

Occupational Health and Safety Awareness Training for Workers

Training Overview...

After completing this course, you will be able to:

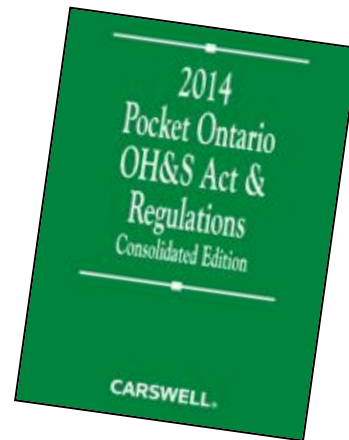
- Understand why this training is necessary
- Understand relevant aspects of the Occupational Health and Safety Act (OHSA)
- Describe the duties of Grand River Hospital, supervisors as well as workers under the OHSA
- Understand your rights within the workplace
- Recognize potential workplace hazards
- Understand the role of the Joint Health and Safety Committee (JHSC)
- Know where to access additional references and resources

Why do I Need to Complete this Training?

- Grand River Hospital (GRH) is committed to providing and maintaining a safe and healthy work environment while preventing occupational injuries and illnesses.
- A new regulation entitled Occupational Health and Safety Awareness and Training (O. Reg. 297/13) under the Occupational Health and Safety Act (OHSA) has been created and will come into force on July 1, 2014.
- This regulation requires the completion of mandatory basic occupational health and safety awareness training. This training is valid for the remainder of your career.
- The training will help to make your workplace safer by helping you to understand your health and safety rights and responsibilities.

How the Occupational Health and Safety Act (OHSA) works

- The OHSA is a set of laws and regulations that are mandated by our Ontario government for all workplaces.
- The purpose of the OHSA and Regulations is to keep workers from getting hurt or sick on the job.
- The OHSA is based on the “Internal Responsibility System (IRS)”. The IRS gives everyone within an organization direct responsibility for health and safety.



Duties under the Act

- We all have important responsibilities under the Occupational Health & Safety Act and Regulations, and it is important that we understand and carry out these responsibilities to ensure a safe workplace for all.

What do you think are some of Grand River Hospital's responsibilities as your employer?

What about your supervisor's responsibilities?

What are your responsibilities as a worker?

Duties of the Employer

To help provide a safe workplace, Grand River Hospital is responsible for:

- Ensuring workers know about hazards and dangers in the workplace and how to work safely.
- Creating health and safety policies and procedures and ensuring compliance.
- Ensuring workers wear and use appropriate personal protective equipment (PPE).
- Taking every precaution reasonable in the circumstances for the protection of the worker.

The employer has the highest degree of responsibility for workplace safety



Duties of the Supervisor

In order to provide a safe work environment, supervisors are responsible for:

- Informing workers about hazards and dangers in the workplace and showing them how to work safely, prior to the worker commencing the work.
- Ensuring workers follow health and safety-related policies, procedures, and regulations.
- Ensuring workers work safely, use required safety equipment, and wear/use appropriate PPE.
- Taking every precaution reasonable in the circumstances for the protection of the worker.



Duties of Workers

Your duties as a worker include:

- Reporting any workplace hazards or violations of the OSHA to your supervisor immediately.
- Working in compliance with the OSHA and Regulations, and the safety rules at GRH.
- Properly using all required equipment, protective devices, and/or clothing that you have been provided.
- Reporting any defective equipment/protective device to your supervisor immediately.
- Never removing or making ineffective any protective device.



Your Rights Within the Workplace

In addition to your duties, all workers have 3 rights:

1. The right to know your workplace hazards.
2. The right to refuse work you feel is unsafe.
3. The right to participate in workplace safety.

GRH values the safety and wellbeing of its staff, and we encourage all staff to exercise these rights. No staff member can be punished for exercising their rights under the Occupational Health and Safety Act.

Let's look at each of these rights more closely....

