

OALCF Task Cover Sheet

Task Title: Read and Understand a Health and Safety Manual

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Workers need to read about and understand the health and safety issues in their workplace. In this task the learner will read an excerpt from a health and safety manual and answer relevant questions.	
Competency: A. Find and Use Information B. Communicate Ideas and Information	Task Group(s): A1: Read continuous text B2: Write continuous text
Level Indicators: A1.2: Read texts to locate and connect ideas and information B2.1: Write brief texts to convey simple ideas and factual information	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Excerpt from "Occupational Health And Safety Manual"• Pen/pencil	

Instructor's Preparation: Provide the learner with a copy of the excerpt from the "Occupational Health And Safety Manual". Provide assistance with the reading if needed.

Task Title: Read and Understand a Health and Safety Manual

Workers need to read about and understand the health and safety issues in his or her workplace.

Task 1: Read the excerpt from the “Occupational Health and Safety Manual”. Find and list the three rights of employees under the Occupational Health and Safety Act.

Task 2: What do workers have a duty to do if they see hazardous work conditions?

Task 3: List five of the possible ways employees in this workplace can learn about health and safety while on the job.

Task 4: What is the name of the health and safety system talked about in the manual that requires all hazardous chemicals to be labeled.

Excerpt from "OCCUPATIONAL HEALTH AND SAFETY MANUAL"

<http://www.tw.gov.nl.ca/publications/ohs.pdf>

COMMUNICATION AND HEALTH AND SAFETY

The occupational health and safety performance of a workplace depends entirely on the quality of communications between its employees. The importance of good communications for the health and welfare of workers cannot be overstated. Dupont, a company which has been internationally recognized for its excellence in occupational health and safety, described the essential aspect of its program as "People talking with people about the safety of the job in progress."

The "right to know", along with the "right to participate" and the "right to refuse", are referred to as the three fundamental rights provided for in the *Occupational Health and Safety Act* and regulations. The "right to know" means that everyone in a workplace has a right to receive information needed to identify and control the hazards to which they may be exposed.

Workers must know about the hazards they are likely to encounter on the job in order to protect themselves. The department's management, and particularly its workplace supervisors, have a duty to obtain accurate and sufficient information about those hazards and communicate it effectively to the workers in their area. Workers have a duty to report hazards to their supervisors and ask questions about any aspect of the job which they are not sure of.

There are many different ways to communicate and learn about health and safety including the following:

1. Formal training courses, seminars, and conferences

- these may be presented by authorized trainers focusing on specific topics.

2. General safety meetings

- usually hosted by the workplace supervisor and held for the entire crew
- held periodically, often monthly, at convenient times (such as Friday afternoon), lasting 1-2 hours
- a wide range of topics may be covered including current issues in the workplace, review of safe work practices or procedures, emergency preparedness, and safety related general interest, even off-the-job safety
- informal in nature; general discussion encouraged
- an opportunity to show and discuss relevant safety related videos and to demonstrate various safety devices or equipment.

3. Tool box meetings (Tail gate meetings)

- brief (5-15 minutes), informal meetings usually hosted by the supervisor or crew foreman and held for small groups of workers (4-10)
- held periodically, usually weekly (such as first thing Monday morning), at the work site
- informal, single topic, intended to heighten general awareness of safe work practices
- opportunity for workers to ask questions

4. Pre-project meetings

- brief (10-30 minutes), informal meetings led by the crew supervisor or foreman
- attended by the entire crew, and held at the beginning of each new project
- informal review of the hazards likely to be met at the particular work site and how to control them
- particularly suitable for field crews setting up work in different areas

5. Individual work coaching

- this may be one of the most important ways for workers, particularly new workers, to learn about the hazards of a job and the appropriate safe work practices
- usually the "coach" is the supervisor but may also be an experienced co-worker
- based on observing the worker performing the task and providing instructions to ensure development of the correct, safe procedures.

6. Posting warning signs

- posting of signs, in conspicuous locations containing warnings or cautions to be heeded so that workers may be alerted to particular hazards in the area
- signs must meet the requirements of the Occupational Health and Safety Regulations.

7. Hazard alerts

- single pages which may be circulated at the workplace (lunchroom) or posted on the bulletin board
- usually describe how an accident happened and how to avoid similar accidents
- often describe hazards which are not readily noticeable
- these should be circulated to all the relevant workplaces in the department.

8. Safe work procedures

- step-by-step procedures developed especially for hazardous or critical tasks

9. Departmental Occupational Health and Safety Program Manual

- outlines the department's Occupational Health and Safety Program

10. Workplace Hazardous Materials Information System (WHMIS)

- containers of hazardous chemicals must have proper labels indicating contents and (usually), the precautions to be observed when using the chemicals
- Material Safety Data Sheets (MSDSs) contain detailed information about the hazards of the chemical including precautions to be followed and what, if any, personal protective equipment, should be used; first aid measures and other relevant information. This information must be available to all workers who may be exposed to the chemicals and available for each hazardous chemical in the workplace
- MSDSs must be current, meaning having a printing date within the past three years.

11. Tool/equipment manuals

- contain information about the precautions to be taken when using particular tools and equipment

12. Safety posters

- posted at workplaces to increase general safety awareness

13. Newsletters

- provide discussion of particular safety issues; the Workplace Health, Safety and Compensation Commission's *Workplace News* is an example.

Task Title: Read and Understand a Health and Safety Manual

Answer Key

Task 1: Read the excerpt from the “Occupational Health and Safety Manual”. Find and list the three rights of employees under the Occupational Health and Safety Act.

Right to know

Right to participate

Right to refuse

Task 2: What do workers have a duty to do if they see hazardous work conditions?

They have a duty to report hazards to their supervisors, and to ask questions about any part of the job they’re not sure of.

Task 3: List five of the possible ways employees in this workplace can learn about health and safety while on the job.

Formal training courses, seminars, conferences

General safety meetings

Tool box or tailgate meetings

Pre-project meetings

Individual work coaching

Posting warning signs

Hazard alerts

Safe work procedures

Departmental Occupational Health & Safety Manual

WHMIS (Workplace Hazardous Materials Information System)

Tool/equipment manuals

Safety Posters

Newsletters

Task 4: What is the name of the health and safety system talked about in the manual that requires all hazardous chemicals to be labeled.

WHMIS (Workplace Hazardous Materials Information System)

Task Title: Read and Understand a Health and Safety Manual

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	<ul style="list-style-type: none">scans text to locate information			
	<ul style="list-style-type: none">reads more complex texts to locate a single piece of information			
	<ul style="list-style-type: none">obtains information from detailed reading			
	<ul style="list-style-type: none">makes low-level inferences			
B2.1	<ul style="list-style-type: none">writes simple texts to request, remind or inform			
	<ul style="list-style-type: none">conveys simple ideas and factual information			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature