace between all parties

	<p>Slide 2.10 Tying It All Together</p>	<ul style="list-style-type: none"> • Everyone works together in the system to make it work • Employers identify and notify workers of hazards, supervisors advise workers of hazards, and workers cooperate with all workplace parties in keeping themselves and others safe. • The Committee/ Representative/Designate works with the employer to identify health and safety hazards so the employer can put controls in place to eliminate hazards and reduce risk to workers
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2.2 Discuss the three rights of workers

	<p>Slide 2.11</p>	<ul style="list-style-type: none"> • Three Rights of Workers
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The OH&S legislation and the IRS give workers (managers and supervisors included) three important basic rights. It is critical that workers know they have these rights under OH&S legislation. They are:

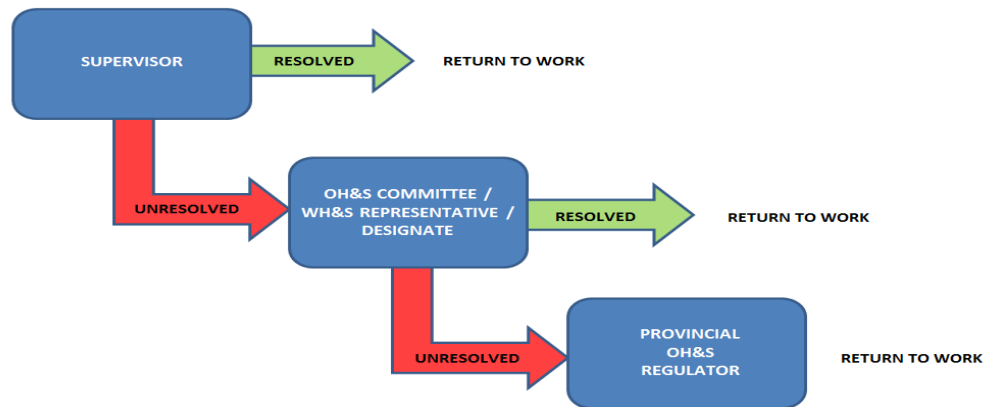
1. **Right to know** – workers have the right to know about the hazards in their workplace and the manner in which these hazards are controlled. Workers are informed of these hazards and ways of protecting themselves through training and education programs
2. **Right to participate** – workers have the right to participate in OH&S initiatives, programs and decision-making activities. An effective means of participation is to serve as Committee/Representative/Designate. Another important way to participate in OH&S is in hazard reporting and discussion OH&S concerns with supervisors, co-workers and the Committee/Representative/Designate
3. **Right to refuse work** - will be discussed in detail in next learning objective

Instruction to trainer:

Before reviewing the next slide, indicate that the legislation does not specifically outline the three rights of workers, it is implied. However, the right to refuse work process is specified in the legislation. Please refer participants to Sections 45-50 of the *OH&S Act* and discuss with the group. Section 45(1) of the *OH&S Act* states that “a worker may refuse to do work that the worker has reasonable grounds to believe is dangerous to his or her health or safety, or the health and safety of another person at the workplace...”


2.3 Outline the right to refuse work process

	Slide 2.12	<ul style="list-style-type: none"> Right to Refuse Work Process
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Instruction to trainer:

In a right to refuse work situation, the worker should always report to the supervisor first. If a worker approaches the Committee/Representative/Designate, they should first ask if the worker reported to the supervisor. If they have not, they should direct the worker back to the supervisor. If it was already reported to the supervisor but unresolved to the worker's satisfaction, the Committee/Representative/Designate should obtain the report from the supervisor and have a special meeting to discuss. The supervisor is able to assign the task to another worker; however, that worker has to be made aware of the right to refuse situation and any ongoing investigations.


	Slide 2.13 Activity 2 (a) Right to Refuse Work	<ul style="list-style-type: none"> Break participants into groups, refer participants to page 21 in the participants manual Assign each group a right to refuse work scenario to review and discuss Ask each group to choose a spokesperson to read the scenario aloud to the rest of the participants in the room and then advise whether the right to refuse process was correctly followed or not. If not, what should have been done? USE FOR MOCK MEETING
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2.4 Locate the legislative duties of key people involved in OH&S

	<p>Slide 2.14 Group Activity</p>	<ul style="list-style-type: none"> • Ask participants: “Who would be considered key people involved in OH&S?” • Trainers to flip chart the answers and discuss with the group • Review the following slide with the group as a summary to their answers
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	<p>Slide 2.15</p>	<ul style="list-style-type: none"> • Key People Involved in OH&S
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- employer
- supervisor
- worker
- self-employed person
- principal contractor
- supplier
- Committee/Representative/Designate
- Service NL, OH&S Division
- WorkplaceNL

	<p>Slide 2.16 Activity 2 (b) Legislative Duties</p>	<ul style="list-style-type: none"> • Ask participants to use the following legislation when completing the activity “Legislative Duties” • Please refer participants to pages 22 - 23 of the participant manual <ol style="list-style-type: none"> 1. Employers – Section 4 and 5 and Section 36.1 of the <i>OH&S Act</i> and Part III Section 14 of the <i>OH&S Regulations</i> 2. Supervisor – Section 5.1 and 5.2 of the <i>OH&S Act</i> 3. Workers – Section 6, 7 and 8 of the <i>OH&S Act</i> 4. Self-employed persons – Section 9 of the <i>OH&S Act</i> 5. Principal Contractors – Section 10 of the <i>OH&S Act</i> and Part III Sections 20 and 21 of the <i>OH&S Regulations</i> 6. Supplier – Section 11 of the <i>OH&S Act</i> 7. OH&S Committees/WH&S Representatives/WH&S Designates – Sections 39 and 44 of the <i>OH&S Act</i> 8. OH&S Division – Section 25 of the <i>OH&S Act</i> 9. WorkplaceNL – Section 20.2 of the <i>Workplace Health, Safety and Compensation Act</i> <p>Section 20.2 of the <i>WHSC Act</i> indicates the Commission’s role in OH&S:</p> <p>In order to promote health and safety in workplaces and to</p>
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		<p>prevent and reduce the occurrence of workplace injuries and diseases the Commission shall</p> <ul style="list-style-type: none"> • promote public awareness of workplace health and safety • educate employers, workers and other persons about workplace health and safety • provide services to occupational health and safety committees, worker health and safety representatives and workplace health and safety designates established or appointed under the <i>Occupational Health and Safety Act</i> • promote and provide funding for workplace health and safety research • develop standards for the certification of persons required to be certified under the <i>Occupational Health and Safety Act</i> • certify persons who meet the certification training standards • foster commitment to workplace health and safety among employers, workers and other persons • make recommendations to the department respecting workplace health and safety
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2.5 Explain what is meant by due diligence


	Slide 2.17	<ul style="list-style-type: none"> • Due Diligence
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Due diligence:


- should be an everyday part of “doing business”
- all workers, regardless of their position within a business/organization, have an obligation to practice due diligence
- used as a defense under the law


	Trainer Note to Participants	<ul style="list-style-type: none"> • Due diligence means everyone in the workplace understands and fulfils their roles, responsibilities and duties in the workplace and the IRS to keep themselves and others safe while working • In cases where a serious workplace incident has occurred and legal action has been taken, defendants will want to prove they did everything they could have reasonably done within their duties and responsibilities. This means that they must show they were duly diligent and took all reasonable precautions to prevent the incident • We have learned the duties of workplace parties and
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		workers' rights and how they work together to build a strong IRS
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	IMPORTANT!	<p>Stress to participants:</p> <p>Rule of thumb, if it's not on paper then it didn't happen...document, document, document!!!</p>
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	Slide 2.18 Activity 2 (c) Due Diligence	<ul style="list-style-type: none"> • Refer participants to page 24 of the participants manual • Trainer to read aloud the three scenarios • Ask participants whether or not the people involved would have a due diligence defense if charged under the <i>OH&S Act</i> • This activity further explains when due diligence may be used as a defense. Ensure to review answer key during discussion
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	Slide 2.19 Due Diligence Video Worksafe BC	<ul style="list-style-type: none"> • http://www2.worksafebc.com/Publications/Multimedia/Videos.asp?ReportID=34539 • Ask participants what they learned from the video. What is the role of the Committee/Representative/Designate in due diligence
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	Slide 2.20	<ul style="list-style-type: none"> • Your Role in Due Diligence
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The Committees/Representatives/Designates role in due diligence is to:


- support the employer, supervisors and workers by carrying out legislated roles and duties as written in Section 39 of the *OH&S Act*

	Slide 2.21	<ul style="list-style-type: none"> • Legislative Duties of Committees
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The legislative duties of Committees include:

- seek to identify unhealthy or unsafe conditions
- participate in workplace inspections
- make recommendations
- receive complaints
- establish and promote OH&S educational programs


- maintain records of Committee activity
- cooperate with Assistant Deputy Minister (ADM) or OH&S Officer
- perform duties and follow procedures under the regulations

	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Reiterate to participants that although duties are not written in the <i>OH&S Act</i> for Worker H&S Representatives/Workplace H&S Designates, Section 44 gives them the same duties as the Committee when reasonably practicable
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2.6 Describe how the employer and Committee/Representative/Designate work together within the IRS

	<p>Slide 2.22</p>	<ul style="list-style-type: none"> • How You & the Employer Work Together within the IRS
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- The Committee/Representative/Designate is critical to the overall functioning of the IRS
- Health and safety concerns are brought to the Committee/Representative/Designate for discussion and review to ensure concerns are addressed
- The effectiveness of the Committee/Representative/Designate is dependent on how all workplace parties work together


	<p>Slide 2.23 Review</p>	<ul style="list-style-type: none"> • Module 2: Review of The Internal Responsibility System • Refer participants to pages 25-26 of participants manual • This activity will clue up Module 2
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3. ESSENTIALS OF OH&S COMMITTEES/WH&S REPRESENTATIVES/WH&S DESIGNATES

	Slide 3.0	<ul style="list-style-type: none"> Module 3
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Introduction to Module 3:


The purpose of Committees/Representative/Designates is to monitor workplace health and safety in consultation and cooperation with the employer. This module will review the Committees/Representative/Designate Program which includes legislative requirements, structure, set up and focuses on their roles and responsibilities.

	Slide 3.1 – 3.2	<ul style="list-style-type: none"> Essentials of Committees/Representatives/Designates
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Show slide 3.1 “Essentials of OH&S Committees/Worker H&S Representatives/Workplace H&S Designates” and review the learning objectives. By the end of Module 3 the participants will be able to:

- 3.1 Locate key legislation directly related to OH&S Committees/WH&S Representatives/WH&S Designates responsibilities and functions
- 3.2 Outline the legislative requirements for establishing OH&S Committees/WH&S Representatives/WH&S Designates
- 3.3 Discuss the structure and membership of the OH&S Committee
- 3.4 Identify the legislative training requirements
- 3.5 Identify the legislative meeting requirements
- 3.6 Examine the duties and responsibilities of the OH&S Committee and individual members
- 3.7 Discuss the terms of reference for an OH&S Committee
- 3.8 Outline the activities of OH&S meetings
- 3.9 Discuss the importance of providing education and training to Committees/Representatives/Designates

3.1 Locate key legislation directly related to OH&S Committee/WH&S Representative/WH&S Designate responsibilities and functions


	Individual Activity	<ul style="list-style-type: none"> Refer participants to Section 37 of the <i>OH&S Act</i>. Review when Committees are required. Refer participants to Section 41 of the <i>OH&S Act</i>. Review when WH&S Representatives are required. Refer participants to Section 42.1 of the <i>OH&S Act</i>. Review when WH&S Designates are required.
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3.2 Outline the legislative requirements for establishing the Committee/Representative/Designate

	Slide 3.3	<ul style="list-style-type: none"> Legislative Requirements
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You determine when to establish a Committee/Representative/Designate depending on the number of workers employed at a workplace:

- Provincial (*OH&S Act*):
 - 10+ workers = OH&S Committee
 - 6-9 workers = Worker H&S Representative
 - 2-5 = Worker H&S Representative/Workplace H&S Designate (where a WH&S Representative is impracticable)
- Federal (*Canada Labour Code Part II*):
 - < 20 workers = Health & Safety Representative
 - 20+ workers = OH&S Committee
 - 300+ workers = Policy Health & Safety Committee

	Trainer Note to Participants	<ul style="list-style-type: none"> Advise participants that based upon the legislation covered in the previous group activity, the following is required in provincial jurisdictions: <ul style="list-style-type: none"> 10+ workers = OH&S Committee 6-9 workers = Worker H&S Representative 2-5 workers = Workplace H&S Designate Advise participants that Federal workplaces have different legislative requirements for Committees (Section 135.1, <i>Canada Labour Code Part II</i>) <ul style="list-style-type: none"> < 20 workers = H&S Representative 20+ workers = Workplace Health & Safety Committee 300+ workers = Policy Health & Safety Committee For each workplace controlled by the employer at which fewer than twenty employees are normally employed or for which an employer is not required to establish a work place committee, appoint the person selected in accordance with subsection (2) as the health and safety representative for that work place (Section 136(1), <i>Canada Labour Code Part II</i>)
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	<p>Question or Discussion</p>	<ul style="list-style-type: none"> • Ask participants what is the difference between a provincial workplace and a federal workplace. Examples of federal workplaces may include: <ul style="list-style-type: none"> ○ railways ○ highway transport ○ telephone and telegraph systems ○ pipelines ○ canals ○ ferries, tunnels and bridges ○ shipping and shipping services ○ radio and television broadcasting and cable systems ○ airports ○ banks ○ grain elevators licensed by the Canadian Grain Commission, and certain feed mills and feed warehouses, flour mills, and grain seed cleaning plants ○ the federal public service and persons employed by the public service and about 40 Crown corporations and agencies ○ employment in the operation of ships, trains and aircraft & ○ the exploration and development of petroleum on lands subject to federal jurisdiction
	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Explain that the Committee/Representative/Designate certification training standard is regulated by the Newfoundland and Labrador OH&S legislation and is required in provincial workplaces. Federal OH&S legislation does not have a specific training standard; however, it does require Committees or Representatives to receive training

3.3 Discuss the structure and membership of the OH&S Committee

	<p>Slide 3.4</p>	<ul style="list-style-type: none"> • Structure & Membership of the Committee • Refer participants to Section 38 of the <i>OH&S Act</i>
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Instruction to trainer:





Explain to participants that when establishing Committees, the employer is to follow the provisions of Section 38 of the *OH&S Act*. Each Committee must have a minimum of two (2) co-chairs (one (1) representing management and one (1) representing workers) up to a maximum of 12 members. You can have an equal number of management and worker members, or you can have less management than worker members. Management representatives cannot exceed worker representatives.

Every Committee also requires a secretary to take notes of the meeting and to complete the minutes report form prescribed by WorkplaceNL (for provincial workplaces).

Federally regulated workplaces are required to keep minutes of meetings. There is a form available but it is not required to be used.

Instruction to trainer:


Before showing Slide 3.5, conduct a large group discussion on different scenarios that may be encountered regarding structure and membership of Committees. Encourage participants to share examples from their own workplaces.


	Question or Discussion	<ul style="list-style-type: none"> What should an employer do if a Committee of 12 does not represent all areas/departments in the workplace? <ul style="list-style-type: none"> Have alternate persons from different departments/areas, ensure they are participating in committee activities (i.e., reviewing minutes) to remain up to date with committee status. Alternates should be listed in the Terms of Reference
	Question or Discussion	<ul style="list-style-type: none"> What should an employer do when there is more than one (1) workplace or location as part of their operation? <ul style="list-style-type: none"> In businesses/organizations where there is more than one (1) workplace, each individual workplace is required to have a Committee/Representative/Designate depending on the number of workers at each workplace
	Question or Discussion	<ul style="list-style-type: none"> What are employers in seasonal industries required to do? <ul style="list-style-type: none"> Employers in seasonal industries are required to have a Committee/Representative/Designate at their workplace depending on the total number of workers in accordance with Sections 37, 41(1) and 42.1 (1) the <i>OH&S Act</i>. It is recommended to have a meeting at start-up of the season and carry through to once every 3 months at a minimum. Seasonal operations are required to report their shutdown date to WorkplaceNL.
	Slide 3.5	<ul style="list-style-type: none"> Recommended Membership Structure

There must be no less than two (2) and no more than 12 members on the Committee at any given time. At least 50% of the Committee must be comprised of worker members. A suggested formula for worker members is:


- 10-50 workers = 2 worker members

- 51-100 workers = 3 worker members
- each 100 workers thereafter = 1 additional worker member

	Trainer Note to Participants	<ul style="list-style-type: none"> • Advise participants that the worker representatives on the Committee must be elected by co-workers. From the members elected, a worker co-chairperson must then be chosen.
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	IMPORTANT!	<ul style="list-style-type: none"> • Explain to participants that some union contracts outline the election process. If they are from a unionized environment, please consult the collective bargaining agreement.
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3.4 Identify the legislative training requirements

	Slide 3.6	<ul style="list-style-type: none"> • Legislative Training Requirements
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The legislative training requirements for the Committee/Representative/Designate depend on the number of workers employed at a workplace:

- 50+ workers = the employer shall provide and pay for training for all members of the Committee
- 10-49 workers = the employer shall provide and pay for training for the co-chairpersons of the Committee
- <10 workers = the employer shall provide and pay for training for the Representative
- <6 workers = the employer shall provide and pay for training for the Designate


	Trainer Note to Participants	<ul style="list-style-type: none"> • Refer participants to Sections 38.1(1) and (2), 41.1(2), 42.1(4) of the <i>OH&S Act</i> and review • Stress to participants that this is the requirement for Provincial jurisdiction workplaces and that Federal jurisdiction workplaces do not have a specific training standard. Federal OH&S legislation only states that the Committee or Representative must be trained.
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	Slide 3.7	<ul style="list-style-type: none"> • Best Practice for Untrained Members
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Instruction to trainer:


Explain to participants that in some workplaces, not all Committee members may require certification training (for workplaces with 10-49 workers). However, they should have informal training or should be made aware of the following:

- functions of the Committee/Representative/Designate
- Internal Responsibility System
- legislative requirements
- recognition, evaluation and control of workplace hazards
- workplace inspections
- incident investigations
- workplace policies and procedures

	<p>Slide 3.8 Activity 3 (a) Training Requirements</p>	<ul style="list-style-type: none"> • Break participants into groups • Refer participants to activity 3 (a), pages 37 - 39 • Read the scenarios, using information from this section, discuss and determine the training requirements for each employer/workplace • Give participants 5 minutes to complete this activity. • Review the answers with the larger group, asking for input from participants
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3.5 Identify the legislative meeting requirements

	<p>Slide 3.9</p>	<ul style="list-style-type: none"> • Legislative Meeting Requirements
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	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Refer participants to Section 40 in the <i>OH&S Act</i>
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The legislative requirements relating to meetings include:

- meetings shall take place during regular working hours at least once every three (3) months
- A worker is not to suffer loss of pay or other benefits while engaged in a meeting


	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Stress to participants that this is the requirement for provincial jurisdiction workplaces and that Federal jurisdiction workplaces require the committee to meet during regular working hours at least nine (9) times a year at regular intervals and, if other meetings are required as
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		a result of an emergency or other special circumstances, the committee shall meet as required during regular working hours or outside those hours
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Instruction to trainer:


Once you have reviewed the structure and membership of Committees, explain to participants that there are various ways that Committee members, co-chairpersons and the secretary contribute in planning, participating and managing OH&S meetings which will be discussed in detail in the next learning outcome.

3.6 Examine the duties and responsibilities of the OH&S Committee and individual members

	Slide 3.10	<ul style="list-style-type: none"> Duties and Responsibilities
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Explain to participants that we will now review the duties and responsibilities of:


- committee co-chairpersons
- secretary
- committee members


	Slides 3.11 – 3.14	<ul style="list-style-type: none"> Duties & Responsibilities of the Co-Chairpersons
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The duties and responsibilities of co-chairpersons include:

- provide leadership
- encourage an environment of respect, openness and complete participation
- support each other and Committee members
- understand the purpose and goals of the Committee
- participate in training and education initiatives
- work with Committee members to develop a terms of reference
- follow the requirements of the terms of reference
- schedule meetings
- schedule meetings in a comfortable and convenient environment
- review the minutes of previous meetings
- prepare the agenda
- review incident statistics
- invite special guests
- keep meetings on track (as per agenda)

- encourage contribution from all members
- end meetings with a short review of:
 - meeting accomplishments
 - responsibility for each task
 - items remaining to be resolved
 - upcoming events
 - confirmation of next regular meeting
- sign and submit minutes


	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Advise participants that the two (2) co-chairpersons can rotate the role of chair from meeting to meeting
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	<p>Slide 3.15 Qualities of Co-chairpersons</p>	<ul style="list-style-type: none"> • This slide has animation. Show the word “Co-chairs” • Ask participants to list some qualities co-chairpersons would need to complete these duties and responsibilities • Show entire slide <p>Examples:</p> <ul style="list-style-type: none"> • Leaders – respected leaders • Director – can properly direct meetings • Problem solver – make recommendations and ensure follow up done • People skills – handle people skillfully, respect members’ opinions and positively communicate with members/workplace • Time keeper – ensure meetings are kept on track and follows the time allotted • Cheerleader – keep positive, encourage participation, share good news stories
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	<p>Slide 3.16</p>	<ul style="list-style-type: none"> • Duties & Responsibilities of the Secretary
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Duties and responsibilities of the secretary include:


- issue notice of meetings
- prepare the agenda in consultation with the co-chairs
- ensure that all necessary documents, correspondence and information are available for meetings
- keep pertinent OH&S records
- prepare, distribute and post minutes for each meeting
- report the status of recommendations
- send Committee minutes report form to WorkplaceNL

	<p>Slide 3.17 Selecting a Secretary</p>	<ul style="list-style-type: none"> • This slide has animation. Show the word “Secretary” • Ask participants who can be a secretary? • Show entire slide <p>Examples:</p> <ul style="list-style-type: none"> • can be alternated between committee members • co-chair or one of the other representatives • employer can appoint a secretary to the committee (does not have to be part of the committee and does not have voting authority)
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	<p>Slides 3.18 – 3.19</p>	<ul style="list-style-type: none"> • Duties & Responsibilities of Committee Members
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Duties and responsibilities of Committee members include:

- attend and participate in OH&S meetings
- understand the purpose and goals of the Committee
- prepare for the meetings
- get involved in resolving OH&S issues
- participate in developing recommendations
- work together with the co-chairpersons and other Committee members to develop a terms of reference
- follow the requirements of the terms of reference
- treat each other with respect
- support each other and co-chairpersons
- participate in training and education initiatives


	<p>Slide 3.20</p>	<ul style="list-style-type: none"> • Committee Members Working Together
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Instruction to trainer:

Explain to participants that the co-chairs and secretary work together to ensure the Committee functions properly and all members participate. They keep the “cogs” (which is the Committee) turning and functioning to ensure the meetings run properly and the administrative processes are followed.


	Slide 3.21 Activity 3 (b) Duties and Responsibilities	<ul style="list-style-type: none"> • Refer participants to page 40 in the participants manual • Indicate which position (by number) you feel best represents each duty • Some activities will have more than one answer • Give 5 minutes to complete then review answers
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3.7 Discuss the terms of reference for an OH&S Committee

	Slide 3.22	<ul style="list-style-type: none"> • Terms of Reference
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Instruction to trainer:


Explain to participants that the Committee is required to develop and follow the requirements of the terms of reference. The terms of reference are the 'rules of the game' and describe how a Committee operates in the workplace to execute their legislative duties in consultation with the employer. They also outline the purpose and goals of the Committee, and how it achieves those goals.


	Trainer Note to Participants	<ul style="list-style-type: none"> • The Terms of Reference is a written set of procedures for how the Committee functions. Under Section 12(1)(f)(ii) of the OH&S Regulations, the Committee shall have "procedural rules", this is considered your terms of reference. • It should be developed at the first Committee meeting to determine structure, roles and responsibilities and terms of office. It should be signed by all Committee members, so that the entire group takes accountability. A Committee works most effectively when its role is clearly defined and accepted. • RULES set the foundation. If you are saying it then you should be doing it. If there are no written rules, how do you know how a Committee functions? Much like the instructions, "help button/how to", this is where you would go if you are questioning roles and responsibilities, membership, term, recommendations of the Committee • Refer people to the sample in their manual as a guide if they do not already have a terms of reference developed
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	Slide 3.23	<ul style="list-style-type: none"> • Terms of Reference Contents
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A terms of reference is written and defines:

- Committee's commitment to occupational health and safety
- composition of the Committee
- purpose of the Committee
- functions and activities of the Committee
- records
- meetings and special meetings
- agenda and minutes
- general provisions
- amendments

	Trainer Note to Participants	<ul style="list-style-type: none"> • Advise participants that, ideally, the terms of reference should be discussed and written during the first meeting of a new Committee. If the Committee is already established and operating, reviewing the terms of reference should be high on the list of priorities.
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	Slide 3.24 Activity 3(c) Terms of Reference	<ul style="list-style-type: none"> • Break participants into groups • Refer participants to pages 41 - 43 of the participants manual • Review the scenarios and the related terms of reference and answer the questions • Give 5 minutes to complete and discuss with the group
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3.8 Outline the activities of OH&S meetings


	Slide 3.25	<ul style="list-style-type: none"> • OH&S Meeting Activities
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The Committee reviews the following items at each meeting:

- workplace inspections (to be reviewed in detail in Module 5)
- workplace complaints
- incident investigations (to be reviewed in detail in Module 6)
- right to refuse work (reviewed previously in Module 2)

In addition, the Committee may review the various elements of the organization's OH&S program to ensure it is effective and current in its policies and procedures.


	Slides 3.26 – 3.27	<ul style="list-style-type: none"> • Workplace Inspections
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	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Ask participants in groups to review Section 5 (f.3) and Section 39 (a.1) of the <i>OH&S Act</i>
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The Committee's roles and responsibilities in workplace inspections include:

- cooperate with the employer in scheduling and actively participating in workplace inspections
- ensure the inspections are being carried out
- review all workplace inspection reports at meetings
- monitor the workplace inspection element in meetings
- make recommendations, monitor implementation, follow-up and evaluate corrective actions
- identify injury, illness and property damage trends
- identify specific areas which require close monitoring
- monitor the effectiveness of workplace inspections


It is recommended that the Committee/Representative/Designate consult with the employer regarding scheduling an inspection and participating in the inspection. Typically, most deficiencies in the workplace will be noted through an inspection. Any unsafe conditions noted from an inspection shall be reported as soon as is practical to a supervisor who shall ensure that appropriate action is taken, without delay, to prevent workers from being injured.


	<p>Slide 3.28</p>	<ul style="list-style-type: none"> • Workplace Complaints
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	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Refer participants to Section 39 (c) of the <i>OH&S Act</i> and review
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Roles and responsibilities in workplace complaints include:

- communicate the process for receiving complaints by workers
- ask the worker if the issue was reported to the supervisor
- if it wasn't reported to the supervisor, workers are advised to report it to the supervisor
- give supervisors the opportunity to resolve the workplace issue; if they can they should address the workplace hazards as they are identified and not wait for the next OH&S meeting.

	<p>Slide 3.29 Activity 3 (d) Workplace Complaints</p>	<ul style="list-style-type: none"> • Break participants into groups. Refer them to page 44 of the participants manual • Assign each group a workplace complaint to review and discuss • Discuss whether or not it is a workplace complaint that should be reviewed by the Committee. If not, what should have been done? • USE FOR MOCK COMMITTEE MEETING
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	<p>Slide 3.30</p>	<ul style="list-style-type: none"> • Incident Investigations
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	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Refer participants to Section 45 of the <i>OH&S Act</i> and review
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Incident investigations should identify root causes in order to fully eliminate hazards. It is also important to make sure that recommendations and corrective actions are in place and working, and that no other hazards were introduced because of the fix. It is important to communicate the identified hazard to the workplace.

The role and responsibilities of the Committee in incident investigations include:


- participate in incident investigations (when asked)
- monitor the incident investigation policy and procedures
- review incident investigation reports to ensure identification of root cause
- monitor recommendations and corrective actions
- educate workers on potential hazards identified

	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Advise participants that incident investigations will be reviewed in more detail in Module 6
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	<p>Slide 3.31</p>	<ul style="list-style-type: none"> • Right to Refuse Work Process
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	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Remind participants that Sections 45-50 of the <i>OH&S Act</i> and Section 5 of the <i>OH&S Regulations</i> cover the right to refuse process as was previously discussed in Module 2 • Stress to participants that if a worker comes to you with a refusal, the first thing that you must do as a Committee
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		member is ask them if they have reported the refusal to their supervisor <i>first</i> . You must ensure the right to refuse process is followed
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	Slide 3.32	<ul style="list-style-type: none"> Planning an OH&S Meeting
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Steps for planning a meeting include:

- soliciting topics for the agenda
- identifying unresolved issues from previous meetings
- finalizing the agenda with meeting time and place
- distributing meeting announcements, agenda, and copies of the previous minutes, three (3) days prior to the meetings
- arranging for 100% attendance

	Slides 3.33 – 3.35	<ul style="list-style-type: none"> OH&S Meeting Agenda
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The agenda is essential to the success of the meetings. The agenda ensures:

- members know the exact time and place of the meeting well in advance
- meetings proceed in an orderly fashion and are not side tracked with non-health and safety related issues
- members are aware of the topics and have time to research before the meeting.


Refer to the participant manual for a sample agenda

The agenda includes the following basics:

- verify that a quorum is present
- review agenda items
- review minutes from previous meeting(s)
- education and training opportunities for Committee members
- sub-committee reports (i.e. MSI, wellness)
- review of workplace inspections, workplace complaints, incident investigations, and work refusals
- review of OH&S program elements
- new business
- date, time and location of next meeting
- adjournment


	Slide 3.36	<ul style="list-style-type: none"> • Postponed Meetings
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- A meeting should not be postponed except for an emergency
- Frequently postponed meetings often indicate a lack of interest in OH&S and a lack of commitment and leadership from management

	Slide 3.37	<ul style="list-style-type: none"> • Meetings
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OH&S meetings:


1. First meeting
2. Regular meetings
3. Special meetings

	Slide 3.38	<ul style="list-style-type: none"> • First Meeting
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First meeting – the employer must ensure that a new Committee holds its first meeting within two (2) weeks of being formed (Part IV section 25(4) of the OH&S Regulations).

During the first meeting, the Committee should:


- develop the terms of reference
- confirm roles
- schedule the meetings for the year, during regular working hours at least once every three (3) months
- discuss the importance of meeting regularly


	Slide 3.39	<ul style="list-style-type: none"> • Regular Meetings
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During regular meetings, the Committee should:

- confirm that a quorum is present
- examine health and safety in the workplace and make recommendations for improvement
- demonstrate a commitment to OH&S in the workplace

- schedule subsequent meetings during regular working hours at least once every three (3) months
- ensure members do not suffer loss of pay or other benefits while engaged in a meeting

	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • In certain circumstances, such as the initial stages of a newly formed Committee or where safety issues exist, it may be necessary to meet more frequently • In some cases, the Minister may require that a Committee have monthly meetings where a particular hazard is involved, the operations are particularly complex or a large number of workers are involved (OH&S Regulations, Section 25). In addition, the Minister may be requested to intervene when the two co-chairpersons are unable to reach an agreement on convening or calling an OH&S meeting • It is recommended that all Committee members are notified in advance of all regular meetings. The place, time and agenda of regular meetings should be posted in a conspicuous place (i.e. on the workplace safety board) • When dealing with the health, safety and welfare of workers at a workplace, all members of the OH&S committee should be encouraged to attend all regularly scheduled meetings • The minimum requirement under the legislation for meetings is to have a quorum. A quorum shall consist of one-half of the membership of the OH&S committee provided that both employer and worker members are represented. A quorum can be defined as the smallest number of people needed to be present in order for decisions to be made
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	<p>Slide 3.40</p>	<ul style="list-style-type: none"> • Regular Meetings
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All meetings should:

- strive for 100% attendance
- not be postponed
- start promptly, follow the agenda and end as scheduled
- be held under quiet uninterrupted conditions


Meetings should never:

- include labour management issues
- involve disciplinary or personnel matters
- discuss union business

	Slide 3.41	<ul style="list-style-type: none"> • Special Meetings
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Special meetings:

- May be called by either co-chairperson for specific purposes (i.e. considering causes of incidents or dangerous occurrences and concerns believed to involve conditions dangerous to health and safety)
- Should provide notice and reasons to each individual member as soon as possible

	Slides 3.42 – 3.43	<ul style="list-style-type: none"> • Meeting Documentation
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Committees must use the minutes form prescribed by WorkplaceNL. These minutes provide records of OH&S items and resolutions as well as a history of OH&S activity in the workplace. It also provides information to the organization's workers and to WorkplaceNL of the Committee's progress.

When completing the minutes:

- all required fields must be completed fully and accurately
- both co-chairpersons must sign and date the form
- prepare three (3) copies:
 - Copy 1 - forward to WorkplaceNL via fax or email
 - Copy 2 - post in the workplace for the information of workers, to remain there until replaced with the minutes of the next meeting
 - Copy 3 - keep on file with the Committee for future reference

	Slides 3.44 – 3.45	<ul style="list-style-type: none"> • Committee Recommendations
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There are two (2) types of recommendations:

- Informal recommendations: can be dealt with immediately by the management representation on the Committee
- Formal recommendations: beyond the powers of the management representation on the Committee and must go to the employer, in writing, to make a decision

Written recommendations from the Committee must be:


- directly related to health and safety
- reasonably capable to do
- complete (clearly described so the employer does not need more information to make a decision)
- assigned a realistic target date
- assigned a member to follow up and monitor progress
- sent to the employer in writing asking for a written response within 30 days as per Section 5 (f.1) of the *OH&S Act*

3.8 Discuss the importance of providing education and training to Committees/Representatives/Designates


	<p>Slide 3.46</p>	<ul style="list-style-type: none"> • Education & Training for Committees/Representatives/Designates
	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Refer participants to Section 5(b) of the <i>OH&S Act</i> and review • Committees/Representatives/Designates need to be familiar with the types of training programs required for the employees of the workplace. For example, a new piece of equipment or machinery may be introduced to the workplace as a means of eliminating a hazard. To fully understand this equipment and how it is used by workers, a training session may be required

Training must be workplace specific and based on the needs of the workplace. Some examples include, but are not limited to:

- Incident Investigation
- Hazard Recognition, Evaluation & Control
- Workplace Inspections
- Communications
- WHMIS
- First Aid
- Fall Protection
- Confined Space Entry
- Traffic Control Person
- Power Line Hazards
- MSI Prevention
- Emergency Preparedness & Response
- Personal Protective Equipment (PPE)

	<p>Slide 3.47 Review</p>	<ul style="list-style-type: none">• Module 3: Review of Essentials of OH&S Committees/ Worker H&S Representatives/Workplace H&S Designates• Refer participants to pages 45 - 46 of the participants manual• This activity will clue up Module 3
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4. HAZARD RECOGNITION, EVALUATION AND CONTROL

	Slide 4.0	<ul style="list-style-type: none"> Module 4
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Introduction to Module 4:


Hazard Recognition, Evaluation and Control (Hazard REC) is a critical component of an OH&S program. It is a way for the employer to identify health and safety hazards, evaluate the risk and find the best way to eliminate it or reduce it to a level that is not as harmful to workers. The Committee/Representative/Designate seeks to identify aspects of the workplace that can cause hazards in consultation with the employer.

	Slide 4.1	<ul style="list-style-type: none"> Hazard Recognition, Evaluation & Control
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Show slide 4.1 “Hazard Recognition, Evaluation & Control” and review learning objectives. By the end of Module 4 the participants will be able to:

- 4.1 Define hazard
- 4.2 Explain Hazard Recognition, Evaluation & Control
- 4.3 Define occupational illness or disease
- 4.4 Identify how people, equipment, materials and the environment contribute to hazards
- 4.5 Examine the different ways of recognizing potential hazards
- 4.6 Describe the risk assessment process
- 4.7 Discuss the hierarchy of controls


4.1 Define Hazard

	Slide 4.2	<ul style="list-style-type: none"> Definition of Hazard
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Hazard: a dangerous object, event, behaviour or condition (in the workplace) which has the potential to cause injury, illness or property damage.

	Slide 4.3	<ul style="list-style-type: none"> Ask participants to list some examples of hazards Trainer to flip chart answers
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4.2 Explain Hazard Recognition, Evaluation and Control

	Discussion	<ul style="list-style-type: none"> Ask the group what does hazard recognition, evaluation and control means to them
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	Slides 4.4 – 4.5	<ul style="list-style-type: none"> Hazard Recognition, Evaluation & Control
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Hazard REC promotes a healthy and safe work environment through identifying, evaluating (commonly referred to as assessing) and controlling hazards.

