

health & safety

101

Resource Book



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Part 1



Safety Matters

Safety Matters

It's great to have a job and exciting to start a new one, but workplaces can be dangerous places. Injuries happen in all kinds of workplaces, but they don't have to.

Be Aware

Every day in Nova Scotia, workers like you are injured or made ill on the job.

You may think it'll never happen to you but neither did Sarah. Sarah is just one of many workers between the ages of 15 to 24 that get injured on the job every day.

How common are these workplace accidents?

2004 – Nova Scotia Statistics

- 4,700 young workers were hurt on the job
- 1,036 had an injury serious enough to cause them to miss time from work
- 15 were seriously injured
- 4 were permanently disabled each month due to workplace injury
- 39% of injuries occurred in the accommodation, food, and beverage industries (based on 2004 stats www.youngworker.ns.ca)

There's no single reason why so many young workers are getting hurt. Here are a few possibilities:

- 1. NOT ENOUGH TRAINING:** Since they might be employed on a temporary basis, filling in for summer vacations, or working in a very busy workplace, young workers may not receive proper training.
- 2. NOT ENOUGH EXPERIENCE:** Workers new to a job, regardless of age, are not familiar with the new workplace's hazards and tend to have more injuries than experienced workers.
- 3. DON'T KNOW THEIR LEGAL RIGHTS:** Young workers may not realize they have legal rights that protect their health and safety - the rights to know, participate and refuse unsafe work. They may also hesitate trying to exercise these rights.
- 4. AFRAID TO ASK QUESTIONS:** Young workers may be embarrassed to ask questions or rock the boat. They do not want to appear incompetent by asking questions.
- 5. TIRED FROM TRYING TO BALANCE WORK WITH SCHOOL AND OTHER ACTIVITIES:** Young workers may have to juggle their job with classes, homework and other activities.



Sarah Heyink was 19 and working for a heavy construction company. She received a serious electric shock when the boom of a truck struck the power lines above her. Even after a year of rehabilitation, she didn't fully recover and she expects things will get worse as she gets older.

Sarah's advice for other workers? -

"Too many times, people go for jobs just for the money. They go into the job without knowing a thing and they get hurt or even worse, killed. It doesn't matter if you're 16 or 45, you're still an employee and you have that right to ask your employer about safety. In fact, it's your responsibility to ask them. Ask them what the safety guidelines are and if there is safety training you can take."

The costs of injury or illness can be high. If you are injured, you may miss special activities, sports and school. And there is a risk of permanent injury or death. Plus, getting hurt also affects your family, friends, employer, co-workers and community.

- Family and friends – it’s very hard to see someone you love in pain or permanently disabled
- Employer - loss of a valuable employee will hurt production, productivity and reputation
- Co-workers - staff morale may drop and people may have to work harder if you’re not there
- Community - you may not be able to take part in community events like sports or volunteer work

Health and Safety Laws

Preventing workplace injuries is important to everyone. That’s why the Nova Scotia government has laws to protect the health and safety of employees.

The purpose of these laws is to prevent injury and illness and to create better places to work.

(The Government of Canada has similar laws for federal workplaces, but this resource book will only cover the details of Nova Scotia’s law).

Along with specific duties and responsibilities, the law also sets out general health and safety requirements for everyone in the workplace.

THE LAW SETS OUT

- Your rights and responsibilities as an employee
- The responsibilities of your supervisors and employer
- The role of the government in enforcing the law
- Specific regulations for certain jobs or workplaces.

Under the law, everyone in the workplace has a role to play in preventing workplace injury and illness. This means employees, supervisors, employers, and employee representatives all have legal duties to keep their workplace safe and healthy. We call this system of health and safety duties the Internal Responsibility System (IRS).

Who's Covered

OHSA: Nova Scotia's Occupational Health and Safety Act covers most employees in Nova Scotia.

Canada Labour Code: Employees with the federal government or organizations such as airlines, banks, television stations, cable companies and railways are covered by the Canada Labour Code.

Not covered: OHSA does not cover operations or work performed by a home owner, occupant or servant of the owner or occupant in a private residence and its property – providing there is no employer/employee relationship.

Who's who under the Law

- **Employer:** a person who employs one or more employees. In other words, he or she runs the business and pays your salary.
- **Supervisor:** a person who has authority over any employee or charge over a workplace. In other words, any person who can direct you on how or when to do your job.
- **Employee:** a person who is paid to perform work or supply services.
- **Employee Representative:** a co-worker who can speak to management about worker health and safety issues and help to resolve problems

Here's an example of how the IRS might work:

An employee spots a health and safety problem and reports it to the boss. The boss lets all workers know of the hazard and then eliminates it. An employee representative looks at the area during a regular inspection to make sure the hazard is still eliminated.

Part of the Internal Responsibility System is the Joint Occupational Health and Safety Committee or Health and Safety Representative.

- Workplaces with 5-19 employees must have a Health and Safety Representative
- Workplaces with 20 or more employees must have a Joint Occupational Health and Safety Committee (JOHSC).
- Generally, construction sites with 20 or more employees are required to have a JOHSC.

At least one-half of the members of the committee must be employee members, chosen by their co-workers or union.

Health and Safety Representatives and Joint Occupational Health and Safety Committee Members can speak to management about your health and safety concerns. They will also

- Identify hazards in the workplace
- Try to help solve health and safety issues
- Do regular inspections of the workplace
- Obtain information from the employer
- Recommend changes to make the workplace safer and healthier
- Investigate serious accidents and fatalities

Department of Environment and Labour

The Nova Scotia DOEL enforces the Occupational Health and Safety Act and its regulations.

DOEL Inspectors can enter any workplace covered by the OHSA at any reasonable time.

DOEL can also

- Lay charges against companies or people breaking the law
- Inspect workplaces
- Issue orders and stop unsafe work
- Investigate serious accidents, fatalities or work refusals
- Look for violations of health and safety laws and regulations

When health and safety laws are broken, there are penalties to pay. A person can be fined up to \$250,000 and \$25,000 per day for each day the offense occurs and 2 years in jail for every charge laid under OHSA.

Employment of Children and Minimum Ages

The Labour Standards Code of Nova Scotia sets rules on employing children and paying for the work they do. If you are under 16, the following laws apply to you.