The Right to Know

- You have the right under the OSHA to be informed about workplace hazards and be instructed on how to work safely, prior to starting the work.
- You have the right to speak up and ask questions; people can get hurt on the job if they don't have the appropriate information and training.

Statistics show that new workers are more likely to be injured on the job than experienced workers. If you are being trained on a new or unfamiliar task, please don't be afraid to ask questions!



The Right to Refuse

- If you feel your work is likely to endanger you or another worker, you have an obligation to report the unsafe situation to your supervisor immediately.
- If the situation is not corrected and you continue to feel unsafe, you have the right to refuse to work without being punished.
- An example of unsafe work could be working on a piece of equipment that is faulty, or where a safety guard has been removed.



The Right to Participate

- You have the right to take part in health and safety training along with participating in solving workplace health and safety problems.
- Here are some examples of how you can participate in workplace health and safety:
 - Following all safety procedures established for your job & tasks.
 - Participating on the Joint Health and Safety Committee (JHSC).
 - Attending health and safety training, for example, safe patient handling, fire and evacuation etc.
 - Asking questions and participating in health and safety programs.
 - Reporting any hazards you come across to your supervisor.

Workplace Hazards

- A hazard is anything that could hurt you or hurt the people you work with. There is a hazard at the root of almost every workplace death, injury, or illness.
- What are some potential hazards that could be found at GRH? What hazards have you seen in your work area?

Workplace Hazards

- A hazard can take many forms; sometimes more than one hazard combined with others can create an even larger hazard.
- You need to know about the hazards in your workplace before you start working. Be sure to ask your supervisor about any hazards associated with your job.
- Let's take a closer look at some of the potential workplace hazards you might come across at GRH....

Workplace Hazards

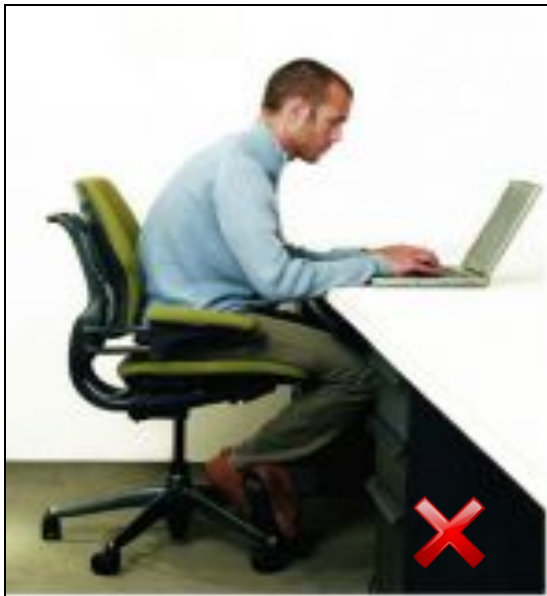
- Some potential hazards at GRH include:
 - Ergonomic
 - Slip/trip/fall
 - Workplace violence
 - Biological
 - Chemical



Ergonomic Hazards

Ergonomic hazards occur when the work task does not “fit” the worker, causing awkward/repetitive positions or excessive forces. Some examples include:

- Reaching above shoulder height to obtain a heavy item.
- Poor computer workstation set-up and design.
- Not using the patient handling equipment provided to transfer a patient.



Slip/Trip/Fall Hazards

Slip/trip/fall accidents can occur when there is an object or condition in the path of the worker, or when the worker is wearing footwear not meant for the conditions. Some examples of slip/trip/fall hazards include:

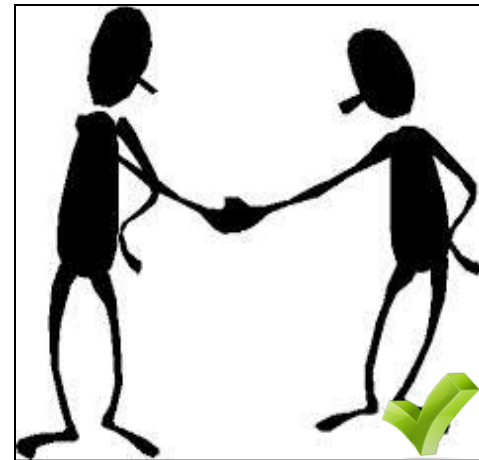
- Wearing inappropriate footwear at work.
- Slippery/wet floors without a wet floor sign.
- Loose cords running across the floor.
- Inappropriate ladder use.



Workplace Violence

Potential sources of workplace violence in a hospital can include staff, patients, volunteers, visitors, etc. Some examples of workplace violence include:

- Verbally threatening to attack a worker, shaking a fist in a worker's face, or blocking a worker's movement.
- Leaving threatening notes or sending threatening e-mails.
- Wielding a weapon at work, or throwing an object.
- Hitting, punching, shoving, choking, strangling, biting, spitting, etc.



Biological Hazards

Biological hazards refer to biological substances such as viruses or bacteria that pose a risk to health. Some examples include:

- Disposing of a needle in an over-filled sharps container.
- Exposure to splashes of contaminated blood or body fluids.
- Recapping a used needle.
- Not using a safety needle, or not activating the safety device on a needle.



Chemical Hazards

A chemical substance that is corrosive, toxic, flammable, etc. and poses a threat to health and safety is considered to be a chemical hazard. Some examples include:

- Cleaning up a chemical spill without wearing appropriate PPE.
- Handling antineoplastics (chemotherapy agents) or chemical substances without proper training and PPE.
- Handling chemicals without first reading the Material Safety Data Sheet (MSDS), or not having an MSDS available for a new chemical (for more information about MSDSs please refer to the WHMIS Awareness e-learning course on the LMS).



Occupational Illnesses

Exposure to certain hazards can lead to work-related illnesses, known as occupational illnesses. Some examples include exposure to:

- Chemical agents (e.g. asbestos, silica, etc.).
- Biological agents (e.g. viruses, bacteria, etc.).
- Physical agents (e.g. noise, vibration, etc.).

One example of an occupational illness in a hospital setting is when a worker acquires an illness transmitted by a patient (such as influenza or a gastrointestinal virus). The best way to prevent these types of illnesses is to practice good hand hygiene and follow other infection control and safety procedures.

All occupational illnesses are reportable to the Ministry of Labour.

What can GRH do to protect you from these workplace hazards?

It's important to be able to recognize hazards and take the necessary precautions to prevent injuries and illnesses.

Protecting You From Hazards

- We want to do everything we can to protect our workers from hazards. Here are some examples of things that GRH can do and has done to protect you:
 - Eliminating the hazard completely. A good example is replacing a toxic cleaning chemical with a non-toxic one.
 - Implementing engineering controls; these controls often involve a permanent change. For example, a ventilation system may need to be modified to reduce the exposure to certain contaminants.

Protecting You From Hazards (Continued)

- Implementing administrative controls; these controls alter the way work is done. Some examples include alternating workers, changing the timing of work, or job rotation.
- As a last option – if the hazard cannot be controlled effectively through engineering or other controls, a worker may be required to wear personal protective equipment (PPE). Some examples include wearing goggles, gloves, aprons, or respirators.



What can you do to protect yourself
from hazards?

Questions to Ask Before Starting Work

Remember, you have the right to know the workplace hazards before you begin any new job or task. Ask yourself...

- What are the hazards of this job or task?
- Is there any special training required for this job?
- Do I have the appropriate PPE for this job?
- If I have any questions about safety, who do I ask?

If you don't know the answers to these questions before beginning a new job/task, ask your supervisor or manager.

Joint Health and Safety Committee (JHSC)

The JHSC plays an important role in helping to keep workplaces safe. Here are some examples of how they do this:

- Regularly inspecting the workplace.
- Providing formal recommendations to the employer.
- Acting as a resource to all staff.

Grand River Hospital has four JHSC's: 1) KW Site, 2) Freeport Site, 3) 850 King St/Withdrawal Management, and 4) Guelph/Palmerston Renal Satellites.

To find out who your JHSC members are:

- Go to the safety bulletin boards located in or near your respective cafeteria or lunchroom.
- Look online on Lotus Link (Human Resources/Occupational Health Safety & Wellness/Joint Health & Safety Committees).

WHMIS – Workplace Hazardous Materials Information System

- The law says that every worker has to have information and training about chemicals or hazardous materials in the workplace.
- WHMIS says that you need to receive information and instruction on how to use, store, and get rid of hazardous materials safely.
- This information is available on warning labels and Material Safety Data Sheets (MSDS's). At GRH, you can access MSDS's by going to Lotus Link, Computer Programs, WHMIS Material Safety Data Sheets.
- For more information about WHMIS, please refer to the e-learning module that is available through the LMS.



What happens if I sustain a
workplace injury?

If you sustain a workplace injury:

You must:

1. Report the injury to your supervisor immediately:
 - If your supervisor is not available, report to whoever is in charge of the area (e.g. charge nurse).
 - **If you need immediate medical attention**, report to Employee Health & Wellness (9th floor, B wing, KW campus) during regular business hours, and to the Emergency Department (KW campus) outside this time to receive treatment and obtain referrals (if needed).
2. Complete an Employee Incident Report (EIR) on Safety Net (*instructions on next slide*) before the end of your shift.
3. Notify Employee Health & Wellness (ext: 2300); if you leave a message ensure it includes your name and the best number to reach you at.
 1. If outside regular business hours: Also contact the After-Hours Admin to notify them of the injury.

How to Submit an Employee Incident Report in Safety Net:

1

Log- In to SafetyNet

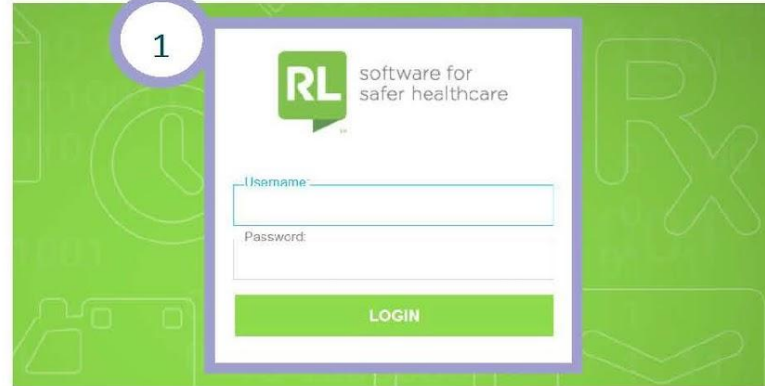
SafetyNet can be found under Quick Links on the LotusLink homepage.

Use the following login:

User name: EMPLOYEE

Password: EMPLOYEE
(case sensitive - All Capital Letters)

Note: this login is for **employee incident reporting only**.



1

2

Event Category

- Select the **Employee Incident** "Icon" for submitting a work place accident or injury.

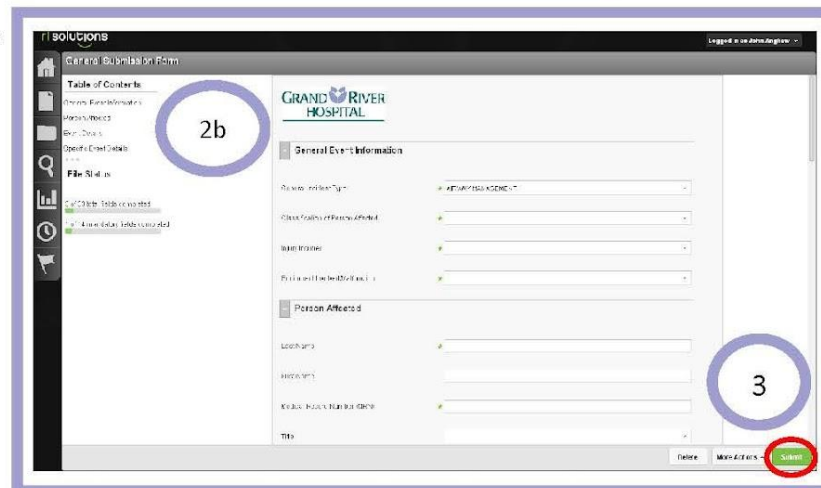
Event Submission Form

- Complete all mandatory fields (marked by a green asterisk *) and any non-mandatory fields that apply to your incident.