The goals of Hazard REC are to:

- prevent injury, illness and property loss
- meet legislative requirements
- evaluate and prioritizes hazards and risk
- provide a basis for the implementation and monitoring of controls
- ensure systems are in place to control hazards
- increase workers awareness of hazards and risk
- establish a formal procedure for hazard reporting
- provide baseline data for monitoring the OH&S program

	Slides 4.6 – 4.7	<ul style="list-style-type: none"> Legislative Requirement
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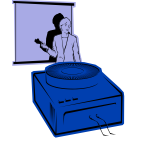
	Trainer Note to Participants	<ul style="list-style-type: none"> Refer participants to Section 12(1)(e) and (g) of the OH&S Regulations
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Employers are required to have a plan to orient and train workers and supervisors in the following to eliminate, reduce or control hazards:

- safe work practices
- plans
- policies
- procedures

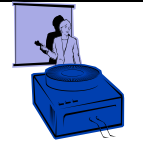
Employers must have a system developed and implemented for the workplace including:

- evaluating & monitoring hazards and risks
- procedures & schedules for regular inspections
- procedures for identifying, reporting and controlling/correcting hazards
- procedures for investigation
- circumstances where the employer must report hazards to the Committee
- accountability for persons responsible for reporting and correcting hazards
- a plan for controlling biological and chemical substances

	Slide 4.8	<ul style="list-style-type: none"> • Types of Hazards
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There are two types of hazards:

1. Health
2. Safety

	Slide 4.9	<ul style="list-style-type: none"> • Health Hazards
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Health hazards are:

- Chemical
- Physical
- Biological
- Ergonomic

	Question or Discussion	<ul style="list-style-type: none"> • Ask participants if they can think of examples of each type of health hazard • Discuss the following types of health hazards with participants using table below
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Health
<ol style="list-style-type: none"> 1. Chemical - substances that can be a risk to the person who comes in contact with it or is required to handle it (i.e. gases (carbon monoxide, methane), vapours (gasoline, propane), dust (asbestos, silica), solvents (cleaning agents, turpentine), fumes (welding), smoke (tobacco), mists (paint spray, pesticides)

2.	Physical - conditions which are hazardous when levels exceed established safe guidelines (i.e. noise, extreme temperatures (heat and cold), radiation, vibration, indoor air quality, illumination (lighting), pressure: inadequate or excessive atmospheric force on the body; may be an issue when diving or flying)
3.	Biological - any living organism which can cause adverse health effects in humans (i.e. viruses (HIV), blood borne pathogens (hepatitis C), other body fluids (urine, saliva), bacteria (salmonella; e-coli), fungi and molds, parasites (found in dogs and calves)
4.	Ergonomic - the type of work, body position and working conditions puts a strain on your body and the musculoskeletal system (i.e. excessive force (lifting, pushing or pulling heavy loads), repetitive movements (working on a high paced production line), awkward postures (bending, reaching, twisting), and duration (continuous; over a prolonged period)

	Slide 4.10	<ul style="list-style-type: none"> Safety Hazards
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Safety hazards are:

- Machine
- Energy
- Confined space
- Fall hazards
- Material handling
- Work practice
- Electrical


	Question or Discussion	<ul style="list-style-type: none"> Ask participants if they can think of examples of each type of safety hazard Discuss the following types of safety hazards with participants using table below
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Safety	
1. Machine hazards (i.e. rotating or moving equipment, hot parts, absence of guards and poor maintenance)	
2. Energy hazards (i.e. electricity, steam, heat, pressure, gravity, mechanical, chemical, kinetic and potential)	
3. Confined space hazards A confined space:	<ul style="list-style-type: none"> Is an enclosed or partially enclosed space that is not designed or intended for human occupancy except for the purpose of performing work; has restricted means of access and egress; and may become hazardous to a person entering it as a result of (i) design, construction, location or atmosphere, (ii) materials or substances in it, or (iii) any other conditions relating to it.
4. Fall hazards – working at heights; working over water or floor/ground openings); slips,	

trips and falls
5. Material handling hazards – mechanical materials handling and handling hazardous materials
6. Work practice hazards – failing to identify and controls hazards and risks; failing to develop or follow safe work practices and procedures; poor housekeeping (i.e. improper storage area, high stacking, grease on the floor)
7. Electrical hazards - lights, live wires, static electricity, other electrical equipment and sparking tools
8. Entrapment/engulfment - free flowing solids or drowning in liquids, storage bins with fine substances, grain in a silo, water in a tank, soil falling into a trench or excavation
9. Workplace violence and/or working alone


	Slide 4.11 Activity 4 (a) Safety Hazards	<ul style="list-style-type: none"> • Refer participants to Activity sheet 4 (a) page 55 of the participants manual • Advise participants to identify the types of safety hazards using the list provided • Give participants 5 minutes to complete this activity. • Review the answers with the large group, asking for input from participants
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4.3 Discuss occupational illness and disease

	Slide 4.12	<ul style="list-style-type: none"> • Occupational Illness or Disease
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Occupational illness or disease is:


- a health issue that results from exposure to workplace health hazards
- may be acute or could develop after many years of exposure
- there is no cure for many occupational illness or disease

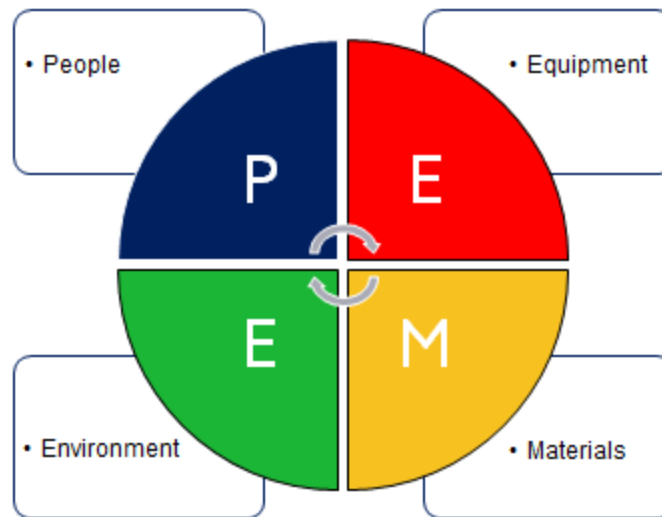
	Question or Discussion	<ul style="list-style-type: none"> • Ask participants if they can think of examples of known occupational illness • Discuss the following types of occupational illness with participants • Examples are: <ul style="list-style-type: none"> ○ Silicosis ○ Occupational asthma ○ Asbestosis ○ Occupational dermatitis ○ Noise-induced hearing loss
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4.4 Identify how people, equipment, materials and environment (PEME) contribute to hazards

Instruction to trainer:

Inform participants that there are several factors which contribute to hazards in the workplace. These include people, equipment, materials and the environment (PEME) as shown on slide 4.13

	Slide 4.13	<ul style="list-style-type: none"> Contributing Factors to Hazards
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	Slide 4.14	<ul style="list-style-type: none"> People
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People are not just limited to workers. There are many groups of people who contribute to hazards in the workplace.

Examples include:

- workers
- supervisors and managers
- contractors
- customers
- visitors
- suppliers
- general public
- Engineers and designers
- individuals involved in preventative maintenance


- human resources personnel

	Slide 4.15	<ul style="list-style-type: none"> • Equipment
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Equipment is often a source of potential hazards.

Examples include:

- tools
- machinery
- vehicles
- materials handling devices
- personal protective equipment (PPE)

	Slide 4.16	<ul style="list-style-type: none"> • Materials
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Materials used in the workplace can also be a contributing factor and includes raw materials.

Examples include:


- wood
- steel
- plastics
- glass
- chemicals used in production processes

	Slides 4.17 – 4.18	<ul style="list-style-type: none"> • Environment
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Environment encompasses both the physical and non-physical aspects of the workplace.

Examples of physical factors include all parts of the work surroundings, including:


- buildings and enclosures that surround people, equipment and materials
- fluids and air that surround people, equipment and materials
- chemical hazards
- physical hazards
- biological hazards
- ergonomic hazards


	Question or Discussion	<ul style="list-style-type: none"> Ask participants what would be considered a non-physical environmental factor
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Examples of non-physical environmental factors include:

- leadership style
- business/organization and community culture
- marketplace factors
- regulatory or legislative issues
- organizational and management systems which include policies, procedures, and work practices

4.5 Examine the Different Ways of Recognizing Potential Hazards

	Question or Discussion	<ul style="list-style-type: none"> Ask participants what are some ways to recognize hazards in the workplace? Trainer to flip chart participants' responses and discuss with the group Review the next slide with participants, review to compare similar answers
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	Slide 4.19	<ul style="list-style-type: none"> Recognizing Potential Hazards
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	Trainer Note to Participants	<ul style="list-style-type: none"> Discuss the following ways to recognize hazards in the workplace with participants Ask participants if they have any of these in place at their workplace
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Some ways to recognize potential hazards are:

- legislation
- hazard assessments
- workplace inspections
- incident investigation
- (Material) Safety Data Sheets - (M)SDS
- task analysis
- work processes
- past experiences
- WORKPLACENL documents
- manufacturer's operating manuals
- surveys and input from employers, supervisors, contractors, workers and Committees/Representatives/Designates


- professional assistance


4.6 Describe the risk evaluation process


	Slide 4.20	<ul style="list-style-type: none"> • Definition of Risk
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Risk: The chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.

It may also apply to situations with property or equipment loss.


	Trainer Note to Participants	<ul style="list-style-type: none"> • Advise participants that once workplace hazards have been identified, they are evaluated to determine the chance of loss. This is a very important activity as it helps to determine and prioritize those hazards which have the highest risk to workers. Hazards that have the highest risk to workers must be dealt with first
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	Slide 4.21 Hazard vs Risk Video Worksafe BC	<ul style="list-style-type: none"> • http://www2.worksafebc.com/Publications/Multimedia/Videos.asp?ReportID=36001 • Ask participants what they learned from the video • Have they ever been at risk • Ask participants: "What is a risk assessment?"
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	Slide 4.22	<ul style="list-style-type: none"> • Risk Assessment
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Risk assessment is the process where you:


- identify hazards
- analyze or evaluate the risk associated with that hazard
- determine appropriate ways to eliminate or control the hazard

	Slide 4.23	<ul style="list-style-type: none"> • Measuring the Level of Risk
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Measuring the level of risk to workers takes into account:


- the severity of the potential destructive consequences of the hazard
- the probability of an incident occurring as a result of the hazard

	Trainer Note to Participants	<ul style="list-style-type: none"> It is important that Committees/Representatives/Designates evaluate risk in order to determine the most effective control and to set priorities regarding the order in which controls should be put in place
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	Slide 4.24	<ul style="list-style-type: none"> Risk Assessment
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When evaluating potential risk consider the severity of the risk and probability of the hazard.

	Trainer Note to Participants	<p>To determine the severity of the hazard the following questions may be asked:</p> <ul style="list-style-type: none"> Could this hazard cause death or loss of a facility? Could this hazard cause a severe injury, severe occupational illness or major property damage? What type of harm is involved? Could this hazard cause a minor injury or occupational illness resulting in lost workday(s) or minor property damage? Could this hazard cause an injury which would result in less than a lost work day with no property damage? <p>To determine the probability of injury, illness or property damage, the following questions may be asked:</p> <ul style="list-style-type: none"> Is an injury, illness or property damage likely to occur immediately or within a short period of being exposed to the hazard? Is it likely an injury, illness or property damage will occur in time? Is it unlikely an injury, illness or property damage will occur? Is there a history of problems, hazard reports pertaining to a situation or work activity? <p>Answering these questions will assist Committees/Representatives/Designates in determining the most effective hazard control to put in place and the priority with which the hazard must be addressed. Risk assessments may come in various formats and vary by organization and complexity</p>
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	Slide 4.25	<ul style="list-style-type: none"> • Risk Assessment
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When conducting a risk assessment, review the following to ensure all hazards have been considered and to determine what is required for compliance:

- review legislation (minimum requirements)
 - *OH&S Act* and Regulations
 - other legislation
- review standards
 - industry standards and guidelines
 - manufacturer's specifications

	Slide 4.26	<ul style="list-style-type: none"> • Assessing Risk - Severity
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When assessing risk, rate the severity as:


1. Minor:
 - first aid only
 - no lost time
2. Moderate:
 - moderate injury, illness or property damage
3. Major:
 - serious bodily injury or property damage
4. Extreme:
 - death or permanent disablement or loss of a facility/plant

	Slide 4.27	<ul style="list-style-type: none"> • Assessing Risk – Probability
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When assessing risk, rate whether an injury, illness or property damage is:

1. Unlikely:
 - could happen but rare
2. Likely:
 - could happen occasionally
3. Very likely:

- could happen frequently

	Slide 4.28	<ul style="list-style-type: none"> • Risk Assessment (broken ladder)
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An example - risk assessment of a broken ladder

The severity of a broken ladder is 2 (moderate) as the hazard could result in moderate injury, illness or property damage.

The probability of someone falling off the broken ladder is 1 (could happen but rare).

Severity (2) + Probability (1) = Risk (3)

The possible outcome of a worker falling from a broken ladder is classified as moderate risk: do something about these risks as soon as possible.


Use the ratings for each risk to develop a prioritized list of workplace risks required action

The scores (1 – 9) indicate how important it is to do something about each risk


- 1 Low Risk: these risks may not need immediate attention
- 2-3 Moderate Risk: do something about these risks as soon as possible
- 4-6 High Risk: do something about these immediately
- 7-9 Severe Risk: Work should not be started until the risk has been reduced or eliminated

Severity Probability	Minor (1)	Moderate (2)	Major (3)	Extreme (4)
	First aid only, no lost time	Moderate injury or illness	Serious bodily injury	Death, permanent disablement
Unlikely Could happen but rare	Low Risk (2)	Moderate Risk (3)	High Risk (4)	High Risk (5)
Likely Could happen occasionally	Moderate Risk (3)	High Risk (4)	High Risk (5)	Severe Risk (6)
Very Likely Could happen frequently	High Risk (4)	High Risk (5)	Severe Risk (6)	Severe Risk (7)

4.7 Discuss the hierarchy of controls


	Slide 4.29	<ul style="list-style-type: none"> • Definition of Control
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- A control is a condition or practice that prevents or minimizes a potential hazard
- When selecting controls, use a method that identifies controls that provide the most protection to workers first then progress to those which provide the least protection
- Select controls based on what is reasonable and practical for workers and the workplace

	Slide 4.30	<ul style="list-style-type: none"> • Hierarchy of Controls
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In order of preference, the hierarchy of controls is:

- Engineering Controls
- Administrative Controls
- Personal Protective Equipment (PPE)


	Trainer Note to Participants	<ul style="list-style-type: none"> • Advise participants engineering controls are more effective because they address the hazard (the thing that could cause harm) rather than just reducing the risk (the harm that the hazard could cause) • The order of preference for determining hazard controls are: engineering controls (includes elimination and substitution), administrative controls, and personal protective equipment (PPE)
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	Slides 4.31	<ul style="list-style-type: none"> • Engineering Controls
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Engineering controls include:


- elimination (eliminate the hazard)
- substitution (reduce the frequency and/or effect of the hazard)
- change the initial design
- isolate the hazard
- ventilate the hazard

Engineering controls are the first line of defence against a hazard and do not require continuous intervention.

	Slide 4.32	<ul style="list-style-type: none"> • Administrative Controls
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Administrative controls:

- encourage safe work practices
- control workers' exposure by job rotation, work assignments, limited time spent in hazardous areas, limited time spent performing hazardous tasks
- establish safe operating procedures
- provide systematic and formal training

	Slide 4.33	<ul style="list-style-type: none"> • Personal Protective Equipment (PPE)
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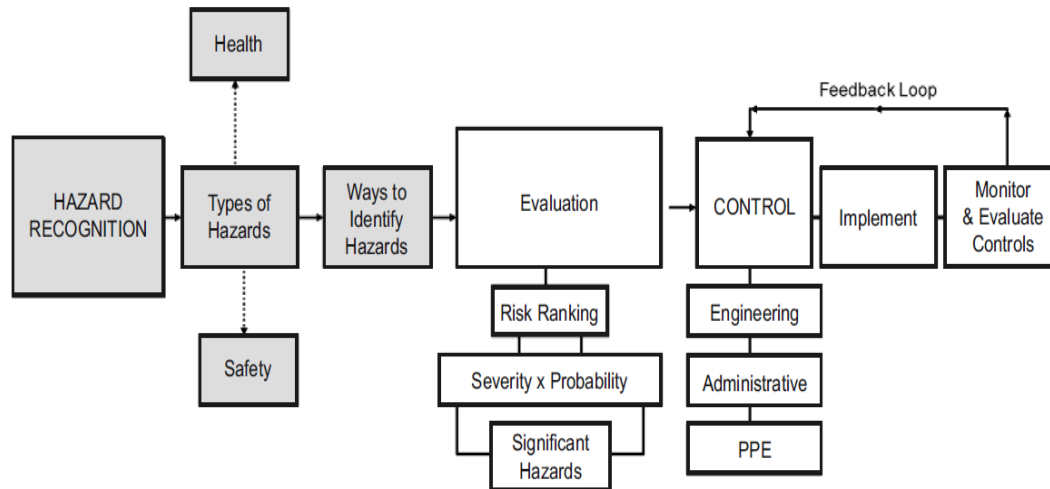
Personal Protective Equipment (PPE) is:




- worn for protection from hazardous environments
- a barrier between people and the hazard
- used as the last resort when engineering and administrative controls do not provide an acceptable level of protection

	Slide 4.34 Activity 4 (b) Hazard Controls	<ul style="list-style-type: none"> • Break participants into groups, refer them to page 56 of the participants manual • Ask them to identify the following hazard controls using the key provided • Trainer to review answers with the large group
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	Slide 4.35	<ul style="list-style-type: none"> • Hazard Recognition, Evaluation & Control Diagram
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HAZARD ASSESSMENT PROCESS




	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> Slide 4.35 summarizes the Hazard Recognition, Evaluation & Control process. It reviews the concept of recognizing hazards, evaluating the risk associated with the hazard, putting the proper controls in place and monitoring the control once implemented It is also an opportunity to communicate how important the process of Hazard Recognition, Evaluation & Control is in assisting to keep the workplace safe
	<p>Slide 4.36 Activity 4 (c) Recognizing and Classifying Hazards</p>	<ul style="list-style-type: none"> Ask participants to break into groups. Refer participants to pages 57 - 59 of the participants manual Using the pictures provided, participants are asked to list the hazards for each Ask participants to classify whether the hazards are health or safety hazards
	<p>Slide 4.37 Review</p>	<ul style="list-style-type: none"> Module 4: Review of Hazard Recognition, Evaluation and Control Refer participants to pages 60 - 61 of the participants manual This activity will clue up Module 4

5. WORKPLACE INSPECTIONS

	Slide 5.0	<ul style="list-style-type: none"> Module 5
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Introduction to Module 5:


Workplace inspections are used in the workplace as a way of identifying and controlling health and safety hazards. Workplace inspections are formal and informal checks in the workplace to recognize and evaluate existing and potential hazards and recommend ways to eliminate or minimize risk. Workplace inspections are an important activity of the Committee/Representative/Designate.