Children under 14

No one can pay wages to a child under the age of 14 to do work that:

- Will harm the child's health or normal development
- Is likely to keep the child out of school or hard for the child to learn at school

No one is to employ a child under the age of 14 to do work:

- For more than 8 hours a day
- For more than 3 hours on a school day unless a certificate has been issued under the Education Act to allow the child to work
- For any time during the day when that time plus the time the child is in school adds up to more than 8 hours
- Between the hours of 10 pm of any day and 6 am of the next day

Children under 16

The Labour Standards Code says that no one is to employ a child under the age of 16 in any work that risks the child's well-being. For example:

- Mining
- Manufacturing
- Construction
- Forestry
- Work in garages and automobile service stations
- Work in hotels and restaurants
- Work in billiard rooms

Exceptions

These Labour Standards Code rules do not apply to anyone who employs members of his or her own family.

Part 2



Safety Roles

Safety Roles

You, your employer and your supervisor all have responsibilities when it comes to keeping you healthy and safe.

Employer's Role

Your employer is responsible for your health and safety at work, as well as everyone else's.

This responsibility involves several specific duties under the Occupational Health and Safety Act (OHSA).

- Establish a health and safety policy and program
- Provide required training
- Provide the information, instruction and supervision you need to do your job safely
- Make sure you have necessary safety equipment
- Provide information on hazards in the workplace

Under the law, your employer must also display important information where everyone can see it:

- The Health and Safety Policy
- JOHSC members names and locations
- The Occupational Health and Safety Act

Supervisor's Responsibilities

Usually, your supervisor works closely with you on a day-to-day basis. So he or she plays an important role in keeping you safe on the job. Your supervisor has legal responsibilities too.

- Make sure that you follow the law and the company's safety rules
- Tell you about any job hazards or dangers
- Make sure you use safety equipment properly

A good supervisor should look after workers. The supervisor should

- work near or with the workers
- be available to answer workers' questions
- provide feedback on how the job is being done
- provide hands-on training until the work can be done correctly, confidently and safely by the worker
- monitor the job to make sure it is being done safely and with the right safety equipment

The law requires your employer to appoint "competent" supervisors.

What is competent? The law says:

Competent means a person who:

- is qualified because of knowledge, training and experience to organize the work and its performance,
- is familiar with the OSHA and the regulations that apply to the work, and
- has knowledge of any potential or actual danger to health or safety in the workplace.

Training

Both your employer and supervisor are responsible for making sure you have the safety training you need. There are two types of training you might receive: General training that applies to everyone in the workplace and specific training on how to do your particular job safely.

General training can include topics like

- Company Health and Safety Policy
- Company Safety Rules
- Emergency Procedures
- How to get first aid

Specific training might include

- How to do your job safely
- How to deal with hazardous materials
- How to use Personal Protective Equipment (PPE)
- How to operate machinery and equipment safely

How can you be sure that you get the training and information that you need?

Start by getting answers to questions like these.

- What are the hazards of this job?
- Is there any special training for the job?
- Do I have the right safety gear?
- Where are the fire extinguishers and emergency exits?
- What do I do if I get hurt?
- If I have health and safety questions, who do I ask?

Your Role

Your employer and supervisor aren't the only ones with legal responsibilities. You have to do your part too. Here's what the law says you must do:

- Obey the law
- Use machines and equipment safely
- Wear required personal protective equipment (PPE)
- Report hazards to your boss
- Work safely and don't fool around

Your Rights

As a worker, the law also gives you three important rights:

1. The Right to Know
2. The Right to Participate
3. The Right to Refuse

1. The right to know

You have a right to know about dangers in your workplace and what to do about them. Your employer must provide you with the training, supervision and hazard information you need to perform your job safely. Remember: Along with “on-the-job” training, you should also get training before you start the job.

Don't start a new job or machine with the promise of training later. Important health and safety training, information and instruction come first!

Ask questions!

Get clear answers and instructions. If you don't understand how to do the work, it's okay to ask questions.

With clear directions, you will have a much greater chance of doing the work properly and safely.

Apply these rules:

1. Don't perform any task until you have been properly trained.
2. If you feel that you have been getting too much information, too fast, ask your supervisor to slow down and repeat the instructions.
3. Don't go into unfamiliar work areas. They may have different types of hazards of which you may be unaware.
4. If you are unsure of something, ask someone first. A supervisor or co-worker might help you prevent an injury.
5. Don't hesitate to ask for more training.
6. Wear the safety shoes, hard hats or gloves and other personal protective equipment your work requires. Be sure you know when to wear protective gear, where to find it, how to use it and how to care for it.
7. Find out what to do in emergency situations like a fire or power outage.
8. Report any injuries to your supervisor immediately, even if it's not serious ie: such as a near-miss.

2. The right to participate.

You have the right to take part in keeping your workplace healthy and safe. One way to do this is by being a Health and Safety Representative or a member of the Joint Occupational Health and Safety Committee.

But you can participate in many other ways.

- Ask questions
- Help with health and safety inspections
- Take part in training
- Identify hazards and possible solutions

3. The right to refuse unsafe work.

When the boss or supervisor tells you to do something, it's hard to say no. But you should say no if you think someone will get hurt. No job is worth getting injured.

Before refusing work that you think is dangerous, discuss it with your boss or supervisor. In most cases, you can work it out. But if your boss insists that you do work you feel is unsafe, you may have to refuse. If you do need to refuse, be polite but firm. The law spells out the steps that you and your boss must follow.