2a



2b



3

Submit the Event

- Once complete, click the "Submit" icon at the bottom right hand of the form.

3

What follow-up occurs after a workplace injury?

Supervisor duties:

Your **supervisor** will:

- Ensure you receive any immediate first aid you may need.
- Put into effect measures to prevent a reoccurrence.
- Complete the supervisor portion of the EIR in Safety Net, and close the incident.

Employee Health & Wellness duties:

Employee Health & Wellness (i.e. Occupational Health Nurse or Disability Support) will:

- Contact you to gather details around the incident.
- Complete a Form 7 to submit to WSIB.
- Ensure all medical documentation is completed, including a Form 8 and/or a Functional Abilities Form (FAF).

If you are required to be off work/work modified duties as a result of your injury, Employee Health & Wellness will also:

- Coordinate a return-to-work plan based on your capabilities and restrictions (Note: Employer is obligated to provide suitable modified work as soon as possible).
- Contact you regularly for medical updates, and to provide ongoing support.
- Inform WSIB (*details on next slide*) when you return to regular hours and duties.

What is the WSIB?

- The Workplace Safety Insurance Board (WSIB) is the provincial agency that provides support and insurance for workers injured on the job.
- Both the employer and employee must provide the WSIB with as much accurate information as possible so an informed decision can be made on the employee's claim.

If you sustain a workplace injury, the WSIB will:

- Request information from you either by phone or by letter.
- Adjudicate the claim and advise you whether the claim has been approved or denied.
- Refer you for (further) assessments or treatment as required.
- Follow up with your health care provider to ensure proper treatment and return to work.

Overall Workplace Responsibilities

- We all have important responsibilities under the Occupational Health & Safety Act and Regulations, and it is important that we understand and adhere to these responsibilities to ensure a safe workplace for everyone.
- The employer is responsible for providing a safe workplace, and ensuring supervisors have sufficient experience, training and knowledge to keep workers safe.
- The supervisor is responsible for informing the workers of health and safety hazards, and ensuring compliance with policies and procedures.
- The worker is responsible for reporting hazards to their supervisor as soon as possible, wearing appropriate PPE, and following policies and procedures.

Employers, supervisors, and workers need to work together to make the workplace safer.

Additional Resources

- GRH Occupational Health, Safety & Wellness Department:
 - Establish health and safety programs, policies, and procedures.
 - Call extension 2300 to contact one of our OHS consultants.
 - On-line resources through Lotus Link Home Page, under Human Resources.
- Public Services Health and Safety Association (PSHSA):
 - Serves health, education, and municipal sectors and provides health and safety resources and training.
 - 1-877-250-7444
 - <http://www.pshsa.ca/>
- Occupational Health Clinics for Ontario Workers (OHCOW):
 - Provide medical clinics for injured or sick workers.
 - 1-877-817-0336
 - <http://www.ohcow.on.ca>

References and Resources

- Workers Health & Safety Centre:
 - An occupational health and safety training centre for workers, representatives, and employers.
 - 1-888-869-7950
 - <http://www.whsc.on.ca>
- Ministry of Labour:
 - Through workplace inspections, the MOL will;
 - Ensure compliance with the OHSA and Regulations.
 - Ensure that a workplace's Internal Responsibility Systems (IRS) is working.
 - 1-877-202-0008
 - <http://www.labour.gov.on.ca>
- Workplace Safety and Insurance Board (WSIB):
 - Administer "no fault" workplace insurance for Ontario employers and workers; provides disability benefits and assists in early and safe return to work.
 - 1-800-387-0750
 - <https://www.wsib.on.ca>