	Slide 5.1	<ul style="list-style-type: none"> Workplace inspections
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Review slide 5.1 “Workplace Inspections” and review learning objectives. By the end of Module 5 the participants will be able to:


- 5.1 Define workplace inspections
- 5.2 Explain the purpose of workplace inspections
- 5.3 Explain the four steps involved in workplace inspections

5.1 Define workplace inspection

	Slide 5.2	<ul style="list-style-type: none"> Definition of workplace inspection
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Workplace inspections are:


- regular examinations of the workplace to recognize and evaluate existing and potential hazards and recommend corrective action
- there are two types: informal and formal

	Slide 5.3	<ul style="list-style-type: none"> • Informal workplace inspections
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Informal workplace inspections:


- are a practiced awareness which identifies potential hazards of daily processes, conditions and activities in the workplace
- should be part of your daily workplace routines, such as a supervisor's "walk-through" or a worker's routine equipment check
- are not regularly scheduled
- do not require a checklist


	Question or Discussion	<ul style="list-style-type: none"> • Ask participants if informal workplace inspections are conducted at their workplace • Who is involved? • How frequently are they completed? • Are participants involved in the inspections?
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	Slide 5.4	<ul style="list-style-type: none"> • Formal Workplace Inspections
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Formal workplace inspections:

- are regularly scheduled examinations of the workplace carried out as a means of ensuring a safe and healthy workplace
- use a standardized form or checklist as a guide that is based on hazards that have been identified and controlled as part of the hazard assessment
- complement informal workplace inspections

	Question or Discussion	<ul style="list-style-type: none"> • Ask participants if formal workplace inspections are conducted at their workplace • Who is involved? • How frequently are they completed? • Are participants involved in the inspections?
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	Trainer Note to Participants	<ul style="list-style-type: none"> • Remind participants that workplace inspections are an important activity of the Committee/Representative/Designate • Employers are required to develop procedures for workplace inspections and schedule them in consultation with the Committee/Representative/Designate • Procedures include provisions for training the workplace inspection team in their roles and responsibilities in conducting workplace inspections
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5.2 Explain the purpose of workplace inspections

	Slide 5.5	<ul style="list-style-type: none"> Purpose of workplace inspections
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The purpose of workplace inspections is:


- to review all areas of the workplace to determine if there are hazards to which workers may be exposed and implement controls to minimize them
- to determine if controls in the workplace are working
- to look for hazards that may have been missed or new hazards that may be present in the workplace

5.3 Explain the four steps involved in workplace inspections

	Slide 5.6	<ul style="list-style-type: none"> Workplace inspection steps
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The four steps involved in workplace inspections are:

- Plan the inspection
- Conduct the inspection
- Write the report
- Monitor the corrective actions


	Slide 5.7	<ul style="list-style-type: none"> Plan the inspection
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When planning the inspection:


- develop a workplace inspection checklist
- schedule inspections in consultation with the Committee/Representative/Designate

	Trainer Note to Participants	<ul style="list-style-type: none"> Workplace inspection checklists are developed for the workplace based on identified workplace health and safety hazards, therefore are unique to each workplace. Ideally, hazard recognition, evaluation and control activities will identify workplace health and safety hazards which will be included on the checklist Checklists should be used as a guide, and may be modified if other hazards are identified during the
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		<p>inspection</p> <p>Checklists need to be reviewed and updated when:</p> <ul style="list-style-type: none"> • new equipment and work processes are introduced to the workplace • other hazards have been identified during hazard recognition, evaluation and control activities (i.e. incident investigations or hazard reported by workers) • incidents or complaints reveal other hazards <p>Schedule the inspection in consultation with Committee/ Representative/Designate</p> <ul style="list-style-type: none"> • When you schedule a workplace inspection you should consider the relevant workplace variables, such as who conducts the inspection (i.e. workplace inspection team), the size of the workplace and areas to be inspected, work operations, number of shifts and hours of work, or seasonal operations.
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	IMPORTANT!	<ul style="list-style-type: none"> • When you plan an inspection be sure to include all areas in a workplace to be inspected, even where no work is performed (i.e. parking lot, canteen, locker/change rooms) • A great tool to use is a colour-coded floor plan of the facility indicating specific areas of responsibility
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	Trainer Note to Participants	<ul style="list-style-type: none"> • Employers are required to recognize and evaluate MSI risk factors, and consult with the Committee/ Representative/Designate throughout the process. Ensure you keep this in mind when planning and conducting workplace inspections
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	Slide 5.8	<ul style="list-style-type: none"> • Conduct the inspection
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When conducting workplace inspections:

- do not disrupt work processes while workers are directly engaged in work
- use the checklist to check off items as they are inspected
- take careful notes

	Trainer Note to Participants	<p>Tips to keep in mind when you are conducting the inspection:</p> <ul style="list-style-type: none"> • Look for hazards that may not be on the checklist or are not easily found (i.e. in storage rooms) • When potential hazards are found, make note of them on the checklist along with possible controls and mark them on the floor plan
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		<ul style="list-style-type: none"> • Talk to supervisors and workers. Check to see if they have any health and safety issues and if they have any suggestions for eliminating or reducing the hazard • Report serious hazards to the supervisor in the area immediately. Appropriate action must be taken, without delay, to prevent a worker from being injured • Pay particular attention to parts of tools, machinery and equipment most likely to become a serious hazard because of stress, wear, impact, vibration, heat, corrosion, chemical reaction and misuse (i.e. safety devices, guards, controls, work or wear point components, electrical and mechanical parts, fire hazards)
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	<p>IMPORTANT! Slide 5.9</p>	<ul style="list-style-type: none"> • When there is immediate danger to workers, report it immediately to the supervisor/manager and ensure corrective action is taken
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	<p>Slide 5.10 – 5.12</p>	<ul style="list-style-type: none"> • Complete the report
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When completing the workplace inspection report:




- complete it as soon as possible after the inspection
- clearly state the specific area(s) inspected (i.e. shipping and receiving), the time and date of the inspection and names of inspection team members
- identify any temporary controls that were in place
- describe the hazards found with their exact location (use of a floor plan would be helpful)
- recommend corrective action, be clear and concise
- prioritize your recommendations
- state who should take the action
- include timelines for taking corrective action
- send the report to the employer and the Committee/Representative/Designate
- sign and date it (by the person(s) who completed it)

	<p>Slides 5.13 – 5.14</p>	<ul style="list-style-type: none"> • Monitor the corrective actions
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Once corrective actions have been established, you must monitor them to ensure the controls are working and not creating additional hazards. When monitoring corrective actions:

- ensure legislative requirements are met

- delegate who will be responsible for monitoring the recommendation
- provide progress reports to Committee/Representative/Designate
- assess the impact of any temporary control/corrective action put in place
- document progress of the issue and the resolution
- monitor injury reports for injury trends


	<p>Question or Discussion</p>	<ul style="list-style-type: none"> • Ask participants to find Section 5 (f)(3) and Section 39 (a.1) in the <i>OH&S Act</i> • Highlight the employer's role to schedule workplace inspections in consultation with the Committee/ Representative/Designate and their role to participate
	<p>Slide 5.15 Activity 5 (a) Workplace Inspections</p>	<p>http://www.youtube.com/watch?v=W6mu0EFB_Jo</p> <ul style="list-style-type: none"> • Ask participants to watch the first part of the workplace inspection video • Ask participants to write down as many hazards they can identify, refer them to page 64 of the participants manual • Pause video after first section of video (1:45) • Flip chart the hazards identified by participants • Show second part of the video to see if all hazards were identified • Provide the participants with a sample inspection form and ask them to complete it based on the identified hazards • Review answers with the group • USE FOR MOCK COMMITTEE MEETING
	<p>Slide 5.16 Review</p>	<ul style="list-style-type: none"> • Module 5: Review of Workplace Inspections • Refer participants to pages 65 - 66 of the participants manual • This activity will clue up Module 5

6. INCIDENT INVESTIGATIONS

	Slide 6.0	<ul style="list-style-type: none"> Module 6
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Introduction to Module 6:


The incident investigation module will assist the participants to differentiate between a loss-type incident and a near-miss incident, and understand why incident investigation is important. It is important that participants understand their role in the incident investigation process. The goal of the incident process is to prevent further occurrences and not to lay blame.

	Slide 6.1	<ul style="list-style-type: none"> Incident Investigation
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Show slide 6.1 “Incident Investigation” and review learning objectives. By the end of Module 6 the participant will be able to:


- 6.1 Define incident
- 6.2 Summarize participation in education and training activities of Incident Investigation
- 6.3 Explain the process involved in Incident Investigation

6.1 Define Incident

	Slide 6.2	<ul style="list-style-type: none"> Definition of Incident
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Incident: an event that could or does result in unintended harm or damage. Incidents are usually divided into two categories:


- No-loss incidents: those that could have caused harm or damage but did not
- Loss-type incidents: those that do cause harm or damage


	Trainer Note to Participants	<ul style="list-style-type: none"> The term “accident” was used for many years to refer to loss-type incidents, particularly those that resulted in injuries. In recent years, it is used less and less by industry because it conveys the meaning of an unplanned, unexplainable, random event. If an event is unpredictable it is, by definition, uncontrollable. Stress the importance that the goal of health and safety is to be pro-active, to prevent any incidents for
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		occurring
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Instruction to trainer:


Once an incident occurs at the workplace an investigation will follow. The next learning outcome discusses the investigation.

	Question or Discussion	<ul style="list-style-type: none"> Ask the group: “What is an incident investigation?” Ask for their thoughts about what an incident investigation is. Once the group has an opportunity to add their perspectives, show the next slide
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	Slide 6.3	<ul style="list-style-type: none"> Incident investigation
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An incident investigation is:

- a method for examining all incidents at the workplace
- a fact-finding, not fault-finding process that identifies the root (basic) cause of incidents as a means of preventing reoccurrence


	Trainer Note to participants	<ul style="list-style-type: none"> Reinforce that the primary purpose of incident investigations is to determine the causes of incidents to prevent future incidents, not to lay blame Investigating incidents can identify actions that can reduce the risk of future incidents
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Instruction to trainers:

We have previously defined incidents, but when a serious incident occurs at the workplace there are specific reporting requirements in the *OH&S Act* and OH&S Regulations. It is the employer’s responsibility to report serious injuries; the next discussion will assist participants in becoming familiar with the definition of a serious injury and its reporting requirements.

	Question or Discussion	<ul style="list-style-type: none"> Refer participants to Sections 54 – 57 of the <i>OH&S Act</i> and Section 10 in the OH&S Regulations and review these sections, which cover the definition and the notification requirements of a serious injury Refer participants to Section 9 of the OH&S Regulations and review notifiable occupational diseases
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6.2 Identify who may be on the investigation team and their training needs


	Slide 6.4	<ul style="list-style-type: none"> Incident investigation team
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The investigation team conducts the investigation as soon as possible after the incident. The make-up of the investigation team is determined at the workplace.

Members of the incident investigation team may include:

- area supervisor
- members of the Committee/Representative/Designate
- external resources (i.e. OH&S Branch of Service NL, OH&S professionals, fire department, local law enforcement)


	Trainer Note to Participants	<ul style="list-style-type: none"> Supervisors and workers with previous investigative experience should be called upon to participate in an incident investigation. Designating the investigator or investigating team is a critical first step. The person with a special interest usually finds solutions that work
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	Slides 6.5	<ul style="list-style-type: none"> Incident investigation team training
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All members of the investigation team should be trained in incident investigations and be knowledgeable of workplace conditions and procedures.


Training and education may include:

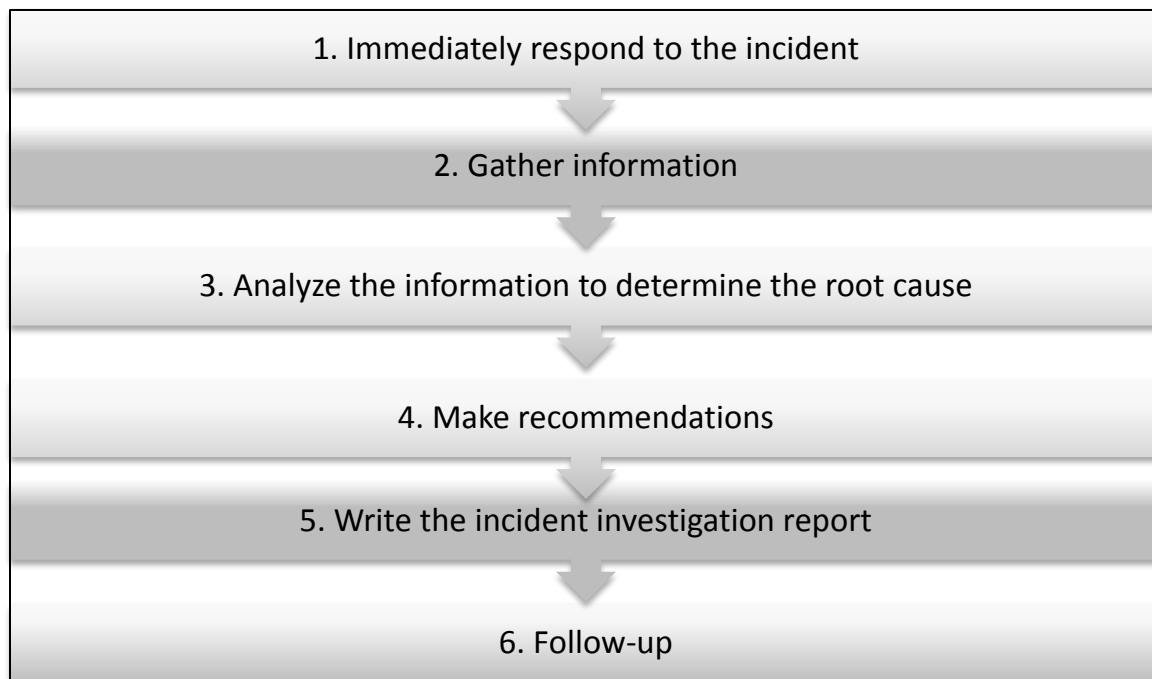
- interviewing skills
- understanding root/basic cause of incidents
- how to complete Incident investigation reports
- the steps for conduction Incident investigations


	Trainer Note to Participants	<ul style="list-style-type: none"> Completing this course does not mean that you are trained in incident investigations Completing a Form 6 & 7 (WorkplaceNL injured worker and employer forms) does not replace an incident investigation
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6.3 Explain the process involved in incident investigation

	Slide 6.6	<ul style="list-style-type: none"> Incident investigation steps
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	Trainer Note to Participants	<ul style="list-style-type: none"> Advise participants that the Committee/Representative/Designate may not be directly involved in conducting the incident investigation, but they should understand the process
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	Slides 6.7 – 6.8	<ul style="list-style-type: none"> Immediately respond to the incident
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When you are responding to an incident:

- assess the situation
- make the area safe to prevent another incident
- get medical attention for any injured worker
- isolate the incident scene as soon as the emergency preparedness/response plan has been activated
- be calm and give clear instructions

- protect and record all evidence as quickly as possible
- photograph and/or record the scene
- identify witnesses


In the case of a serious incident, notify:

OH&S Branch of Service NL
(709) 729-4444 or 1-800-563-5471


	Slide 6.9	<ul style="list-style-type: none"> • Gathering information
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When you are gathering information:

- record the exact location of incident
- note the time of day, lighting, weather conditions and other relevant environmental factors
- take photos and drawings of the scene
- notes the work being performed at the time
- label each diagram, drawing and photo
- prepare a list of witnesses to interview
- prepare a list of questions to ask

	Trainer Note to Participants	<p>Some questions that may be helpful to ask when conducting an investigation are:</p> <ol style="list-style-type: none"> 1. What type of work was the person doing? 2. What exactly was the person doing or trying to do at the time of the incident? 3. Was the person proficient in the task being performed? Had the worker received proper training? 4. Was the person authorized to use the equipment or perform the process at the time of the incident? 5. Were there other workers present at the time of the incident? Who are they and what were they doing? 6. Was the task being performed according to properly approved procedures? 7. Was the proper equipment being used? 8. Was personal protective equipment being used? 9. Was the employee new to the job? 10. Was the process, equipment, system involved new? 11. Was the person being supervised at the time of the incident? 12. Were there any established safety rules or procedures that were clearly not being followed? 13. Where did the incident take place? 14. What was the condition of the incident site at the time of the incident? 15. Has a similar incident occurred before? If so, were corrective measures recommended? Where they
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		implemented? 16. Are there obvious solutions that would have prevented the incident?
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	Slide 6.10	<ul style="list-style-type: none"> Analyze the information
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People, equipment, materials and environment should be reviewed to determine the root/basic cause(s).

There are two (2) types of causes:

- Immediate cause(s): those events, conditions or acts that immediately precede the incident. They are described as the symptoms of the root/basic cause, not the root cause itself
- Root cause(s): The 'real' or 'underlying' causes of incidents, they may not be immediately obvious


	Trainer Note to Participants	<ul style="list-style-type: none"> Advise participants to study the damage done to tools and equipment as a means of finding out what happened and why. Consider the visibility, noise, temperature and exposure to any hazardous substance at the time. Describe the work procedures and safety policies or note if there are no written procedures or policies. Collect product documentation and gather (M)SDSs, blueprints and work process diagrams. Review applicable standards
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	Slide 6.11	<ul style="list-style-type: none"> Make recommendations
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Once the root cause of the incident has been identified it's important to make well thought out recommendations to the employer to prevent reoccurrence.


Recommendations should be:


- clearly written
- be as specific as possible – what, when and where
- be constructive
- identify contributing factors
- identify target dates for implementation and follow-up
- list resources required for implementation (i.e. human, financial, equipment or materials)

	Slide 6.12	<ul style="list-style-type: none"> • Purpose of the incident investigation report
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The incident investigation report should:


- communicate the results of the incident investigation
- document clear and specific recommendations for corrective action

	Trainer Note to Participants	<ul style="list-style-type: none"> • Advise participants to use the organization's standard report form to present the written report. If the organization does not have a standard incident reporting form, the Committee/Representative/Designate may choose to develop a report form or adopt and modify an existing one. Be sure to forward the report to the employer and include recommendations for hazard controls
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	Slide 6.13	<ul style="list-style-type: none"> • Report contents
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The incident investigation report includes:

- supporting documentation and other evidence (i.e. interview summaries, pictures and/or analysis of evidence)
- recommendations for corrective actions
- outline of a follow-up procedure
- signatures of the investigation team
- date the report is submitted to employer

	Slide 6.14	<ul style="list-style-type: none"> • Writing the report
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When you write an incident investigation report:


- keep the report well-organized, clear and to the point
- describe what happened, the sequence of events and timelines
- write a short description of the investigation methods that were used
- describe the analysis of the immediate and root cause(s)


	<p>Slides 6.15 – 6.16</p>	<ul style="list-style-type: none"> • Follow-up
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When you follow-up on an incident investigation, you should:

- delegate the recommended action to someone with timelines
- meet timelines for implementation
- add corrective actions to a workplace inspection checklist as a way of evaluating them
- evaluate corrective actions to ensure they are effective
- post and publicize investigation results somewhere conspicuous within the workplace
- communicate the effectiveness of the corrective actions to employer, Committee/ Representative/Designate and workers

Remember: If recommendations outlined in your incident report are not implemented, the same contributing factors could resurface in another incident



	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Advise participants follow-up is perhaps the most important aspect of an incident investigation, next to identifying that a hazard exists in the first place. • The employer is responsible for taking action on recommendations • The Committee/Representative/Designate monitors the progress of the action
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	<p>Question or Discussion</p>	<ul style="list-style-type: none"> • Refer participants to Section 54(2) of the <i>OH&S Act</i> to identify reference to notification of a serious injury
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	<p>Slide 6.17</p>	<ul style="list-style-type: none"> • Roles and responsibilities in incident investigations
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The roles and responsibilities of the Committee/Representative/Designate in incident investigations is to:

- participate in incident investigations
- monitor the incident policy and procedures
- review incident investigation reports to ensure root causes are identified
- monitor recommendations and corrective actions
- educate workers on potential hazards identified


	<p>Slide 6.18 Activity 6 (a) Incident Investigation</p>	<ul style="list-style-type: none"> • Refer participants to pages 69 - 70 of the Participants Manual • Ask participants to read the scenario of an incident investigation (dealing with a noise-related health hazard) and the completed incident investigation report form • Ask the group: "What is your role as a Committee/Representative/Designate?" and "What information do you need to collect to ensure proper corrective action is implemented and followed up on?"
	<p>Slide 6.19 Review</p>	<ul style="list-style-type: none"> • Module 6: Incident Investigation • Refer participants to pages 71 - 72 in the participants manual • This activity will clue up Module 6

7. Supporting OH&S in the Workplace

	Slide 7.0	<ul style="list-style-type: none"> Module 7
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Introduction to Module 7:


This module explains that initially developing and implementing an OH&S program requires hard work by the employer in consultation with the Committee/Representative/Designate. Committees/Representatives/Designates play an important role in encouraging and supporting OH&S in the workplace.

	Slide 7.1	<ul style="list-style-type: none"> Supporting OH&S in the Workplace
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Show slide 7.1 “Supporting OH&S in the Workplace” and review learning objectives. By the end of Module 7, participants will be able to:


- 7.1 Define the OH&S program
- 7.2 Identify the OH&S program elements
- 7.3 Discuss supporting OH&S in the workplace

7.1 OH&S Program

	Slide 7.2	<ul style="list-style-type: none"> OH&S program
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The employer is responsible to develop and maintain an OH&S program in workplaces where there are 10 or more workers are employed. The OH&S program must be:

- established in consultation with the Committee/Representative/Designate
- in writing
- reviewed and revised when necessary but at least every 3 years
- readily available for review
- site specific

	Trainer Note to Participants	<ul style="list-style-type: none"> An OH&S program is required by Section 12 of the OH&S Regulations and includes documents that is required by legislation and must be available when requested by an OH&S Officer, workers or the Committee/
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		Representative/Designate
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7.2 OH&S Program Elements

	Slide 7.3	<ul style="list-style-type: none"> OH&S program elements
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OH&S programs are specific to each workplace's identified hazards and risks, therefore vary between workplaces. An organization may have more elements depending on hazards and risk. At a minimum, the employer shall include these elements:

1. Leadership and administration
2. OH&S Committee/Worker H&S Representative/Workplace H&S Designate
3. Education and training
4. Communication
5. Hazard recognition, evaluation and control
6. Safe work practices and procedures
7. Workplace inspections
8. Incident investigations
9. Emergency preparedness and response (EP/R) program
10. Disability management and early and safe return-to-work (ESRTW)

MSI
Prevention -
incorporated
into each
element

	IMPORTANT!	<ul style="list-style-type: none"> This learning topic examines practical ways the Committee/Representative/Designate can support the employer in developing and implementing an OH&S program
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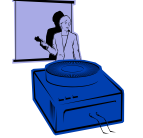
7.3 Supporting OH&S in the Workplace

	Slide 7.4	<ul style="list-style-type: none"> Supporting OH&S in the workplace
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Instruction to trainer:

Refer participants to Section 5 of the *OH&S Act*. This section identifies the specific duties of employers where the “implied” OH&S program elements are identified. These duties are applicable to all employers regardless of the number of persons employed. Please review and discuss with participants. An example would be Section 5 (f.3) where it indicates the employer shall consult with the Committee/Representative/Designate in scheduling workplace inspections and ensure participation.

If time permits, you may review Section 12 of the OH&S Regulations as it further explains the OH&S program.


	Slide 7.5	<ul style="list-style-type: none"> • Leadership and administration
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- essential requirement for the success of an OH&S program
- requires dedication, cooperation and constant monitoring
- Committees/Representatives/Designates have an important leadership role by being involved and participating in establishing and evaluating the OH&S program


	Slides 7.6 – 7.8	<ul style="list-style-type: none"> • Your role in leadership & administration
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The role of the Committee/Representative/Designate in leadership and administration is to:

- assist in developing the OH&S policy statement and program
- assist the employer in the complete review of the program
- make recommendations
- promote activities that reflect a healthy and safe work culture
- lead by example
- attempt to raise OH&S standards above legal requirements
- research and communicate with other parties to determine appropriate resolutions to workplace concerns
- develop a procedure for dealing with complaints regarding OH&S issues
- analyze near misses, incident investigation reports and workplace inspections, and monitor injury trends based on monthly, quarterly and annual injury reports
- review job descriptions to ensure OH&S responsibilities are included
- get your workers involved


	Slide 7.9	<ul style="list-style-type: none"> • Education & training
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- The Committee/Representative/Designate needs to be familiar with the types of training programs required for the employees of the workplace

	Slide 7.10	<ul style="list-style-type: none"> • Your Role in education & training
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The role of the Committee/Representative/Designate in education and training is to:






- assist the employer in determining what training is required for the workplace
- review the orientation program to ensure it includes the necessary information to be communicated to employees

	<p>Trainer Note to Participants</p>	<p>The Committee/Representative/Designate can assist the employer by reviewing the orientation program to ensure it includes, but is not limited to:</p> <ul style="list-style-type: none"> • OH&S roles and responsibilities • OH&S rules • OH&S policies and procedures • Committee/Representative/Designate in the workplace • First aid in policies and procedures • Location of first aid kits, emergency exits, fire extinguishers and muster areas • Emergency response procedures • How to report unsafe conditions and hazards • WHMIS training requirements and location of SDSs • How to select, use, care and maintain Personal protective equipment (PPE) • Working alone and violence in the workplace procedures • Safe work practices and procedures • MSI procedures • Injury reporting system • Workplace inspection policy and procedure • Incident investigations policy and procedure
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	<p>Slides 7.11</p>	<ul style="list-style-type: none"> • Your Role in Communication
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The role of the Committee/Representative/Designate in communication is to:

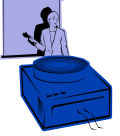
- serve as a communication link between management and workers
- provide a forum for workers and managers to:
 - openly discuss workplace hazards
 - make joint recommendations for corrective action
 - discuss ways to protect workers while completing work tasks
- have good communication skills:
 - actively listen
 - clearly communicate
 - remain unbiased

	<p>Trainer Note to Participants</p>	<p>Some communication techniques may include:</p> <ul style="list-style-type: none"> • reviewing the schedule of health and safety meetings (i.e. toolbox meetings) in each work area to determine if they are held on a regular and scheduled basis • advise the employer to include “health and safety” as an item on staff/departmental meeting agendas • OH&S newsletters • news bulletins • flyers • posters • OH&S suggestion boxes • Special OH&S campaigns (i.e. North American Occupational Safety and Health (NAOSH) week)
	<p>Question or Discussion</p>	<ul style="list-style-type: none"> • Ask participants: "What types of communication techniques are used in your workplace? Do you find them effective?"
	<p>Question or Discussion</p>	<ul style="list-style-type: none"> • Ask participants if they can give a quick recap of hazard recognition, evaluation and control
	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Be prepared to give participants a quick summary of hazard recognition, evaluation and control • Refer them back to the hazard recognition, evaluation and control process at the end of Module 4
	<p>Slides 7.12 – 7.15</p>	<ul style="list-style-type: none"> • Your Role in Hazard REC

The role of the Committee/Representative/Designate in Hazard REC is to:

- examine the ways employers recognize, evaluate and control hazards in the workplace
- make recommendations to the employer for resources to help the Committee/Representative/Designate
- make recommendations to the employer if controls are missing or ineffective
- follow-up on hazard controls with workers to ensure they are effective
- encourage all workplace parties to report and control hazards
- receive complaints from co-workers and follow through with action plans
- bring unresolved issues to the Committee/Representative/Designate for attention and recommendation(s)
- participate in investigating work refusals, serious injuries and workplace inspections
- educate workers on how to prevent injury and illness associated with their work
- look at preventative maintenance schedules on tools, machinery and equipment


- participate in training specific to helping Committee/Representative/Designate identify, evaluate risk and control hazards


	Slide 7.16	<ul style="list-style-type: none"> • Safe work practices and procedures
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Practice: A set of guidelines established to help workers perform a task which may not require a step by step procedure

Procedure: A step by step process for performing a task safely from start to finish

- Safe work practices may be combined with safe work procedures

	Trainer Note to Participants	<ul style="list-style-type: none"> • An effective OH&S program ensures all workplace parties are educated in their responsibilities for following safe work practices and procedures and are trained in how to protect their own health and safety and the health and safety of others • A safe work practice is the general “dos” and “don’ts” of common work activities and a procedure is specific steps from start to finish of a task • Committees/Representatives/Designates need to be familiar with the types of job positions and work tasks performed
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	Question or Discussion	<ul style="list-style-type: none"> • Ask participants: "Do you have safe work practices and procedures developed for your workplace? How often are they reviewed? Who reviews them? Is the Committee/Representative/Designate involved in the review?"
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	Slides 7.17 – 7.18	<ul style="list-style-type: none"> • Your Role in safe work practices & procedures
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The role of the Committee/Representative/Designate in safe work practices and procedures is to:



- make recommendations to the employer for resources to help Committees/Representatives/Designates
- review work areas/activities to determine if safe work practices and procedures have been developed
- encourage workers to be involved with the employer in developing and implementing practices and procedures
- review education and training records of workers to ensure they have received training
- review the supervisors' responsibility to ensure workers follow safe work practices and procedures


- review contractors' safety programs to ensure contractors follow safe work practices and procedures

	Question or Discussion	<ul style="list-style-type: none"> • Ask participants if they can give a quick recap of workplace inspections
	Trainer Note to Participants	<ul style="list-style-type: none"> • Be prepared to give participants a quick summary of workplace inspections
	Slides 7.19 – 7.21	<ul style="list-style-type: none"> • Your Role in Workplace Inspections

The role of the Committee/Representative/Designate in workplace inspections is to:


- make recommendations to the employer for resources to help the Committee/Representative/Designate
- schedule workplace inspections in consultation with the employer
- ensure the Committee/Representative/Designate participates in workplace inspections
- receive and review workplace inspection reports provided by the employer
- receive copies of the inspection reports made by an OH&S Officer circulated by the employer
- review workplace inspection reports with an emphasis on recommendations for corrective actions
- review controls that are put in place to eliminate or minimize recognized hazards
- make recommendations for temporary or permanent controls
- act as a resource to the workplace inspection team to assist in developing recommendations
- follow-up on workplace inspections

	Question or Discussion	<ul style="list-style-type: none"> • Ask participants if they can give a quick recap of incident investigations
	Trainer Note to Participants	<ul style="list-style-type: none"> • Be prepared to give participants a quick summary of incident investigations

	Slide 7.22	<ul style="list-style-type: none"> • Your role in incident investigations
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The Committee should review all incident investigation reports to:

- ensure incident investigations are being carried out
- identify trends
- identify specific areas which require close monitoring
- review the recommendations for controls/corrective actions and forward them to the employer and
- monitor the implementation and effectiveness of controls/corrective actions

	Slides 7.23 – 7.24	<ul style="list-style-type: none"> • Emergency Preparedness
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Employers are required to develop and implement an emergency response plan that:

- ensures workers are aware of their responsibilities and are trained to respond quickly and appropriately
- is in writing and covers all potential emergencies
- has floor plans outlining exit routes prominently displayed in the workplace
- has procedures for dealing with hazardous areas and products
- is coordinated with local emergency responders and periodic practice drills carried out
- is communicated to everyone in the workplace

	Slides 7.25 – 7.27	<ul style="list-style-type: none"> • Your role in emergency preparedness
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The role of the Committee/Representative/Designate in emergency preparedness is to:


- review work activities to determine if an emergency risk assessment is required
- determine if an emergency preparedness response plan/procedure is in place and review it on a regular basis, and recommend one is developed if it is not in place
- recommend regular emergency response drills are done with workers
- review workers' training in their roles and responsibilities in emergencies
- post a current site-map/layout of the facility and emergency phone numbers in prominent places in the workplace
- post names and contact information of individuals responsible for first aid
- review the inspection and maintenance of emergency response equipment
- review new equipment, tools and work processes to determine if processes may need a written emergency response plan


	<p>Slides 7.28</p>	<ul style="list-style-type: none"> • Disability Management
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Disability management:

- ensures return-to-work programs and services are available to all workers who are absent from the workplace
- may include work-related or non-work-related circumstances


Committees/Representatives/Designates should be aware of the programs offered to injured workers and support these programs.


	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Advise participants that Committee/Representatives/Designates should not be expected to get involved with return-to-work programs, but simply to support them. • The injured worker will feel confident in returning to work knowing the support of the Committee/Representative/Designate is in place and hazards are being fixed.
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	<p>Slides 7.29 – 7.30</p>	<ul style="list-style-type: none"> • Your Role in disability management
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The role of the Committee/Representative/Designate in disability management is to:

- review the disability management program to ensure it contains:
 - leadership commitment
 - injury reporting system
 - return-to-work planning
 - return-to-work program documentation
 - joint mechanism for consulting
 - evaluation
 - communication
- inform and support employers and workers in their role in early and safe return-to-work
- inform employers and workers regarding their requirement to maintain contact during the period of illness or injury


	<p>Slides 7.31</p>	<ul style="list-style-type: none"> • Musculoskeletal Injury (MSI) Prevention
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	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Ask participants to find Sections 50-56 in the OH&S Regulations
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Musculoskeletal injury: an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue, including a sprain, strain and inflammation, that may be caused or aggravated by work

Ergonomics: The practice of fitting workplace conditions and job demands to the capabilities of the working population

- Ergonomic principals should be used as a best practice to prevent musculoskeletal injuries in the workplace

	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> • Advise participants that MSI Prevention must be considered throughout all of an organization's OH&S program elements to optimize the health, safety, comfort and efficiency of workers by preventing musculoskeletal injuries • Ergonomics can be applied at home and in recreation • The most common uses are in workplaces in areas such as workstation design and the layout of the work environment • The goal is to optimize the health, safety, comfort and efficiency of workers by preventing musculoskeletal injuries • This can be achieved through proper training, precautions, equipment and implementing an active OH&S program that features an ergonomics component
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	<p>Slide 7.32</p>	<ul style="list-style-type: none"> • Your Role in MSI Prevention
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The role of the Committee/Representative/Designate in preventing MSI is to encourage workers and supervisors:

- keep everything (tools, materials, equipment) in easy reach
- work at proper heights (in relation to the body of the worker)
- avoid excessive force where possible
- work in a good comfortable posture
- reduce excessive repetition


- minimize general fatigue
- minimize direct pressure on legs, feet and hands
- provide adjustable workstations (chairs, tables, platforms)
- ensure easy access and provide clearance
- maintain a comfortable environment (heat, light, humidity)
- improve work organization

8. Making it Effective

	Slide 8.0	<ul style="list-style-type: none"> Module 8
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Introduction to Module 8:


This module explains the benefits of effective OH&S meetings. Participants will gain practical knowledge by completing a mock OH&S meeting, understand their role in supporting OH&S in the workplace and how to report on the prescribed minutes report form. It further highlights the importance of auditing the Committee/Representative/Designate roles and responsibilities.

	Slide 8.1	<ul style="list-style-type: none"> Making it effective
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Show slide 8.1 “Making it Effective” and review learning objectives. By the end of Module 8, participants will be able to:


- 8.1 Explain the benefits of an effective OH&S meeting
- 8.2 Complete a mock OH&S meeting
- 8.3 Auditing the OH&S Committee/WH&S Representative/WH&S Designate

8.1 Explain the benefits of an effective OH&S meeting


	Slide 8.2	<ul style="list-style-type: none"> Benefits of an Effective OH&S Meeting
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Committees/Representatives/Designates must ensure their OH&S meetings provide benefit to their workplace, their co-workers and their employer. Their meetings should:


- provide greater protection against workplace injury and illness by monitoring the workplace health and safety program
- ensure an effective program is in place and provide the employer a level of due diligence
- assist employers in meeting their OH&S legislative requirements
- provide a mechanism for workers to report health and safety issues and concerns
- promote a health & safety culture

	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> Stress the point that workers should report unsafe acts and conditions to their immediate supervisor first as supervisors have the authority to act immediately
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8.2 Complete a Mock OH&S Meeting

	<p>Slide 8.3 Activity 8 (a) Mock OH&S Meeting</p>	<ul style="list-style-type: none"> Break participants into groups, refer them to pages 80 - 85 of the participants manual Each group will participant in an OH&S meeting Each group must elect two co-chairs and one secretary and run the meeting using the agenda provided and information collected from previous activities: <ul style="list-style-type: none"> workplace inspection checklist [(Module 5 – Activity 5 (a))] workplace complaints/concerns [(Module 3 – Activity 3 (d))] incident investigation report [(Module 6 – Activity 6 (a))] Right to refuse work [Module 2 – Activity 2 (a)]
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8.3 Auditing the OH&S Committee/WH&S Representative/WH&S Designate



	<p>Slide 8.4</p>	<ul style="list-style-type: none"> Auditing the Committee/Representative/Designate
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Evaluate and monitor the Committee/Representative/Designate to ensure:

- legislative requirements are met
- equipment and materials have not changed
- new hazards have not been introduced into the workplace
- implemented controls are effective
- the Committee/Representative/Designate is functioning **effectively**

Remember: auditing gives you a benchmark!