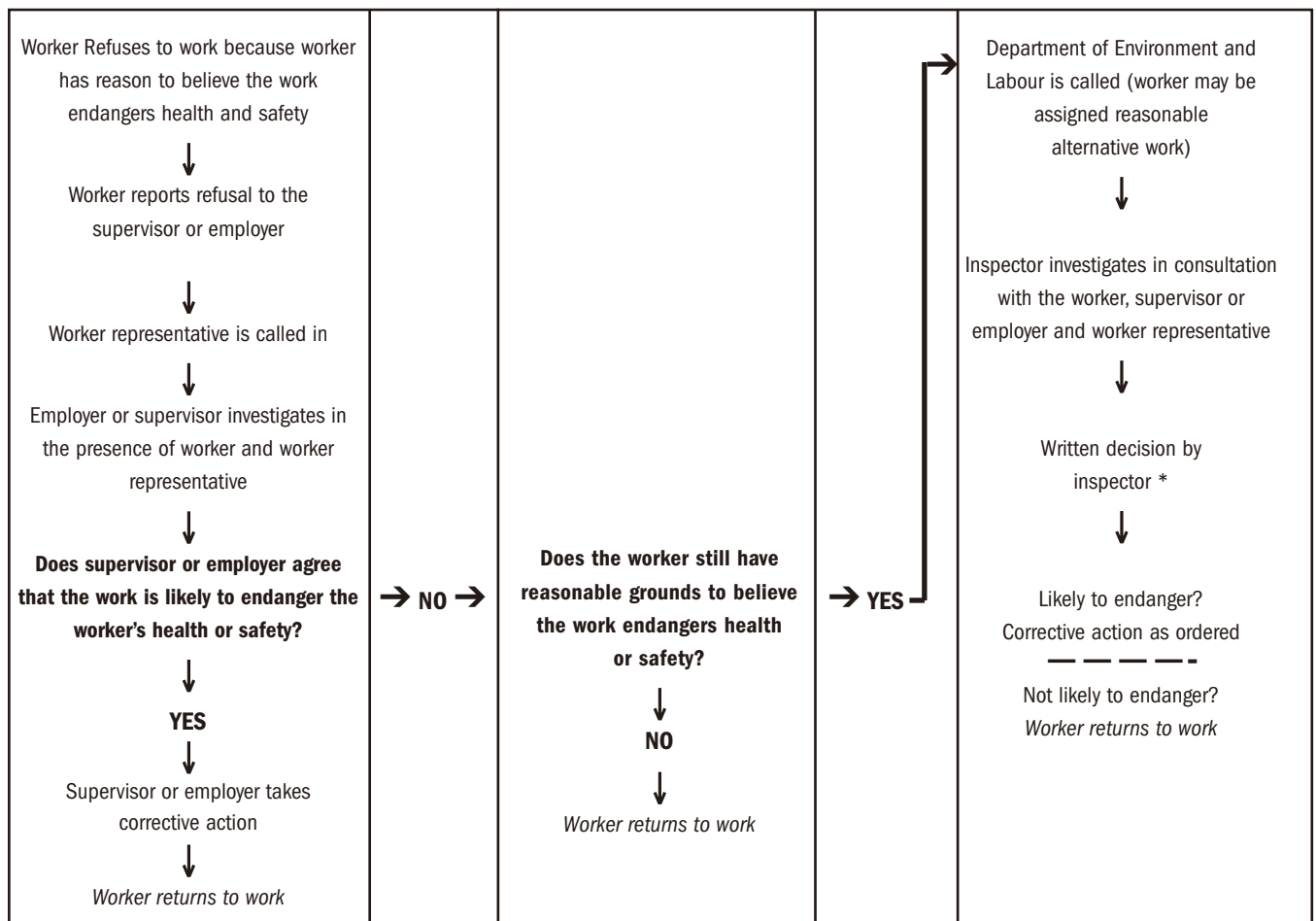
STEP ONE: If you decide to refuse a task because you think it is unsafe, you must report your refusal to your supervisor or employer.

STEP TWO: Your supervisor or employer will call in your worker health and safety representative.

STEP THREE: Your supervisor or employer must investigate your concern in front of you and the worker representative. If your supervisor or employer agrees the work is dangerous, it is corrected. You return to work.

STEP FOUR: In most cases, you, your supervisor and your worker representative will be able to solve the problem. But if you can't and you feel you have reasonable grounds to continue refusing, the Department of Environment and Labour is called. The DOEL inspector will investigate and help correct the problem. While you wait for the inspector's investigation, your employer can give you other reasonable work to do.

Work Refusal Process



* decision may be appealed

All workers have the right to refuse unsafe work, but for some workers this right is limited. Certain workers, such as those with a responsibility to protect public safety, cannot refuse unsafe work if the danger is a normal part of the job or if the refusal would endanger the life, health or safety of another person. These workers can include police officers, firefighters certain health care workers and teachers, if pupils are in imminent jeopardy.

Your employer cannot punish or fire you for refusing work that you think is unsafe. The Occupational Health and Safety Act provides you with protection from any reprisals like being sent home without pay, having your hours drastically cut or being fired. If you think you have been disciplined or discriminated against you can report it to the DOEL.

Part 3



Work Hazards

Work Hazards

A hazard is anything that can hurt you or make you ill. You face hazards every day — driving, playing sports, or just walking across the street. To protect yourself against workplace hazards you first need to know how to recognize them.

Recognizing Hazards

A workplace hazard is any condition, practice, or behaviour that could cause injury or illness to a person or damage to property.

Types of Injuries and Illness: Acute and Chronic

Some hazards — like slippery floors or boiling water — cause injuries right away. But other hazards take longer.

Immediate injuries are called **ACUTE**. Examples of acute injuries are burns, fractures, bruises.

Illnesses that develop over a long period of time are called **CHRONIC**. Examples of chronic illnesses include repetitive strain, hearing loss, and cancer.

Types of Hazards

How can you recognize the hazards in your workplace? It helps to know that hazards come in several forms. They are generally grouped into four basic types:

PHYSICAL HAZARDS include unsafe machines and environmental conditions. Examples are unguarded machine parts like saw blades, constant noise, or prolonged exposure to sun or cold.

BIOLOGICAL HAZARDS are produced by living things. They often come from working with animals and people. Examples include blood, viruses and animal and bird droppings.

CHEMICAL HAZARDS include materials that are flammable, explosive or poisonous. Examples are cleaning products, pesticides and gasoline.

ERGONOMIC HAZARDS are caused by poorly designed workplaces or processes. Examples are poor lighting, workstations that are too high or low for you or a job that requires you to repeat the same movement over and over.

Physical Hazards

Example	Effect	Workplace Examples
<p>EQUIPMENT AND MACHINERY can range from heavy machinery to smaller equipment. Moving parts can catch or cut the body or clothing. Blades can cut or amputate. If not guarded, materials can fly off the machines or hands and fingers can get crushed if they come into contact with moving parts.</p>	<ul style="list-style-type: none"> • Serious, immediate injuries such as cuts or amputations can occur • Injuries can develop over time from inappropriate workstation design • Crush injuries from getting caught in the machinery or moving parts, such as rollers • Eye injuries from materials flying from machinery 	<ul style="list-style-type: none"> • Furniture manufacturers using table saws • Printing press • Garbage compactors • Lift trucks
<p>NOISE is unwanted sound. It can interfere with communication in the workplace, which can lead to injuries. Excessive noise levels or prolonged noise can damage the nerves in the ear. Hearing loss may be temporary or permanent.</p>	<ul style="list-style-type: none"> • Hearing loss • Ringing in the ears • Difficulty in understanding what people say • Sleep problems, fatigue, muscle tension 	<ul style="list-style-type: none"> • Power tools such as saws and power hammers • Factories • Lawnmowers and edge trimmers
<p>ELECTRICITY causes electric shock when a person becomes part of the electrical circuit resulting in current flowing through the body. Frayed electrical cords, missing ground pins, improper wiring and live electrical parts can all result in electric shock.</p>	<ul style="list-style-type: none"> • Death from electrocution • Burns to skin and organs 	<ul style="list-style-type: none"> • Electricians and apprentices • Construction, landscaping or other outdoor work done close to live wires • Any workplace with electrical appliances or equipment
<p>SLIPS, TRIPS AND FALLS are one of the leading causes of injuries. Fall from even minor heights can result in critical injuries or death</p>	<ul style="list-style-type: none"> • Broken bones • Death • Muscle strains 	<ul style="list-style-type: none"> • Warehouses, stores, factories, restaurants • Roofing and other construction work
<p>TEMPERATURE includes exposure to heat and cold. Workers can be exposed to heat generated as a result of the work process or from working outdoors in the summer. Workers can be exposed to cold from working outdoors in the winter or from working in refrigeration. Exposure to extreme temperatures puts the body under stress as it tries to maintain normal biological temperatures.</p>	<ul style="list-style-type: none"> • Fainting • Heat stress • Burns • Heat stroke • Hypothermia • Frost bite 	<ul style="list-style-type: none"> • Foundries • Bakeries, fast food • Laundry mats • Meat and frozen food departments, processing plants and warehouses
<p>VIBRATION is a hazard associated with moving machinery parts. Can be whole body vibration or hand-arm vibration.</p>	<ul style="list-style-type: none"> • Back disorders • White finger disease • Tingling and numbness in fingers and hands 	<ul style="list-style-type: none"> • Driving moving vehicles such as construction equipment, farm equipment and trucks over uneven ground or gravel
<p>RADIATION is energy and can be ionizing radiation such as from x-ray machines, radioactive background or non-ionizing radiation such as from ultraviolet radiation of the sun, electric power lines.</p>	<ul style="list-style-type: none"> • Damages cells of the body and cause cancer • Can damage reproductive cells and cause genetic defects • Radiation sickness • Skin cancer • Retinal damage 	<ul style="list-style-type: none"> • X-ray technicians

Biological Hazards

Example	Effect	Workplace Examples
<p>BACTERIA are found in the air, water and soil and in living or dead animals or plants.</p> <p>VIRUSES are micro-organisms that reproduce by coming into contact with living cells. They are found only in living animal and plant matter.</p> <p>FUNGI are simple plants that feed on the living or dead tissues of animals or plants. Mold, mushrooms and yeast are fungi.</p>	<ul style="list-style-type: none"> • Can cause various diseases and illnesses • Ragweed pollen can cause allergies or asthma • Viruses can cause skin, eye, ear infections, cold and flu • Hantavirus (mice) • Salmonella and E.coli 	<ul style="list-style-type: none"> • Any place where you work with animals or plants such as pet stores, gardening centres, farming
ANIMAL AND INSECT BITES	<ul style="list-style-type: none"> • Bee stings can cause anaphylactic reactions • Rabies • Tick bites can result in Lyme disease 	<ul style="list-style-type: none"> • Delivery type work such as mail delivery, newspaper delivery • Landscaping
INFECTIOUS DISEASES through exposure to unsanitary conditions, used needles, and exposure to blood such as in surgery, dentistry, emergency services	<ul style="list-style-type: none"> • Hepatitis • AIDS 	<ul style="list-style-type: none"> • Used needles picked up by sanitation/garbage pickers or in hospitals • Healthcare and lab workers

Chemical Hazards

Hazard Example	Effect	Workplace Examples
DUSTS are very fine particles that can become airborne and are created when materials are crushed, ground or sanded.	<ul style="list-style-type: none"> • Respiratory problems such as asbestosis, silicosis • Allergic reactions • Irritations • Pneumoconiosis (dust in the lungs) 	<ul style="list-style-type: none"> • Underground miners are exposed to minerals that produce dust when crushed • Cement, brick manufacturers • Gravel pits • Woodworking • Demolition
SOLVENTS are hazardous when vapours form from a liquid resulting in potential exposure or explosion.	<ul style="list-style-type: none"> • Dermatitis from contact on the skin • Burning eyes • Headaches • Respiratory problems such as bronchitis • Flammable and can cause burns or explosions • Liver damage 	<ul style="list-style-type: none"> • Cleaners use cleaning solvents such as ammonia and toluene.
FUMES are created when a solid substance melts such as from welding.	<ul style="list-style-type: none"> • Respiratory effects • Cancer 	<ul style="list-style-type: none"> • Welding
GASES are formless substances that expand to occupy all the space of its container or work-space.	<ul style="list-style-type: none"> • Respiratory effects • Nausea • Headaches • Environments with lack of oxygen can lead to death • Flammable and can cause burns or explosions 	<ul style="list-style-type: none"> • Gas stations • Mechanics exposed to diesel from exhaust
ALLERGIC REACTIONS: some substances cause allergic reactions. Usually people become allergic after repeated exposure to the substance.	<ul style="list-style-type: none"> • Latex causes skin rashes and/or severe allergic reactions such as anaphylactic shock 	<ul style="list-style-type: none"> • Health care workers such as nurses, surgeons, who use latex gloves