	<p>Trainer Note to Participants</p>	<ul style="list-style-type: none"> Advise participants that now that we have explained how to have an effective Committee/Representative/Designate, it is important to ensure you evaluate and monitor (audit) so the Committee/Representative/Designate continues to be effective in the workplace If you are stating that you meet training needs, have effective meetings, make recommendations and follow up, then how do you know this is all effective
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		<ul style="list-style-type: none"> Auditing gives you a benchmark!
	<p>Slide 8.5 Activity 8 (b) Auditing the Committee/ Representative/ Designate</p>	<ul style="list-style-type: none"> Refer participants to pages 86 - 87 Advise participants that they can use the sample audit form to audit activity of the Committee/Representative/Designate at their workplace
	<p>Slide 8.6</p>	<ul style="list-style-type: none"> Summary

Instruction to trainer:

Review learning objectives as identified in the beginning of training:

- discuss the need for Committee/Representative/Designate training
- understand what OH&S is
- distinguish between a Committee/Representative/Designate
- identify the duties of Committees/Representatives/Designates
- become aware of how their role supports OH&S in the workplace
- conduct an OH&S meeting

Ask participants to identify one thing they learned in this training which they can apply to their workplace.

Ask if there are any further questions before ending the training.

Appendix

Answer Keys

OCCUPATIONAL HEALTH & SAFETY TERMS

ACTIVITY 1 (a) ANSWER KEY

Match the definitions with the correct term.

- | | |
|-----------------------|-----------------------|
| A. ergonomics | G. OH&S committee |
| B. OH&S policy | H. incident |
| C. basic (root) cause | I. hazard |
| D. no loss | J. audit |
| E. risk | K. OH&S program |
| F. unsafe condition | L. Canada Labour Code |

- C** 1. The real cause of an incident and the reasons why it occurred; for example, inadequate design, lack of knowledge or skill or physical and physiological stress.
- J** 2. A regular and comprehensive examination of a function and/or an organization to verify and assure adequacy (usually conducted to ensure compliance with minimum standards required by the *OH&S Act* and Regulations).
- H** 3. An event that could or does result in unintended harm or damage.
- L** 4. Legislation applicable to workplaces where operations fall within federal jurisdiction.
- B** 5. A written statement which demonstrates management's commitment to maintaining a healthy and safe work environment.
- A** 6. A science that seeks to adapt work or working conditions to suit the worker.
- I** 7. A dangerous object, event, behaviour or condition which has the potential to cause injury, illness or property damage.
- D** 8. Those incidents that could have caused harm or damage but did not.
- F** 9. A physical state which results in a departure from accepted safety standards.
- G** 10. Committee of workers and management required in almost all jurisdictions in Canada to promote safe workplace attitudes and practices, and reduce hazards and incidents.
- E** 11. Chance of loss based on the probability of an injury and the possible severity of that injury.
- K** 12. It includes a written document of health and safety policies and procedures and can be tailored to meet the needs of individual workplaces.

OCCUPATIONAL HEALTH AND SAFETY INTRODUCTION

MODULE 1 REVIEW ANSWER KEY

1. What is the definition of OH&S?
 - a. Occupational Help & Safety
 - b. Occupational Health & Safety**
 - c. Organization Health & Safety
 - d. Organization Help & Supervisors
2. What is the primary goal of OH&S?
 - a. Prevent workplace injuries and illnesses
 - b. Eliminate incidents
 - c. Both (a) & (b)**
 - d. Neither (a) or (b)
3. A Committee is required in Newfoundland and Labrador when there is how many workers employed in a worksite?
 - a. 1 or more workers
 - b. 5 or more workers
 - c. 10 or more workers**
 - d. 15 or more workers
4. A legislative duty of a Committee is:
 - a. Establish and promote educational programs
 - b. Participate in workplace inspections
 - c. Receive complaints from workers and maintain records
 - d. All of above**
5. Who is responsible for making sure there is an OH&S program established and implemented in the workplace?
 - a. Employer**
 - b. Worker
 - c. Supervisor
 - d. Neither
6. Which is not a benefit of an OH&S program?
 - a. Prevents injuries
 - b. Maintains customer satisfaction
 - c. Increases the amount of incidents**
 - d. Promotes goodwill and off-the-job safety

7. An OH&S program must be in _____ and developed in consultation with the Committee/Representative/Designate.
 - a. **Writing**
 - b. A power point presentation
 - c. A published book
 - d. Order

8. A Worker Health & Safety Representative is required when there are how many workers at a worksite?
 - a. 1 or less workers
 - b. 3 or less workers
 - c. 5 or less workers
 - d. **9 or less workers**

9. The *OH&S Act* & Regulations:
 - a. Are Laws that govern the workplaces
 - b. Outline the general rights, duties & responsibilities of the employer and the worker
 - c. Ensure the working environment is healthy and safe
 - d. **All of above**

10. How often should an OH&S program be reviewed?
 - a. Every 2 years
 - b. **Every 3 years**
 - c. Every 4 years
 - d. Does not have to be reviewed

RIGHT TO REFUSE

ACTIVITY 2 (a) ANSWER KEY

Break participants into groups. Assign each group a right to refuse work scenario to review and discuss. A spokesperson will be chosen for each group to read the scenario aloud to the rest of the participants in the room and then advise whether the right to refuse process was followed correctly or not. If not, what should have been done?

Work Refusal #1

A worker refused to do a task as he felt it was unsafe; he went to his supervisor exercising his right to refuse work. The supervisor told the worker he would investigate the task and then assigned another worker to the job, advising him of the right to refuse situation. The previous worker was then dismissed from his job. The supervisor had the right to dismiss the employee based on the right to refuse.

Answer: FALSE, Refer to OH&S Act Section 49 (d)

Work Refusal #2

A worker felt a specific job task was unsafe so she went to a Committee member to exercise her right to refuse unsafe work and asked the Committee to follow up. The worker followed the proper process of the right to refuse.

Answer: FALSE, Refer to OH&S Act 45 (1)

Work Refusal #3

A worker was assigned a new job task to complete but when he started the task he realized he did not have the proper training. He went to his supervisor to exercise his right to refuse work. The supervisor completed an investigation and deemed the worker was indeed trained properly and advised to complete the task. The worker still felt he did not have adequate training so he brought the issue to the Committee. The Committee reviewed the situation and felt that it was safe to complete the task. The worker then called the Provincial OH&S Regulator for review. The worker followed the correct process of the right to refuse.

Answer: TRUE

Work Refusal #4

A worker refused to complete an assigned job task as he felt it had the potential to cause harm. He felt it was a health hazard (noise). He brought the concern to a Committee member (management co-chair) who is also his immediate supervisor and asked for an investigation. The supervisor deemed it was safe to go back to work. As the supervisor is the management co-chair, the worker does not need to bring his refusal to the Committee's attention.

Answer: FALSE, note that the worker would still follow the process of right to refuse work. After brought to supervisors attention, if unresolved, it would be brought to the Committee/Representative/Designate

LEGISLATIVE DUTIES

ACTIVITY 2 (b) ANSWER KEY

Identify the following legislative duties as being a responsibility of either the Employer, Contractor, Worker, Committee/Representative/Designate, WorkplaceNL or OH&S Division of Service NL by using the following abbreviations:

W – Worker	WP – WorkplaceNL
C – Contractor	C/R/D – Committee/Representative/Designate
E – Employer	OHS – OHS Division, Service NL

- E** 1. Shall ensure, where it is reasonably practicable, the health and welfare of his or her workers.
- W** 2. Shall take reasonable care to protect his or her own health and safety and that of workers and other persons at or near the workplace.
- C** 3. Shall ensure, where it is reasonably practicable for him or her to do so, that employers, workers, and self-employed persons performing work in respect of that project comply with the *OH&S Act* and Regulations.
- OHS** 4. May, at a reasonable hour and without prior notification, enter and inspect a workplace, with or without the help of other persons, where he or she has reasonable grounds to believe that workers or self-employed persons work or have worked.
- WH** 5. Promote public awareness of workplace health and safety.
- CRD** 6. Shall seek to identify aspects of the workplace that may be unhealthy or unsafe.
- E** 7. Shall, where it is reasonably practicable, conduct his or her undertaking so that persons not employed in his or her employ are not exposed to health and safety hazards as a result of the undertaking.
- CRD** 8. Shall receive complaints from workers as to their concerns about health and safety of the workplace and their welfare.
- OHS** 9. May conduct tests and take photographs or recordings of the workplace and an activity taking place at the workplace.
- E** 10. Shall cooperate with a person exercising a duty imposed by the OH&S Regulations.
- WH** 11. Educate employers, workers and other persons about workplace health and safety.
- E** 12. Shall consult and cooperate with the Committee/Representative/Designate at the workplace.

- WH** 13. Foster commitment to workplace health and safety among employers, workers and other persons.
- CRD** 14. Shall establish and promote occupational health and safety educational programs for workers.
- OHS** 15. May inspect and take samples of a material, product, tool, appliance or equipment being produced, used or found in or upon a workplace.
- E** 16. Shall establish and maintain an occupational health and safety program in accordance with the regulations.
- CRD** 17. Shall maintain records as to the receipt and disposition of complaints received from workers.
- E** 18. Shall ensure that his or her workers, and particularly his or her supervisors, are made familiar with health and safety hazards that may be met by them in the workplace.
- OHS** 19. May require the production of records, books, plans or other documents that relate to the health and safety of workers or self-employed persons, examine them and remove them temporarily for the purpose of making copies.
- CRD** 20. Shall participate in a workplace inspection that an employer is required by the OH&S Regulations to conduct.

DUE DILIGENCE ACTIVITY 2 (c) ANSWER KEY

Trainer to read aloud the three scenarios. Ask participants whether or not the people involved would have a due diligence defense if charged under the *OH&S Act*. This activity further explains when due diligence may be used as a defense. Ensure to review this answer key during discussion.

Due Diligence #1

The workers at ABC business have been using a chemical in their workplace. They were not told what the chemical was or the hazards associated with it. A year after workers started to use the chemical, many of them became sick. When investigated, it was found that the chemical causes cancer. The employer was charged under the OH&S Act.

Does the employer have a due diligence defense?

Answer: NO

The employer would not likely have a due diligence defense. Workers were not aware of the hazards in their workplace. The employer did not take all precautions to protect workers' health and safety.

Due Diligence #2

In ABC organization, the employer has ensured safe practices and procedures are in place through education and training. All supervisors are trained in safe work procedures and are responsible to see that all workers are trained. Joe Smith is a welder. He has been trained in the hazards associated with welding and the importance of using a welding screen. Joe does not use the screen and, as a result, a worker who is passing by is injured. Joe is charged in connection the incident.

Does he have a due diligence defense?

Answer: NO

Joe was trained in the hazards associated with welding and the importance of using a welding screen. Joe did not take all reasonable precautions to prevent an incident from occurring. Therefore, it is unlikely that Joe would have a due diligence defense.

Due Diligence #3

The supervisor in ABC business is responsible for training all new staff in the use of equipment. There is a written policy which states that no worker is to handle equipment without receiving specific training regarding the hazards associated with using that equipment. The business is very strict about enforcing this policy. All supervisors are aware of the policy and their responsibility to enforce it.

Jane is a new employee. David, the supervisor, is busy and does not have time to train Jane. David asks a senior worker to take Jane "under his wing" for a week until he has some free time to

train Jane. Two days later, the senior worker leaves the worksite due to a family emergency. Jane is asked by another worker to assist with a procedure. During the course of this work, Jane's hand becomes caught in a piece of equipment and is mangled. Jane is taken to the hospital where she undergoes emergency surgery. Her forearm and hand are amputated. The supervisor is charged in connection with the accident.

Does the supervisor have a due diligence defense?

Answer: NO

It is unlikely the supervisor would have a due diligence defense. The supervisor was aware of the written policies regarding the training workers should have. The training was not provided. If the supervisor could not complete the required training, he should have, at the very least, told the new employee very clearly the equipment she was not to use without training.

DUE DILIGENCE VIDEO ANSWER KEY

Video discussion points

- no supervision
- employer was not fully aware of responsibilities under the *Act*
- supervisors were very busy
- supervisor allowed worker to go directly to work without the proper equipment checks
- lack of communication
- lack of attention to safety in the company
- no understanding of the regulations
 - Everyone is responsible for safety
 - Employer is directly and indirectly responsible for the workers
- safety depends on attitudes and work practices of all individuals

Employer responsibilities:

- providing a safer workplace
- reporting accidents
- providing proper training, orientations, education to workers
- establishing and enforcing safety policies and procedures
- ensuring corrective actions are in place when unsafe conditions have been identified

Providing training for first aid

- managing safety practices at the workplace
- always leading by example

Supervisor responsibilities:

- orienting and training new and existing staff
- developing and enforcing safety procedures and practices
- reporting hazards and incidents
- enforcing use of PPE
- complying with regulations
- always leading by example

Worker responsibilities:

- knowing and complying with the *Occupational Health & Safety Act* and regulations
- always following safe work practices and procedures
- reporting hazards or unsafe conditions
- reporting all incidents or injuries
- making suggestions and recommendations around health and safety at the workplace
- always ensuring your own safety and the safety of those around you

INTERNAL RESPONSIBILITY SYSTEM

MODULE 2 REVIEW ANSWER KEY

1. What is the definition of IRS?
 - a. Internal Responsibility Syndrome
 - b. Internal Reasonability System
 - c. Initial Responsibility Standard
 - d. Internal Responsibility System**

2. Workers have 3 rights; the right to _____, the right to participate and the right to refuse work.
 - a. Speak
 - b. Know**
 - c. Quit
 - d. Tell

3. When exercising your right to refuse work, you shall immediately notify:
 - a. An OH&S Officer
 - b. The Committee/Representative/Designate
 - c. Your Supervisor**
 - d. A co-worker

4. You have the right to refuse work if:
 - a. You believe it is dangerous to your health and safety**
 - b. You are tired
 - c. You do not want to do it
 - d. It is not in your job description

5. Part of the IRS culture is based on:
 - a. Personal and individual responsibility**
 - b. Personal and internal responsibility
 - c. Personal and internal reasonability
 - d. Prevention and individual responsibility

6. Which statement is not correct:
the Committee/Representative/ Designate plays a critical role in the IRS by:
 - a. Resolving occupational health and safety issues in the workplace**
 - b. Focusing attention on the issues until resolved
 - c. Promoting and encouraging a safety culture
 - d. Creating the workplace partnership that is needed to protect workers' health and safety

7. In “Basic Structures of the IRS”, responsibility is delegated from the top down while _____ increases from the worker to upper management.
- a. Authority
 - b. Accountability**
 - c. Accuracy
 - d. Administration
8. Due diligence:
- a. Should be an everyday part of “doing business”
 - b. Can be used as a defense under the law
 - c. Both (a) and (b)**
 - d. Neither (a) or (b)
9. The _____ shall respond in writing within 30 days to a recommendation from the Committee/Representative/Designate
- a. Supervisor
 - b. OH&S Officer
 - c. Worker
 - d. Employer**
10. The role of the Committee/Representative/Designate in due diligence is:
- a. to support employers, supervisors and workers in carrying out their legislated roles and duties**
 - b. to shred all documents involving health and safety
 - c. to demand employers, supervisors and workers to carry out their legislated roles and duties
 - d. to ignore all health and safety concerns

TRAINING REQUIREMENTS

ACTIVITY 3 (a) ANSWER KEY

Use the following as references for this activity:

1. Sections 38, 38.1 and 41 of the *OH&S Act*.
2. Pages 28 – 29 “Recommended Membership Structure” of the Participant Manual. This is a “suggested” formula only; it is not a legislative requirement.
3. Slide 3.5 “Recommended Membership Structure” of the PowerPoint.

Scenario:

ABC Limited employs 437 workers at seven different locations within the province of Newfoundland and Labrador. This is not a unionized environment. There are two (2) major groups of workers – inside staff (those that do all their work at the workplace) and field staff (safety people who often work outside the office).

Instructions:

Please read the description of each workplace within ABC Limited and answer the questions that follow.

Workplace 1:

The head office, in St. John’s, houses 155 staff including the chief executive officer (CEO), a regional director, director of human resources, manager of human resources, one (1) project manager, three (3) other department managers, a training officer, five (5) supervisors, and 141 front line workers (including 25 field staff).

- a) Check the requirement under the legislation:

☒ OH&S Committee

☐ WH&S Representative

- b) What is the requirement for certification training?

All members trained.

- c) If there is a requirement for an OH&S Committee, what would you recommend for the structure?

Example: Four (4) management and four (4) workers. Of the four (4) management, perhaps the CEO or regional director, one (1) department manager, the training officer, and one (1) supervisor. Of the four (4) workers, one (1) field staff, and three (3) front line workers from different departments (and different from the department manager and supervisor to ensure representation from all departments).

Workplace 2:

The workplace in Gander houses 45 workers including a regional director, the office manager, two (2) supervisors, and 41 front line workers (including five (5) field staff). The CEO expects this workplace to increase its staff by half within the next three (3) months.

- a) Check the requirement under the legislation:

☒ OH&S Committee ☐ WH&S Representative

- b) What is the requirement for certification training?

Two co-chairpersons must be trained, other members are optional.

- c) If there is a requirement for an OH&S Committee, what would you recommend for the structure?

Example: Two (2) management and two (2) workers. Of the two (2) management, either the regional director or office manager and one (1) supervisor. Of the two (2) workers, one (1) front line worker and one (1) field staff to ensure representation from all departments.

Workplace 3:

Corner Brook has 75 workers in the workplace including a regional director, the office manager, three (3) supervisors, and 70 front line staff (includes eight (8) field staff).

- a) Check the requirement under the legislation:

☒ OH&S Committee ☐ WH&S Representative

- b) What is the requirement for certification training?

All members trained.

- c) If there is a requirement for an OH&S Committee, what would you recommend for the structure?

Example: Three (3) management and three (3) workers. Of the three (3) management, either the regional director or office manager or two (2) supervisors. Of the three (3) workers, two (2) front line workers and one (1) field staff to ensure representation from all departments.

Workplace 4:

There are 35 workers in the Marystown workplace including a regional manager, two (2) supervisors, and 32 front line staff (including three (3) field staff).

- a) Check the requirement under the legislation:

☒ OH&S Committee ☐ WH&S Representative

- b) What is the requirement for certification training?

Two co-chairpersons must be trained, other members are optional.

- c) If there is a requirement for an OH&S Committee, what would you recommend for the structure?

Example: Two (2) management and two (2) workers. Of the two (2) management, the regional manager and one (1) supervisor. Of the two (2) workers, one (1) front line worker and one (1) field staff to ensure representation from all departments.