Ergonomic Hazards

Hazard Example	Effect	Workplace Examples
WORK RELATED MUSCULOSKELETAL DISORDERS develop when the same muscles are used over and over again, usually while applying force, and with little recovery time away from the task. They also develop when workers have to maintain a fixed position while working.	<ul style="list-style-type: none"> • Cause injury to muscles, bones, blood vessels, tendons, nerves and other soft tissues • Strain injuries such as carpal tunnel or tennis elbow • Tendonitis • Repetitive sprain or strain injury • Prolonged strain results in pain and injury, which may cause impairment and disability 	<ul style="list-style-type: none"> • Food processing industries such as meat and poultry
PHYSICAL ENVIRONMENT such as lighting, temperature, indoor air quality and noise can cause undue stress and strains.	<ul style="list-style-type: none"> • Visual problems from glare • Excessive noise can cause sleep disturbances and fatigue • Eyestrain in dark environments 	<ul style="list-style-type: none"> • Movie and live theatre requires work in darkened environment
MANUAL MATERIAL HANDLING includes activities requiring the use of force by a person to lower, push, pull, hold or restrain a person, animal or thing.	<ul style="list-style-type: none"> • Strains and sprains • Neck and back injuries • Slips, falls and crush incidents 	<ul style="list-style-type: none"> • Any job that requires placing boxes or other items on shelves, painting, gardening, cleaning

Psychosocial Hazards

In addition to the four main hazard types, psychological or social factors can cause problems. For example, stress and violence can lead to headaches or trouble sleeping.

Stress Factors:

- Conflict with managers or co-workers
- Poor working conditions
- Heavy workloads

Violence:

- Threats
- Harassment
- Assault

If you are having problems, make sure you talk to someone: your supervisor, your family or a co-worker. You should report any act of violence right away.

Dealing with hazards

Protect yourself and your co-workers by looking out for hazards.

You have a legal responsibility to report hazards. Reporting hazards will help your employer meet their responsibility for your health and safety.

So before you start a new job, stop and think about it. Try to recognize situations that might be dangerous. If you're not sure, ask someone. And pay attention to health and safety information.

ASK YOURSELF SOME KEY QUESTIONS

- Is any of the machinery broken?
- Are there any warning labels or signs?
- Is there any moving equipment I could get caught in?
- Is there a guard missing?
- Is there something I could trip on?
- Do I need protective equipment?
- Do I know how to do this job safely?

WHMIS

The Workplace Hazardous Materials Information System (WHMIS) is a Canadian system of identifying hazardous materials.

The goal is to make sure that workers have the information they need to work safely with these products.

WHMIS HAS FOUR COMPONENTS:

1. Classification and Symbols
2. Warning labels
3. Materials Safety Data Sheets
4. Training

WHMIS Classification Symbols

An important component of WHMIS is a system of classification and symbols.

There are eight different symbols. If you work with hazardous materials, you need to know these symbols and what they stand for.



CLASS A - COMPRESSED GAS

A material (cylinder) with this symbol can explode and take off like a rocket!
Example: Acetylene (in torches)



CLASS B - FLAMMABLE AND COMBUSTIBLE MATERIAL

A material with this symbol can burst into flame very suddenly.
Example: Gasoline



CLASS C - OXIDIZING MATERIAL

A material with this symbol will feed any fire, making it much hotter and larger.
Example: Contents of an oxygen tank



CLASS D1 - MATERIALS CAUSING IMMEDIATE AND SERIOUS TOXIC EFFECTS

A material with this symbol will cause acute and serious poisoning.
Example: Carbon Monoxide (in car exhaust)



CLASS D2 - MATERIALS CAUSING OTHER TOXIC EFFECTS

A material with this symbol can cause slow poisoning or other illness.
Example: Lead



CLASS D3 - BIOHAZARDOUS INFECTIOUS MATERIAL

A material with this symbol can give you a serious disease.
Example: Used needles (e.g. infected with Hepatitis B)



CLASS E - CORROSIVE MATERIAL

A material with this symbol can seriously harm your eyes and burn your skin or lungs.
Example: Ammonia Gas (in many cleaning products)



CLASS F - DANGEROUSLY REACTIVE MATERIAL

A material with this symbol may explode if mixed with other chemicals or dropped.
Example: Nitroglycerine

WHMIS Warning Labels

All hazardous materials have a warning label from the supplier.

A **SUPPLIER LABEL** must:

- contain the following information:
 - product identifier (name of product)
 - supplier identifier (name and address of supplier)
 - a statement that an MSDS for this material is available
 - hazard symbols to show the dangers associated with the material
 - risk phrases (words that describe the hazard or hazards of the material)
 - precautionary measures (how to work with the product safely), and
 - first aid measures (what to do in an emergency)
- have all text in English and French
- have the WHMIS hatched border.

Containers of less than 100 ml do not include risk phrases, precautionary measures or first aid measures.

You'll recognize the label by its distinctive border and the WHMIS symbols.

If the hazardous material you're using is produced in the workplace or you've transferred it into another container, the new container will need a **WORKPLACE LABEL**.

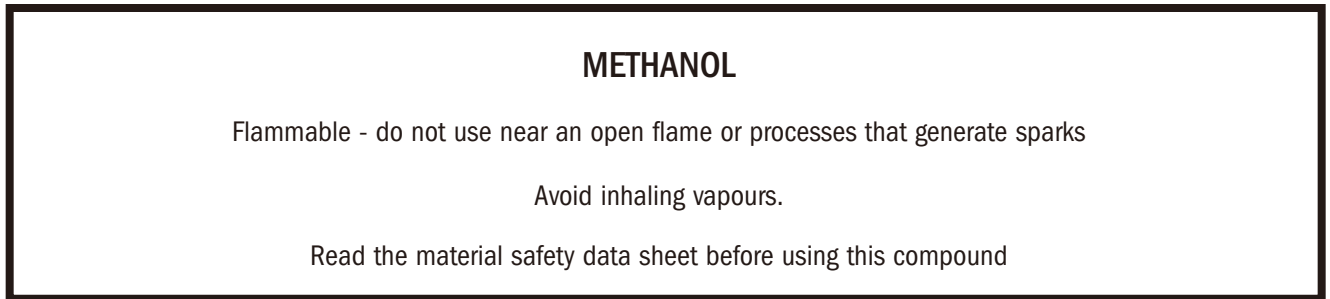
The **WORKPLACE LABEL** must contain:

- A product identifier – the common name
- Safe handling instructions
- A statement to indicate that a Material Safety Data Sheet is available

Supplier Label



Sample Workplace Label



Material Safety Data Sheets (MSDS)

Your workplace must have an MSDS for each hazardous material.

The MSDS will tell you about the material, its hazards, how to use it safely, how to store it safely and what to do in an emergency. Make sure you know where to find them in your workplace.

THE MSDS MUST INCLUDE

1. Product information: product identifier (name), manufacturer and suppliers names, addresses, and emergency phone numbers
2. Hazardous Ingredients
3. Physical Data
4. Fire or Explosion Data
5. Reactivity Data: information on the chemical instability of a product and the substances it may react with
6. Toxicological Properties: health effects
7. Preventative Measures
8. First Aid Measures
9. Preparation Information: who is responsible for preparation and date of preparation of MSDS

Training

THE FINAL WHMIS COMPONENT IS TRAINING.

If you work with or near hazardous materials, you must be shown how to handle them safely.

In every workplace WHMIS training is geared to its particular hazards and should include

- The WHMIS Symbols
- How to read and understand warning labels and MSDS
- How chemicals enter the body
- Principles of control of hazardous materials
- How to use the workplace's hazardous materials safely
- What controls are in place for the hazardous materials
- What to do in an emergency
- How to protect yourself

Part 4



**Staying
Safe**

Staying Safe

While your workplace may have many hazards, they can be controlled so that they don't injure you or make you sick.

Controlling Hazards

There are many strategies for controlling hazards in the workplace.

- PHYSICAL** Guards protect you from moving parts on machinery that can cut you or catch your clothes. Lockout procedures make sure machinery or equipment won't start and injure a worker during set-up, clean-up or similar work.
- CHEMICAL** Ventilation systems remove harmful vapours from the air. Substitution involves replacing a dangerous chemical or material with a safer one.
- BIOLOGICAL** Safe work procedures such as washing hands can help prevent the spread of germs.
- ERGONOMIC** Redesigning workstations or the way work is done can help control ergonomic hazards.
- PSYCHOSOCIAL** Violence prevention, anti-bullying and stress reduction programs will help lower stress.

The best way to prevent injury is to use controls right at the source of the hazard. If that's not possible, hazards can be controlled "along the path" before they reach the worker. The last choice is to use hazard controls at the worker. Here are examples of all three.

AT THE SOURCE

- Redesigning work processes
- Installing guards and enclosures around moving parts
- Isolating dangerous processes
- Replacing hazardous substances with less hazardous ones

ALONG THE PATH

- Using local ventilation systems to remove fumes
- Putting up welding screens to protect co-workers from welding flash

AT THE WORKER

- Creating rules and procedures for how people work around hazards
- Limiting how long workers are around dangerous materials
- Providing personal protective equipment like safety glasses, gloves and boots

Example: How can a workplace control a noisy air compressor?

At the source

Isolate the compressor in a sound-proof room



Along the path

Install sound absorbing panels



At the worker

Provide worker with ear plugs

But whatever method the workplace uses to control a hazard, it must do three things:

1. Control the hazard
2. Not create any new hazards
3. Allow you to do your job comfortably

PPE

When other methods of keeping you safe aren't available, you may need to wear personal protective equipment (PPE). There are different types of PPE. Each type is designed to protect against specific hazards.



HEAD AND EYES

- Hard Hats provide protection from falling objects.
- Goggles and face shields protect the eyes from splashing liquids and flying objects
- Safety glasses protect you from dust and debris.



EARS

Ear muffs and plugs protect your hearing from loud noises.



FEET

Safety shoes and boots protect your feet from sharp or heavy objects. Footwear should be non-slip.



HANDS

Gloves protect hands from chemicals and sharp objects.



LUNGS

Respirators prevent you from inhaling tiny particles in the air that can damage the lungs.



SKIN

Shirts with long sleeves and coveralls can protect you from being scratched, burned or splashed by chemicals.



BODY

Fall protection systems (harnesses that tie off) can prevent serious injury if you fall from a height.

Your employer must ensure you have PPE and train you how to use it. You must wear it and let your boss know if there are any problems with it. Your PPE won't eliminate the hazard but it will help protect you if used properly.

PPE must:

- Be comfortable and fit properly
- Be maintained and kept in good condition
- Be appropriate for the hazard
- Not cause new hazards

Hygiene and Emergency Facilities

Along with PPE and other controls, some jobs will also have hygiene facilities such as hand washing stations and showers. Proper and frequent washing will reduce the chance of skin absorption or swallowing a hazardous substance. Some jobs may also have facilities to deal with emergencies. They could include emergency eye wash stations or showers. Make sure you're shown when and how to use them.

Emergencies

You can also stay safe at work by knowing what to do in an emergency. It's important that everyone knows what to do in these situations.

Types of Emergency

- Fire, Explosion
- Injury
- Hazardous Material Spill
- Violence
- Severe Weather

Emergency Procedures

Make sure you know the emergency procedures in your workplace. The procedure will include an emergency plan and emergency equipment.

A workplace emergency plan should include:

- Reporting Procedure
- Description of alarm system
- Duties and responsibilities
- Escape routes and safe meeting area
- Communication method
- Names and numbers of key people
- Regular drills
- Map of the building

Your workplace may have emergency equipment available, including:

- fire extinguishers
- fire blankets
- stretchers
- flashlights
- spill kits
- eyewash stations and showers

Note: Before using a fire extinguisher or other emergency equipment, make sure you're trained on its proper use.

Be Prepared. Ask yourself these questions.

- Where are the emergency exits?
- When do I evacuate?
- Where are the fire alarms?
- Where are the fire extinguishers?
- Where can I get first aid?
- Who do I report an emergency to?

Reporting Injuries

If you do get hurt at work or made sick by your job, the Workers' Compensation Act (WCA) likely covers you. The Act outlines the benefits you can get if you are off work because of your injury. It also spells out the steps that you should take if you get hurt.

IF YOU GET HURT

1. Get first aid treatment
2. Tell your supervisor
3. Get medical care if necessary

YOUR EMPLOYER MUST

- Arrange for transportation for you to get medical care
- Pay your wages for the day of the injury

If you require health care treatment, or time away from work, or lose wages, you and your boss must file a claim with the Workers' Compensation Board (WCB). (The claim is reported using a WCB Accident Report – see sample)

A WCB adjudicator will review your claim. If necessary, they'll help you with benefits, get you necessary health care, and help you return to work as soon as possible.