Workplace 5:

ABC Limited wanted to see if their operation would survive in a small community. Therefore, a year ago, they opened operations in Upper Island Cove. Seven (7) people are employed at this workplace; they include an office manager and six (6) front line staff (including two (2) field staff). For a fairly small community, this location is doing quite well. However, it does not look like there will be any increase in staff over the next few years.

- a) Check the requirement under the legislation:

☐ OH&S Committee ☒ WH&S Representative

- b) What is the requirement for certification training?

WH&S Representative must be trained.

- c) If there is a requirement for an OH&S Committee, what would you recommend for the structure?

N/A

Workplace 6:

The Happy Valley-Goose Bay workplace has 40 workers, including a regional manager, two (2) supervisors, and 37 front line staff (including 27 field staff).

- a) Check the requirement under the legislation:

☒ OH&S Committee ☐ WH&S Representative

- b) What is the requirement for certification training?

Two co-chairpersons must be trained, other members are optional.

- c) If there is a requirement for an OH&S Committee, what would you recommend for the structure?

Example: Two (2) management and two (2) workers. Of the two (2) management, the regional manager and one (1) supervisor. Of the two (2) workers, one (1) front line worker and one (1) field staff to ensure representation from all departments.

DUTIES AND RESPONSIBILITIES

ACTIVITY 3 (b) ANSWER KEY

Indicate with a number the duty you feel best represents each position. Some activities may have more than one answer.

- 1 – Committee (general duties of all members)
- 2 – Representative/Designate
- 3 – Co-chairs
- 4 – Secretary

- | | |
|-------------------|--------------------------------------------------------------------------|
| <u>3, 4</u> | 1. Schedule meetings |
| <u>3, 4</u> | 2. Issue notice of meetings |
| <u>1, 2</u> | 3. Investigate refusal to do unsafe work |
| <u>3</u> | 4. Encourage contribution from all members |
| <u>3, 4</u> | 5. Prepare the agenda |
| <u>3, 4</u> | 6. Distribute and post minutes |
| <u>1, 2</u> | 7. Monitor and support the OH&S program |
| <u>3</u> | 8. Keep meetings on track |
| <u>2, 3, 4</u> | 9. Invite special guests |
| <u>1, 2, 3, 4</u> | 10. Attend and participate in meetings |
| <u>1, 2, 3</u> | 11. Have a working knowledge of the OH&S legislation |
| <u>1, 2, 3</u> | 12. End meetings with a short review |
| <u>3, 4</u> | 13. Keep pertinent records related to OH&S |
| <u>1, 2, 3</u> | 14. Receive complaints from workers |
| <u>2, 3, 4</u> | 15. Ensure necessary documents and information is available for meetings |
| <u>3</u> | 16. Sign and submit minutes |

TERMS OF REFERENCE

ACTIVITY 3 (c)

Please read the scenarios, terms of reference and answer the questions that follow.

Scenario:

ABC Company employs 47 employees including four (4) managers, 28 unionized employees and 15 non-unionized employees. The workplace is made up of three (3) departments; sales, maintenance and accounting. The OH&S Committee is responsible for identifying and resolving health and safety concerns and supporting the OH&S program.

Terms of Reference:

1. Name of Committee:

The official name of this Committee is: OH&S Committee of ABC Company

2. Composition of Committee:

The OH&S Committee will consist of 6 members as follows:

- 2 management representatives
- 4 worker representatives
 - 3 unionized representatives
 - 1 non-unionized representative

3. Purpose of the Committee:

Improve health and safety in the workplace by recognizing hazards, making recommendations for corrective actions, responding to worker concerns, monitoring the OH&S program, and acting as a resource to the employer in matters concerning health and safety in the workplace.

4. Functions of the OH&S Committee:

- Make recommendations for the establishment of health and safety policies and procedures
- Identify aspects of the workplace that are unhealthy and unsafe, and recommend corrective action
- Help to identify and resolve the health and safety concerns of workers
- Receive and distribute health and safety information to workers and employers
- Participate in workplace inspections
- Maintain records regarding the complaints received from workers and the resolutions of these complaints

5. The Committee will keep accurate records of all matters that come before it, including worker complaints, workplace inspections, incident investigation reports, workplace refusals, and any other OH&S documentation available for review and will ensure all recommendations are followed up on.

6. Meetings:

- The committee will meet at least once every three months
- Special meetings, if required, will be held at the call of the co-chairs
- Committee members will be required to attend 75% of the yearly meetings to stay an active member
- In order to achieve 100% attendance, alternates will be permitted. Employer and workers are to supply a list of alternates. Important to note alternates must be up to date on committee details

7. Agenda and Minutes:

- An agenda will be prepared by the co-chairs and distributed to all members prior to the meeting
- All items raised on the agenda and in meetings will be dealt with on the basis of consensus
- All items will be reported in the minutes. Unresolved items will continue to be reported in the minutes and placed on the agenda until such time as they are considered complete
- Minutes will be prepared as soon as possible after the meeting and will be posted in the workplace, and also a copy sent to the WORKPLACENL

8. Amendments

- These terms of reference may be amended by majority vote of the committee members

TERMS OF REFERENCE

ACTIVITY 3 (c) ANSWER KEY

Scenario #1

Attendance at the OH&S meetings of ABC Company for the past year has been one (1) management representative and two (2) worker representatives.

According to the Terms of Reference, is the Committee functioning effectively?

Answer

As per legislation, the first question to ask is: are both co-chairs present at every meeting and are they trained as per legislation? In the scenario it does not indicate if the management representative or one of the two (2) workers who attended were the co-chairs, or if they were trained. The Committee is meeting its quorum legislatively; however, the company's Terms of Reference is not being met as all members have to attend 75% of meetings in a year.

Scenario #2

ABC Company regularly conducts workplace inspections on a quarterly basis. To date, no members of the Committee have participated in any inspections nor has the Committee received/reviewed any copies of the report.

In the Functions of the Committee section of the Terms of Reference, it indicates that they will participate in workplace inspections and identify aspects of the workplace that are unhealthy and unsafe, and recommend corrective action.

How can the Committee function effectively if they do not participate and/or review/receive reports?

Answer

The whole Committee does not have to participate in the inspection; one (1) member should participate, as well as a manager and worker for the area for each inspection or members may inspect different areas of the company if necessary.

Scenario #3

A Committee member received a workplace complaint about overtime. The worker indicated they know some employees are receiving overtime in the department but she was not offered the opportunity to work.

Can the Committee review and make recommendations?

Answer

The Committee is responsible for identifying and making recommendations on health and safety issues. Any labour/management or union issues should be discussed with the worker's supervisor and/or union representative. It is **not** the responsibility of the Committee to review or make recommendations to the employer in this scenario.

Scenario #4

ABC Company received a visit from an OH&S Officer with OH&S Branch of Service NL. The officer directed the company to have an ergonomic assessment conducted as they have a high injury rate in the sales department.

What should the Committee do in this regard?

Answer

The Terms of Reference indicates that a special meeting will be held at the call of the co-chairs. The Committee should review any directives received from the OH&S Branch of Service NL to review and make recommendations to the employer.

WORKPLACE COMPLAINTS

ACTIVITY 3 (d) ANSWER KEY

Instructions:

Review each workplace complaint and determine if it should be reviewed by the Committee/Representative/Designate. Why or why not?

Complaint #1

A worker feels that the noise level in the warehouse is a health hazard. He verbally brought this concern to the Committee/ Representative/Designate.

Answer: YES

This is a workplace complaint that should be reviewed by the Committee/Representative/Designate. However, this should be reported to the immediate supervisor/manager first. The Committee/Representative/Designate should ask the worker to document the concern in writing or the Committee/Representative/Designate to document using their own notes. Some recommendations to the employer may include consulting other workers in the area, determine if proper PPE is being used or to have noise level testing completed.

Complaint #2

A worker is concerned that other employees, who complete the same job, are receiving more overtime hours than he does and is wondering why. He wants the Committee/Representative/Designate to determine if an equal amount of overtime hours should be allotted for all employees working the same position.

Answer: NO

This is not a workplace complaint that should be reviewed by the Committee/Representative/Designate. You should encourage the worker to speak with their immediate supervisor/manager or union representative (if workplace is unionized).

Complaint #3

A worker is concerned that the ladder being used by the maintenance department is unsafe. It was communicated to the Committee/Representative/Designate via email.

Answer: YES

This is a workplace complaint that should be reviewed by the Committee/Representative/Designate. However, this should be reported to the immediate supervisor/manager first. The Committee/Representative/Designate should follow-up to ensure the ladder was inspected and/or removed from use.

Complaint #4

A worker sent an email to the Committee/ Representative/Designate indicating that she would like some training in WHMIS.

Answer: YES

This is a workplace complaint that should be reviewed by the Committee/Representative/Designate. The worker should be directed to speak with their immediate supervisor/manager first. However, the Committee/Representative/Designate can monitor the Education and Training Element of the OH&S Program to determine if the worker actually needs the training or to monitor training requirements for the workplace.

Complaint #5

During a conversation, a worker told a Committee/Representative/Designate she was concerned that a co-worker is arriving late for work, taking breaks when not scheduled and leaving most days early.

Answer: NO

This is not a workplace complaint that should be reviewed by the Committee/Representative/Designate. The worker should be directed to speak with their immediate supervisor/manager. However, this may result in a health and safety concern if the workers are supposed to be completing a two-person job or additional job demands are expected from the others who are there on time.

ESSENTIALS OF OH&S COMMITTEES/WORKER H&S REPRESENTATIVES/WORKPLACE H&S DESIGNATES

MODULE 3 REVIEW ANSWER KEY

1. Under the *OH&S Act*, a Designate may be appointed when there are:
 - a. 9 or less workers
 - b. 8 or less workers
 - c. 7 or less workers
 - d. 6 or less workers**

2. At least what percentage of the Committee must be comprised of worker members?
 - a. 10%
 - b. 25%
 - c. 50%**
 - d. 75%

3. Meetings of the Committee shall take place at least once every _____ months during regular working hours?
 - a. 2
 - b. 3**
 - c. 4
 - d. 6

4. Which is not a duty or responsibility of the secretary of the Committee?
 - a. Provide training to all the workers**
 - b. Issue notice of meetings
 - c. Prepare, distribute and post minutes of the OH&S meetings
 - d. Report the status of the recommendations

5. The only time an OH&S meeting should be postponed is when:
 - a. Someone is off sick
 - b. There is an emergency**
 - c. Is it snowing outside
 - d. Someone has a doctor's appointment

6. Which is not a type of meeting?
 - a. First
 - b. Second**
 - c. Regular
 - d. Special

7. What are the two types of OH&S recommendations?
 - a. Direct and indirect
 - b. Instant and delayed
 - c. Informal and formal**
 - d. First and second

8. A Committee must make how many copies of the minutes?
 - a. 0
 - b. 1
 - c. 2
 - d. 3**

9. What should never be done during a regular OH&S meeting?
 - a. Discuss union business**
 - b. Strive for 100% attendance
 - c. Be held in a quiet uninterrupted conditions
 - d. Not postpone the meeting

10. When a Committee is created, the first meeting should be held:
 - a. Within 1 week of being formed
 - b. Within 2 weeks of being formed**
 - c. Within 3 weeks of being formed
 - d. A meeting doesn't need to be held

SAFETY HAZARDS

ACTIVITY 4 (a)

Identify the types of safety hazards using the key provided. Some hazards may be classified under more than one type.

M – Machine Hazards
C – Confined Space Hazards
E – Energy Hazards
MH – Material Handling Hazards
W – Work Practice Hazards

- M** 1. Moving parts
- E, W** 2. Falling objects
- MH** 3. Shovelling items
- M** 4. Hot parts
- C** 5. Areas not intended for human occupancy
- W** 6. Absence of safety
- MH** 7. Shipping explosive substances
- W** 8. Poor housekeeping
- MH** 9. Moving flammable substances
- C** 10. Areas with restricted entry or exit
- W, E** 11. Slip and fall
- E** 12. Hot parts of equipment
- C** 13. Areas where hazardous atmospheres exist
- W** 14. Grease on the floor
- M, W** 15. Absence of guards
- M, W** 16. Poor Maintenance
- E** 17. Overloaded circuits

HAZARDS VS. RISKS VIDEO

Video discussion points

What is the hazard?

- the thing or condition that can hurt (vehicle)
- getting struck/hit by the vehicle

What is the risk?

- the likelihood that the hazard will cause injury or harm
- when the traffic flow is minimal the risk is low
- when the traffic flow is heavy the risk is high

Part of identifying a hazard is looking at potential consequences. Some potential consequences could be:

- serious injury
- fatality

Hazards arise out of the work environment and work tasks. Until the hazards are identified, the risk cannot be determined. That is why it is so important to identify all hazards in a workplace and determine their risk potential. It is possible to identify many different hazards associated with one task, so remember that you should determine the risk for each task.

HAZARD CONTROLS

ACTIVITY 4 (b) ANSWER KEY

Identify the following hazard controls using the key provided.

EC – Engineering Controls
AC – Administrative Controls
PPE – Personal Protective Equipment

- | | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>EC</u> | 1. Install warning devices (e.g. warning signs, roped off areas) |
| <u>EC</u> | 2. Design or plan to minimize hazards to safe levels (e.g. use less toxic or non-toxic materials such as non-asbestos insulation, use non-flammable liquids) |
| <u>AC</u> | 3. Use safe work procedures (e.g. operating manuals, safe work protection codes, company safety rules) |
| <u>EC</u> | 4. Install physical barriers or use safety devices (e.g. guard rails, safety shields) |
| <u>EC</u> | 5. Design or plan to eliminate hazards (e.g. eliminate access to roofs, convert from CO ² fire protection to water deluge) |
| <u>PPE</u> | 6. Use safety devices/gear (e.g. safety footwear, gloves, hearing protection, hard hats) |
| <u>AC</u> | 7. Design or plan to minimize chances of human error (e.g. workplace not congested, colour-coded test leads, switches up for on or down for off, adequate lighting) |
| <u>AC</u> | 8. Select, train and supervise personnel |

RECOGNIZING AND CLASSIFYING HAZARDS

ACTIVITY 4 (c) ANSWER KEY

Instructions:

List the hazards in the following pictures. Classify whether they are health or safety hazards.



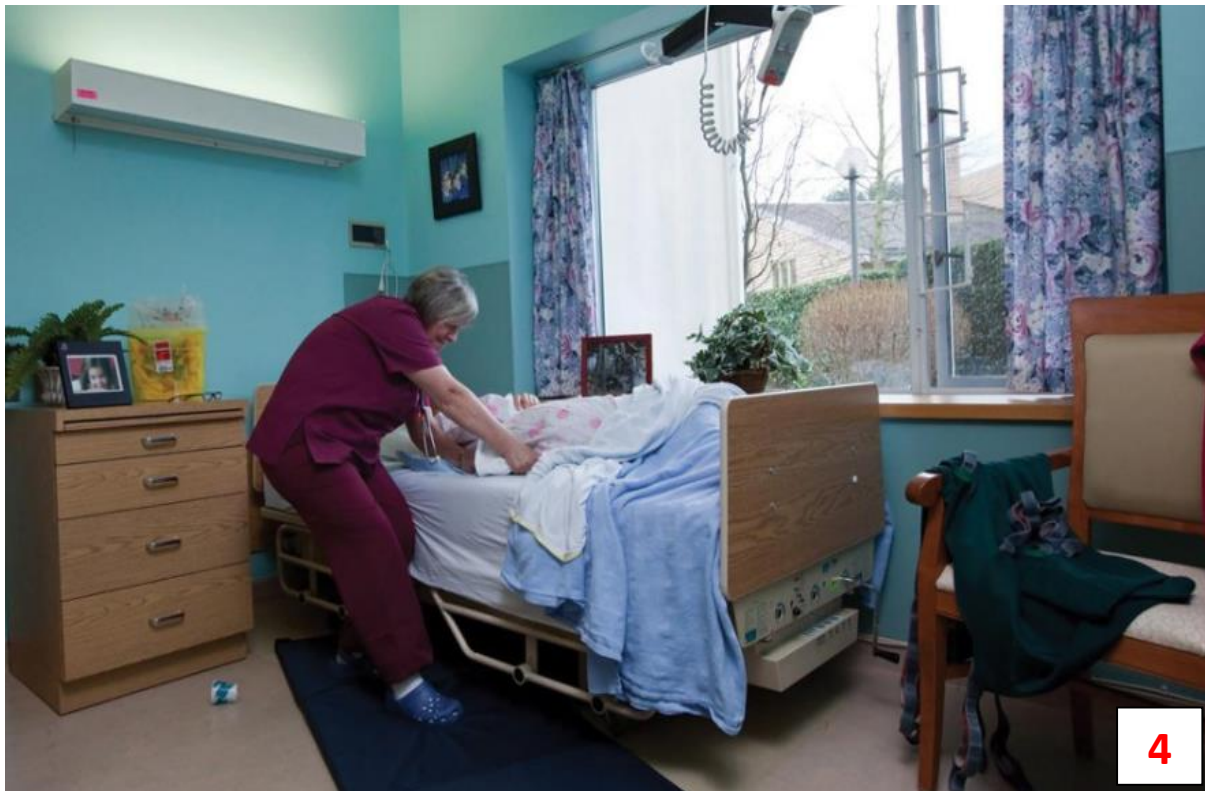
Scenario 1	Classify the hazard	
Hazard	Safety	Health
Oven door is open	S	
Knife is sticking out past the counter's edge	S	
Electrical panel is blocked		H
Worker is reaching awkwardly		H
Plug does not have a ground fault circuit interruptor (GFCI)		H
Plastics have been placed too close to the burner elements	S	
Cleaning solution is sitting on the counter		H
Worker is not wearing hat (food safety concern)	S	
Water on floor	S	



Scenario 2	Classify the hazard	
Hazard	Safety	Health
Worker is not using three-point contact when exiting the cab	S	
Fuel spill on the ground near the stop of the cab		H
Strap is strewn on the ground	S	
Poor ergonomics when pulling straps, adjusting tarp and pulling tie-down bar		H
Bottom board of the pallet is sticking out	S	
Forklift driver is talking on the phone while operating the forklift	S	
Worker is distracted and not aware of thrown strap	S	
Worker positioned over tie-down bar while applying tension		H
Landing gear is not fully retracted	S	



Scenario 3		Classify the hazard	
Hazard	Safety	Health	
Main electrical panel access is blocked by boxes	S		
Electrical outlet is blocked by boxes	S		
Boxes are overhanging the top shelf	S		
Loose cups are not covered		H	
Ergonomic risks of awkward posture, overhead lifting, repetition and weight of material		H	
Unlabelled bottle on the 4 th shelf of the back rack		H	
Aisles have objects protruding (chair, items on floor level)	S		
Milk cartons not designed, rated or intended to be used for standing upon	S		
Pressurized cylinder is unsecured	S		



Scenario 4	Classify the hazard	
Hazard	Safety	Health
Room's ceiling lift should be used		H
Worker is manually repositioning the patient using high-risk hand grip		H
Bed is too low for the worker's height		H
Bed is up against the wall	S	
Sharps container is overflowing		H
Worker is wearing inappropriate footwear	S	
Worker is wearing a stethoscope around her neck	S	
Floor mat	S	
Worker not using proper body mechanics		H

HAZARD RECOGNITION, EVALUATION & CONTROL

MODULE 4 REVIEW ANSWER KEY

1. A hazard is a dangerous _____ in the workplace which has the potential to cause injury, illness or property damage.
 - a. Object
 - b. Event
 - c. Behaviour
 - d. All of above**

2. What are the 2 types of hazards?
 - a. Type 1 and type 2
 - b. Health and safety**
 - c. 1st degree hazards and second degree hazards
 - d. Neither

3. Which is not a type of health hazard?
 - a. Physical
 - b. Chemical
 - c. Secondary**
 - d. Biological

4. Which is an example of a physical hazard?
 - a. Noise**
 - b. Fumes
 - c. Vapors
 - d. Smoke

5. Which is an example of a safety hazard?
 - a. Machine
 - b. Fall
 - c. Electrical
 - d. All of above**

6. Which control in the hierarchy of controls is the most effective?
 - a. Engineering**
 - b. Administrative
 - c. PPE
 - d. Neither

7. Elimination means:
 - a. Replacing a hazardous substance or process with a less hazardous one
 - b. Complete removal of the hazard**
 - c. Reconfiguring a workstation
 - d. All of above

8. The contributing factors to hazards are PEME. What does PEME stand for?
 - a. People, education, materials, environment
 - b. People, equipment, machines, environment
 - c. People, equipment, materials, environment**
 - d. People, education, machines, environment

9. What is an example of an ergonomic health hazard?
 - a. Repetitive movements**
 - b. Smoke
 - c. Fungi
 - d. Radiation

10. What is an occupational illness or disease?
 - a. A health issue that results from exposure to workplace health hazards
 - b. May be acute or could develop after many years of exposure
 - c. There is no cure to many
 - d. All of the above**

WORKPLACE INSPECTIONS

ACTIVITY 5 (a) ANSWER KEY

Instructions:

Watch the video of a workplace inspection. Identify as many hazards as you can find. The findings will be reviewed later in the training during the mock meeting.

- | | |
|-------------------------------------|-----------------------------------------|
| 1. <u>No safety glasses</u> | 9. <u>Coffee spill</u> |
| 2. <u>Improper step stool</u> | 10. <u>Poor housekeeping</u> |
| 3. <u>Open file drawer</u> | 11. <u>Lack of attention</u> |
| 4. <u>File drawer left open</u> | 12. <u>Leather soles</u> |
| 5. <u>Not using handrail</u> | 13. <u>Poor ergonomic posture</u> |
| 6. <u>Trip hazard</u> | 14. <u>Improper use of box cutter</u> |
| 7. <u>Blocked fire extinguisher</u> | 15. <u>Improper bending and lifting</u> |
| 8. <u>Poor lighting</u> | 16. <u>Portable electric heater</u> |

WORKPLACE INSPECTIONS MODULE 5 REVIEW ANSWER KEY

1. What is a workplace inspection?
 - a. Regular examination of the workplace to recognize and evaluate existing and potential hazards and recommend corrective action.
 - b. Assessing how well the OH&S program meets legislation, regulations, guidelines and established best practices
 - c. Both (a) and (b)**
 - d. Neither (a) or (b)
2. What are the two types of inspections?
 - a. Informal and formal**
 - b. Policy and equipment
 - c. Daily and Monthly
 - d. None of the above
3. Which of the following is **not** considered an informal inspection?
 - a. A supervisor's "walk-through"
 - b. Worker's routine equipment check
 - c. Regularly scheduled examinations**
 - d. Do not require a checklist
4. Which of the following is **not** considered a formal Inspection?
 - a. A standardized form or checklist is used as a guide
 - b. Regularly scheduled examinations of the workplace carried out as a means of ensuring a safe and healthy workplace
 - c. Both (a) and (b)
 - d. None of the above**
5. What is the purpose of a workplace inspection?
 - a. To look at controls in the workplace to see if they are working
 - b. To look for hazards that may have been missed or new hazards that may be present in the workplace
 - c. Both (a) and (b)**
 - d. To give you a break from normal duties
6. Which of the following is **not** one of the four steps of a workplace inspection?
 - a. Plan the inspection
 - b. Conduct the inspection
 - c. Write the report
 - d. Schedule the next inspection**

7. When conducting a workplace inspection you should do everything below except:
 - a. **Disrupt work processes if a worker is directly engaged to safely conduct the inspection.**
 - b. Use the checklist to check off items inspected.
 - c. Look for hazards that may not be on the checklist or are not easily found.
 - d. When potential hazards are found, make note of them on the checklist along with possible controls and mark them on the floor plan.
8. When there is immediate danger to workers, what must be done?
 - a. Report it to the supervisor or manager
 - b. Immediately take corrective action
 - c. Ignore all health and safety concerns
 - d. **Both (a) and (b)**
9. When completing a workplace inspection report, what is the most important aspect?
 - a. Clearly state the specific area(s) inspected, the time and date of the inspection and names of inspection team members
 - b. Have a description of the hazards found with their exact location
 - c. Recommend corrective action
 - d. Prioritize recommendations
 - e. **All the above as they are all important**
10. Which of the following is **not** a part of monitoring corrective actions?
 - a. Ensure legislative requirements are met
 - b. Document progress of the issue and the resolution
 - c. Monitor the impact of any temporary control/corrective action put in place
 - d. **Inform the Committee/Representative/Designate of the corrective action once it is determined to have a positive impact**

INCIDENT INVESTIGATION

ACTIVITY 6 (a) ANSWER KEY

Instructions:

As the Committee/Representative/Designate in the workplace, review the completed Incident Report provided by the employer. Break participants into groups and have them discuss the scenario. What are some questions the Committee/Representative/Designate would ask to ensure the proper corrective action was completed.

Scenario:

It was a typical workday when an incident occurred in the warehouse area. Bob, an employee who has been with the company for 10 years, was working in his designated work area during the time when the forklift was being operated. Bob was working near the forklift and could not hear the sound indicator. Sue, another employee, observed the forklift approaching Bob's work area and she had to push Bob out of the way to avoid him being hit with the forklift. The employees were following safety procedures outlined by the organization. Bob was not injured, nor was there any property damage. Jim, the employer, brought the incident to the Committee/Representative/Designates attention, asking them to help with recommendations.

INCIDENT INVESTIGATION

Instruction: This form must be completed by the manager and the Committee/Representative/Designate whenever an incident occurs. The assistant manager or authorized designate for the area will be responsible for completing this form in the absence of the manager. The manager must ensure a copy of the completed report is forwarded to the Human Resources and the Committee/Representative/Designate.

Incident resulted in: ☐ injury/illness ☐ property damage ☒ near miss ☐ first aid/medical aid ☐ other

Location Warehouse	Location of Incident Aisle 10	Date of Incident 2015/03/02	Date reported: 2015/03/03
-----------------------	----------------------------------	--------------------------------	------------------------------

INCIDENT INFORMATION

Supervisor: Jill Cumby	Date of first missed shift: N/A	No. of days lost N/A
Approximate date of onset, if no specific date of injury: No injury reported		
Object/equipment/substance inflicting damage/injury: Forklift		
Nature of injury: N/A	Body part(s) affected: N/A	

EMPLOYEE INFORMATION

Name (last name first – please print)

Greene, Bob

Home phone #: (709) 721-4488

Age: 42 Sex: M / F

Date of employment: 2005

Occupation/Position: Warehouse attendant

Experience (time) in job: 10 yrs

Evaluation of loss

Loss severity potential

Probability of occurrence

Potential if not corrected

☒ Major ☐ Serious ☐ Minor

☒ High ☐ Moderate ☐ Low

Describe how the event occurred.

I was working in my work area, it was very loud and I didn't hear the forklift or that it was so close to me. Sue, my co-work had to push me out of the way.

Signed by Supervisor

Jill Cumby

Supervisor's Name Jill Cumby

Signed by Person Involved: Bob Greene

Signed by HR: _____

Signed by Store Manager: _____

Date: _____

Answer: (Items to consider)

- review policies to see if any new processes/equipment were added to the area (hazards introduced, work environment changed)
- review to see if safe work practices are up to date
- maintenance on forklift – is the sound indicator working properly
- are safe working zone clearly outlined
- have there been any similar incidents in the past (trending)
- are the workers wearing proper PPE (i.e. hearing protection)

INCIDENT INVESTIGATIONS

MODULE 6 REVIEW ANSWER KEY

1. What is an incident?
 - a. An undesired event that under slightly different conditions could have resulted in an injury, illness or property damage
 - b. An event that could or does result in unintended harm or damage
 - c. Both (a) and (b)**
 - d. Neither (a) or (b)
2. Who should be included on an incident investigation team?
 - a. Area supervisor
 - b. The Committee/Representative/Designate
 - c. An external resource
 - d. All of above**
3. What is the first step in the incident investigation process?
 - a. Gather information
 - b. Make recommendations
 - c. Immediately respond to the incident**
 - d. Write the report
4. What is the last step in the incident investigation process?
 - a. Make recommendations
 - b. Write the report
 - c. Analyze the information and determine the root cause
 - d. Follow up**
5. What are two types of causes of incidents?
 - a. Immediate and root**
 - b. Informal and formal
 - c. 1st degree and 2nd degree
 - d. Neither
6. What should you **not** do when writing the report?
 - a. Keep the report well-organized, clear and to the point
 - b. Describe the analysis of the immediate root cause
 - c. Post the information to the public**
 - d. Write a short description of the investigation methods used

7. Next to identifying a hazard that exists, what is the second most important step to an incident investigation?
 - a. Gather information**
 - b. Follow up
 - c. Make recommendations
 - d. Analyze the information

8. Recommendations should be:
 - a. Clearly written
 - b. Be as specific as possible
 - c. Identify target dates for implementation and follow-up
 - d. All of the above**

9. An incident investigation report should include:
 - a. Supporting documentation and other evidence
 - b. Recommendations for corrective actions
 - c. Both a and b**
 - d. Neither a or b

10. Which of the following is not a role of the Committee/Representative/Designate in incident investigations?
 - a. Find fault or lay blame**
 - b. Participate in incident investigations
 - c. Monitor the incident investigation policy and procedure
 - d. Educate workers on potential hazards identified

MOCK MEETING

ACTIVITY 8 (a) ANSWER KEY

Instructions:

Break into groups. Each group will hold an OH&S meeting. Identify co-chairs and a secretary. Use the information provided to run the meeting and complete the minutes report form provided.

Activity resources:

- Agenda
- Minutes of the last meeting
- Blank minutes report form
- OH&S Committee activity:
 - workplace inspection (module 5)
 - workplace complaints (module 3)
 - incident investigations (module 6)
 - right to refuse work (module 2)
 - health/safety hazards

Discussion points:

- Review agenda and previous minutes and note follow up items
- Review report from workplace inspection and follow up items
- Review workplace complaints and follow up items
- Review incident investigation report and follow up items
- Review work refusals and follow up items
- Document issues on page 2
- Assign next meeting date

Agenda

ABC Company OH&S Meeting July 1, 2015

1. Call meeting to order
2. Health and safety share
3. Review OH&S minutes of last meeting
4. Action outstanding items from last meeting
5. OH&S activity (reports)
 - Workplace inspections
 - Workplace complaints/concerns
 - Incident reports
 - Right to refuse
 - Health/safety hazards
6. New business
7. Next meeting and adjournment



Workplace Health, Safety & Compensation Commission
 Phone: (709) 778-1552
 Toll free: 1-800-563-9000
 Fax: (709) 778-1564
 www.whscc.nl.ca

146 - 148 Forest Rd.
 P.O. Box 9000
 St. John's, NL
 A1A 3B8

Occupational Health & Safety Minutes Report Form (see instructions)

Date of Meeting (Y/M/D) 2015 / 03 / 30 WHSCC Firm Number 123456 Site Number 5

PART I – EMPLOYER

EMPLOYER (head office information)	Employer Representative(s)	Certification Training #	Present (Y/N)
Company name: <u>ABC Company</u>	Co-Chair: <u>Joe Smith</u>	<u>123445</u>	<u>N</u>
Mailing address: <u>452 Backshop Road</u>	Members: <u>Jill Cumby</u>		<u>Y</u>
Gander <u>NL</u> A2A 3B3			
CITY <u></u> PROVINCE <u></u> POSTAL CODE <u></u>			
Worksite street address: <u>Head Office</u>			
Total number of employees on site: <u>42</u>			
Date of next meeting (Y/M/D): <u>2015 / 07 / 02</u>	Worker Representative(s)	Certification Training #	Present (Y/N)
Seasonal shut down date (Y/M/D): <u>/ /</u>	Co-Chair: <u>Sally White</u>	<u>123485</u>	<u>Y</u>
OH&S minutes contact: Name: <u>Joe Smith</u>	Members: <u>Bob Greene</u>		<u>N</u>
Telephone No.: <u>709 222 4526</u>	<u>Lisa Doody</u>	<u>122425</u>	<u>Y</u>
Failure to complete this form in its entirety may delay minutes from being accepted and processed. Please ensure three copies are made; one to post in the workplace, one for the OH&S committee's files and one to send to the Commission.	Guest(s) <u>Daisy Sesk (WHSCC Representative)</u>		

PART II – OH&S ACTIVITY

Since last meeting indicate the following:		From this meeting indicate the following:	
No. of workplace inspections conducted	<u>2</u>	No. of safety hazards identified	<u>1</u>
No. of workplace complaints/concerns received	<u>1</u>	No. of health hazards identified	<u>0</u>
No. of incident reports reviewed	<u>1</u>	No. of outstanding items from last meeting	<u>0</u>
No. of right to refuse unsafe work situations	<u>0</u>		
Summary of Meeting on reverse <input checked="" type="radio"/> or Attached Document <input type="radio"/>			

Both employer and worker co-chairs **MUST SIGN AND DATE** the minutes when they agree that the minutes are complete and accurate.

Employer Co-chair Signature: Jill Cumby

Worker Co-chair Signature: Sally White

Date: 2015/03/30

Date: 2015/03/30

PART III – SUMMARY OF MEETING

Item Date	Item	Recommendation	Action By (who & when)
2015/03/02	Broken ladder (3rd rung)	Ladder was removed from stockroom. Follow up with Purchasing to order a new ladder. Ensure ladder is CSA approved	Joe Smith 2015/03/15
2015/03/27	New hires unsure of the injury reporting policy	Review orientation of new hires to ensure orientations have been completed. Review injury reporting policy to ensure up-to-date	Committee 2015/04/09



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Occupational Health & Safety Minutes Report Form (see instructions)

Date of Meeting (Y/M/D) ____/____/____ WHSCC Firm Number ____ Site Number ____

PART I – EMPLOYER

EMPLOYER (head office information)	Employer Representative(s)	Certification Training #	Present (Y/N)
Company name: _____	Co-Chair: _____	_____	_____
Mailing address: _____	Members: _____	_____	_____
CITY _____ PROVINCE _____ POSTAL CODE _____	_____	_____	_____
Worksite street address: _____	_____	_____	_____
Total number of employees on site: _____	_____	_____	_____
Date of next meeting (Y/M/D): ____/____/____	Worker Representative(s)	Certification Training #	Present (Y/N)
Seasonal shut down date (Y/M/D): ____/____/____	Co-Chair: _____	_____	_____
OH&S minutes contact:	Members: _____	_____	_____
Name: _____	_____	_____	_____
Telephone No.: _____	_____	_____	_____
Failure to complete this form in its entirety may delay minutes from being accepted and processed. Please ensure three copies are made; one to post in the workplace, one for the OH&S committee's files and one to send to the Commission.	Guest(s)	_____	_____
	_____	_____	_____

PART II – OH&S ACTIVITY

Since last meeting indicate the following:	From this meeting indicate the following:
No. of workplace inspections conducted _____	No. of safety hazards identified _____
No. of workplace complaints/concerns received _____	No. of health hazards identified _____
No. of incident reports reviewed _____	No. of outstanding items from last meeting _____
No. of right to refuse unsafe work situations _____	
Summary of Meeting on reverse <input checked="" type="radio"/> or Attached Document <input type="radio"/>	

Both employer and worker co-chairs **MUST SIGN AND DATE** the minutes when they agree that the minutes are complete and accurate.

Employer Co-chair Signature: _____ Worker Co-chair Signature: _____

Date: _____ Date: _____

PART III – SUMMARY OF MEETING

Item Date	Item	Recommendation	Action By (who & when)

Auditing the Committee/Representative/Designate

ACTIVITY 8 (b)

Committee Name: _____ **Location:** _____

Completed by: _____ **Date:** _____

The health and safety committee can conduct a self-assessment to see if the committee is set up and functioning as required. The self-assessment process is made up of:

1. Self-assessment checklist – items that make the committee compliant and effective
2. Action plan – identify items that need attention

Items

Terms of Reference

- Committee's commitment to occupational health and safety
- composition of the Committee
- purpose of the Committee
- functions and activities of the Committee
- records
- meetings and special meetings
- agenda and minutes
- general provisions
- amendments

Membership

1. there are a minimum of 2 members, worker and employer representatives
2. at least 50% of members are worker representatives
3. worker representatives have selected 1 co-chair
4. employer representatives have selected 1 co-chair
5. names and work locations of committee members and alternates are posted

Roles and Responsibilities

1. Seek to identify unhealthy or unsafe conditions
2. Participate in workplace inspections
3. Make recommendations
4. Receive complaints
5. Establish and promote OH&S educational programs
6. Maintain records of OH&S activity
7. Cooperate with Assistant Deputy Minister (ADM) or OH&S officer

8. Perform duties and follow procedures under the regulations

Meeting Activities

1. Meet regularly at least once every three months
2. Use *OH&S Act* and Regulations for guidance
3. Consider employee OH&S suggestions
4. Review and comment on Health and Safety reports
5. Confirm action items

Committee Recommendations

1. Write recommendations that are:
 - Directly related to health and safety
 - Reasonable and capable of being completed
 - Complete and concise
2. Send recommendation(s) to the employer asking for a written response within 30 days

Action Plan

1. Identify which checklist items need follow-up
2. Explain what needs to be done and identify the person responsible and the date
3. Record action items that have been completed