Some types of workplaces are not covered by the WCA. For example

- Banks, trusts and insurance companies
- Private health care practices (such as those of doctors and chiropractors)
- Trade unions
- Private day cares
- Travel agencies
- Private summer camps
- Clubs (such as health clubs)
- Photographers
- Barbers, hair salons, and shoe-shine stands
- Taxidermists
- Funeral directing and embalming

This is not a complete list. If you're not sure if your workplace is covered, ask your employer or contact the Workers' Compensation Board.

WCB ACCIDENT REPORT

This form must be completed by both the employer and the injured worker and forwarded to the Workers' Compensation Board (WCB) within FIVE BUSINESS DAYS of the accident or illness being reported to the employer. Failure to do so could result in penalties being imposed. It is the responsibility of the employer to send this form to the WCB. Please forward the Accident Report emailed by the worker. **PLEASE PRINT CLEARLY.** This report is also available as a PDF. Portable Document Format file which can be downloaded from the WCB website at www.wcb.bc.ca

EMPLOYER INFORMATION

COMPANY NAME _____ ADDRESS #/BLK /RSM /RENDS _____
 STREET _____ CITY/TOWN _____ COUNTY /ZIP _____
 PROVINCE _____ FEDERAL LEGAL _____ CONTACT PHONE _____
 PHONE _____ FAX _____ DIAL _____
 TRAILER NAME (IF DIFFERENT THAN COMPANY NAME) _____

WORKER INFORMATION

NAME _____ OCCUPATION _____
 STREET _____ CITY/TOWN _____ NO. (INCLUDE LAND #) _____
 PROVINCE _____ FEDERAL LEGAL _____ SOCIAL INSURANCE # (OR RCMP EMPLOYEE ID OR PASS) _____
 MARITAL STATUS (IF SEPARATE) (MARRIED) _____ DATE OF BIRTH (MM/YY) _____
 HOME PHONE _____ HOME PHONE _____ CELL PHONE _____ SCHOOL: MALE FEMALE

DECLARATION AND CONSENT

THE WORKERS' COMPENSATION ACT REQUIRES THAT BOTH THE EMPLOYER AND THE WORKER SIGN THIS REPORT. If the worker is not immediately available, the employer should sign and forward it to the WCB without the worker's signature. It is preferred to have the worker's signature, date and time, and a copy to the worker.

EMPLOYER: I declare that all the information provided by me is true and correct to the best of my knowledge. OR
 I declare that I have reviewed the information provided by the worker, and I disagree on certain parts. I have attached a separate sheet with my comments and provided a copy to the worker.

EMPLOYER'S SIGNATURE: _____ **DATE:** _____

WORKER: I declare that the information provided by me is true and correct to the best of my knowledge. OR
 I declare that I have reviewed the information provided by the employer, and I disagree on certain parts. I have attached a separate sheet with my comments and provided a copy to the employer.

This will serve the Workers' Compensation Board as my consent to obtain and distribute any information from MSU / Montreal Medical Care Inc., that the WCB deems necessary to process the claim.

WORKER'S SIGNATURE: _____ **DATE:** _____

Notes: The WCB may obtain and share any information necessary to process the claim with appropriate health and professional and government agencies. Such information may include, but is not necessarily limited to, current and/or medical records, administrative, treatment and personal information.

Some Final Words

Who can you talk to if you have a problem at work?

Talk to your supervisor or employer. Talk to the worker member of the health and safety committee or the health and safety representative.

Ask other workers on the job. Find experienced workers who have done the job for some time and talk to them about your concerns. They may have suggestions on how to do your job safer or how to get the information you need.

If the company you work for has a health and safety department (many large companies do), see one of their health and safety professionals. It's part of their job to answer questions and give advice. If there is a union, the union health and safety representative will be able to advise you because they monitor health and safety concerns.

HOW ABOUT OUTSIDE THE JOB?

Talk to your parents or other adults who have workplace experience. Many issues you may face may not be new to more experienced workers. They may talk about how they handled a similar situation or provide you with advice on how to resolve your concerns. No one wants to see you injured at work, especially your friends and family.

If you are a student working in a co-op placement, talk to your teacher.

NOVA SCOTIA – DEPARTMENT OF ENVIRONMENT AND LABOUR

You can also call your local office of the Occupational Health and Safety Division. Explain the situation and get their advice. You don't have to give your name. They may come to the workplace and check out the situation you mentioned. If you don't want to be identified, they'll explain their visit as a routine inspection so that the employer doesn't know you alerted the inspector. They have offices all over Nova Scotia and their number can be found in the Government Blue Pages of the Telephone Book under Federal and Provincial Services.

Tips for Effective Communication with your Supervisor

PREPARATION

- Identify the issue.
- Plan what you are going to say and how.
- Ensure you have the facts straight.
- Focus on the main points and do not get side-tracked into other issues.

PROPOSE SOLUTIONS

No one likes to listen to complaints including your supervisor. If you complain the supervisor may not listen to you or will not consider your complaint. If you propose solutions to the issue, then the supervisor will be more likely to listen to you and respond to your concerns. You will be seen as a positive employee and not as a “problem employee”.

Think of how the problem affects your supervisor and how solving it might benefit him or her.

For example, maybe you work as a dishwasher in a restaurant and people are constantly slipping on the wet floors.

A rubber mat is inexpensive and will prevent people from slipping and getting hurt. This would save the employer money because they wouldn't have to hire new employees whenever someone gets hurt.

Be assertive but not aggressive.

- No one likes to be threatened or yelled at.
- Remain focused and stick to your main points.
- Ask for support.
- Talk to your co-workers or your Joint Occupational Health and Safety Committee.
 - They may be able to give you alternate solutions to your problem.
 - They may approach your supervisor on your behalf.
 - They may be able to provide you with information on your health and safety rights.
- Talk to your family and friends who can also give you ideas and support.

Advice From Marco:

“Advice to others?”

I would say that, don't think that you're invincible. That injuries can happen and they do happen to people, young like us, out of high school and in a second your life can change. And no matter how much money you need, or how bad you need a job, if there's something that's not safe, don't do it. It's not worth it in the end.”



Resources

Health and Safety Associations

Nova Scotia Construction Safety Association

35 MacDonald Avenue, Burnside Industrial Park
Dartmouth, Nova Scotia, B3B 1C6
Tel: (902) 468-2267
Fax: (902) 468-2470
Web: <http://www.nscsa.org>

Nova Scotia Trucking Safety Association

325 Main Street,
Suite #703, P.O. Box 243
Kentville, Nova Scotia, B4N 3W4
Tel: (902) 678-2911
Fax: (902) 678-4390
Web: <http://www.nstsa.ca>

Nova Scotia Association of Health Organizations

2 Dartmouth Road,
Bedford, Nova Scotia, B4A 2K7
Tel: (902) 832-8500
Fax: (902) 832-8505
Web: <http://www.nsaho.ns.ca>

Forestry Safety Society of Nova Scotia

P.O. Box 696,
Truro, Nova Scotia, B2N 5E5
Tel: (902) 895-1107
Fax: (902) 895-4270
E-mail: fssn@fss.ns.ca
Web: <http://www.fss.ns.ca>

Nova Scotia Home Builders Association

15A Oland Crescent, Bayers Lake Business Park
Halifax, Nova Scotia, B3S 1C6
Tel: (902) 450-5554
Fax: (902) 450-5448
Toll free: 1-800-668-2001
E-mail: nshba@nsbha.ns.ca
Web: <http://www.nshba.ns.ca>

Tourism Industry Association of Nova Scotia

1099 Marginal Road, Suite 201,
Halifax, Nova Scotia, B3H 4P7
Tel: (902) 423-4480
Fax: (902) 422-0184
Toll free: 1-800-948-4267
Web: <http://www.tians.org>

Automotive Trades Association of Atlantic Canada

327 Prince Albert Road, Suite #4,
Dartmouth, Nova Scotia, B2Y 1N7
Tel: (902) 464-0168
Fax: (902) 465-5734
Toll-free: 1-877-860-3805
E-mail: autohrsc@accesscable.net
Web: www.automotivesectorcouncil.ca

Nova Scotia Safety Council

2786 Agricola Street
Halifax, Nova Scotia, B3K 4E1
Tel: (902) 454-9621
Fax: (902) 454-6027
Web: <http://www.nssafety.ns.ca>

Government Organizations

Human Resources Development Canada

Federal – to contact the HRDC office nearest you, look in the local telephone book Blue Pages.
Web: www.hrdc-drhc.gc.ca

Nova Scotia Department of Environment and Labour Occupational Health and Safety Division

5151 Terminal Road, P.O. Box 697
Halifax, Nova Scotia, B3J 2T8
Tel: (902) 424-5300
Fax: (902) 424-0503
Web: <http://www.gov.ns.ca/enla/contact.htm>

Workers' Compensation Board of Nova Scotia

5668 South Street, P.O. Box 1150

Halifax, Nova Scotia, B3J 2Y2

Tel: (902) 491-8999 or

Toll-free: 1-800-870-3331

Web: <http://www.wcb.ns.ca>

Other Health and Safety Resources

Young Worker Awareness web site

www.considersafety.ca

Passport to Safety web site

www.passporttosafety.com

Job Safe Canada web site

www.jobsafecanada.ca

**Canadian Centre for Occupational
Health and Safety**

Inquiries Service, 250 Main Street East,

Hamilton, Ontario, L8N 1H6

Tel: (905) 572-4400 or

1-800-263-8466

E-mail: inquiries@ccohs.ca

Web: www.ccohs.ca

Glossary of Terms and Acronyms

Absorption Passage through the skin.

Allergic Reaction A response to exposure to an allergen.

Allergen A substance which reacts with the body's immune system to produce a type of irritation known as an allergic reaction.

Acute Occurring immediately or very soon after exposure.

Bacteria Microorganisms associated with plants and animals.

Canada Labour Code Part II of the Code provides the health and safety law that applies to federally regulated workplaces. It's enforced by Human Resources Development Canada.

Chronic Occurring long after exposure.

Controlled Substance A biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled in Nova Scotia.

Dusts Solid particles suspended in air produced by agitation, crushing, grinding, abrading or blasting. Dust ranges in size from 0.1 to 50 micron and larger.

Employer A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

Fumes An airborne dispersion consisting of minute solid particles arising from the heating of a solid (such as molten metal).

Gas A formless substance that expands to occupy the space of its container.

Guard Mechanical, physical and electrical devices that protect workers from moving parts on machinery.

Hazard Anything in the workplace that can hurt workers or make them ill.

Health and safety representative A health and safety representative selected under the OHSA.

IRS (Internal Responsibility System) A system by which workers, supervisors, employers, and worker representatives all have legal duties to keep their workplace safe and healthy.

JOHSC (Joint Occupational Health and Safety Committee) An advisory group of worker and management representatives established under the OHSA.

MSDS (Material Safety Data Sheet) Provides detailed hazard and precautionary information for hazardous materials.

Noise Any unwanted sound which can damage the nerves in the ear.

OHSA (Occupational Health and Safety Act) – The health and safety law that applies to provincially regulated workplaces in Nova Scotia. The OSH Division enforces it.

PPE Personal protective equipment that controls worker exposure to specific hazards.

Radiation Energy that is emitted, transmitted or absorbed in wave, or energetic particle, form.

Supervisor A person who has charge of a workplace or authority over a worker.

Regulations Specific health and safety regulations made under the OSHA.

Solvent A substance, usually a liquid, capable of dissolving another substance.

Supplier label Product label required under WHMIS for hazardous material supplied to a workplace.

Viruses Simple submicroscopic parasites of plants, animals, and bacteria that often cause disease.

WHMIS (Workplace Hazardous Material Information System) A Canadian system of identifying hazardous materials through product labeling, material safety data sheets and worker training.

Worker A person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program

Workers' Compensation Act (WCA) provides for a no-fault insurance system in Nova Scotia workplaces.

Workers' Compensation Board (WCB) provides injury and illness prevention education, protection from legal action, financial and health-care benefits, risk management (programs to reduce unjury costs that affect premiums), and co-ordination of the partners in the workplace safety and insurance system.

Work related musculoskeletal disorders Injuries that affect muscles, tendons and nerves. These injuries develop when the same muscles are used over and over again, usually while applying force, and with little recovery time between repetitions.

Workplace label Product label, used in place of a supplier label, required under WHMIS for hazardous material used in the workplace.