

# **HEALTH AND SAFETY AWARENESS TRAINING FOR ALL WORKERS – REQUIRED UNDER ONTARIO'S OCCUPATIONAL HEALTH AND SAFETY ACT**

**February 2017**

# LEARNING OBJECTIVES

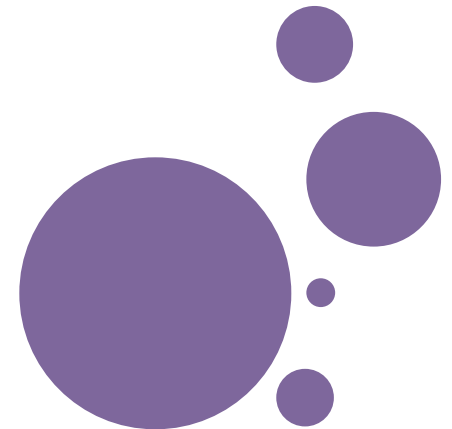
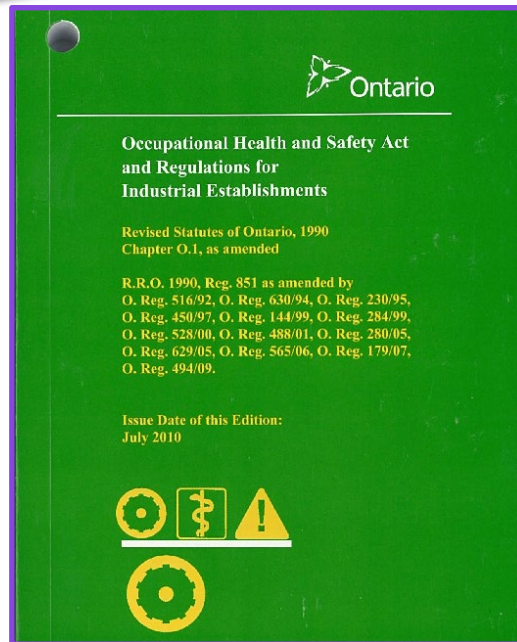
1. The Occupational Health & Safety Act (OHSA)
2. Why Are We Doing This?
3. The Duties of Your Employer
4. The Duties of Your Manager
5. Your Duties as a Worker
6. Your Rights Within The Workplace
7. Due Diligence – Its Not Just For Leadership
8. Hazards In The Hospital Setting
9. Reporting Incidents and Illness
10. Violence and Harassment Prevention (respectful workplace)



# THE OCCUPATIONAL HEALTH AND SAFETY ACT

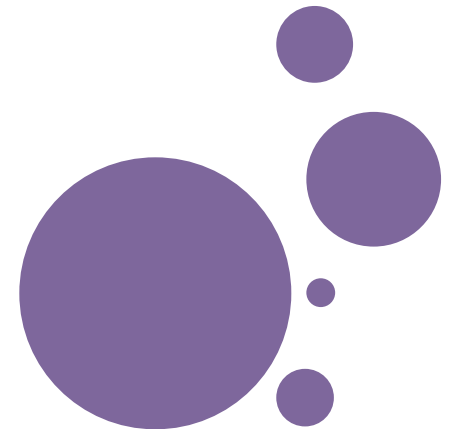
The Occupational Health and Safety Act, or **OSHA**, is a set of laws and corresponding regulations that are mandated by our government to be implemented in all workplaces!

AKA “GREEN BOOK”



# OCCUPATIONAL HEALTH & SAFETY ACT

- Fundamental legal authority for OH&S in Ontario
- Specifies the minimum requirements that are required to protect the health & safety of workers
- Describes the rights, duties and responsibilities of each party in the workplace
- Ministry of Labour (MOL) enforces the OHSA



# OFFENCES & PENALTIES

The OHSA also sets out the penalties for people who contravene or fail to comply with:

- The OHSA or specific regulations
- An order or requirement of an inspector
- An order of the Minister

Up to \$25,000 for individuals

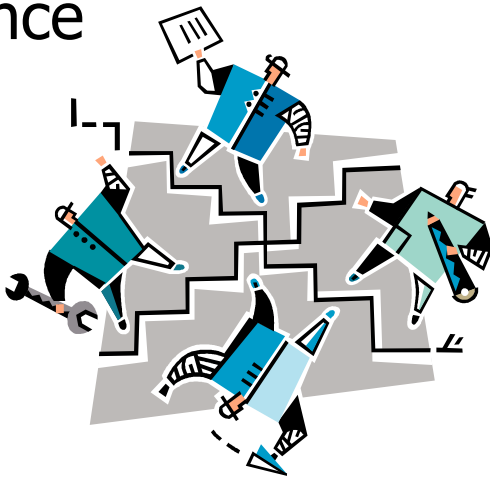
Maximum \$500,000 for corporation

**PER OFFENCE**



# Joint Responsibilities

- Many workers are under the impression that they are not responsible for H&S, only employer
- Each workplace party is responsible for health and safety~ joint responsibility
- All parties (worker, supervisor, employer) are accountable and may be convicted of a OHS Offence

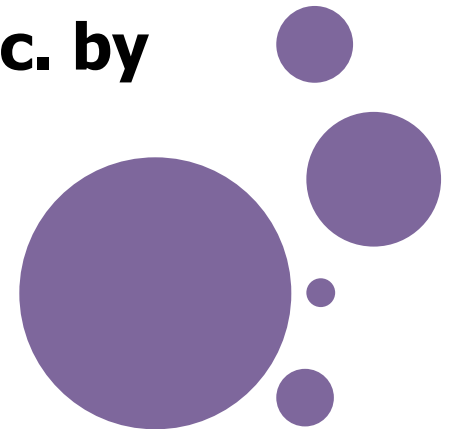


# REPRISALS BY EMPLOYER PROHIBITED

A Reprisal is an act or instance of retaliation for an action in any form.

Employers prohibited from seeking reprisal against workers that perform their duties act in compliance with the OHSA and specific regulations under the act. Also specifies procedures for dealing with reprisals

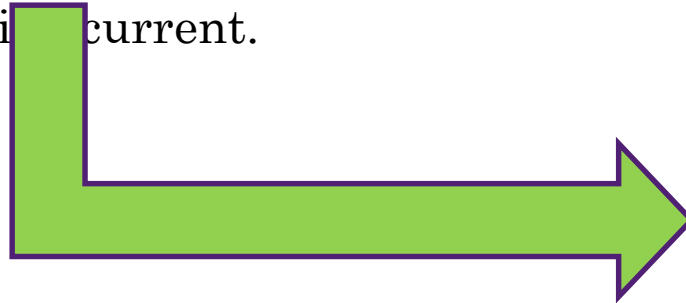
**Section 50: No discipline, dismissal, etc. by employer.**



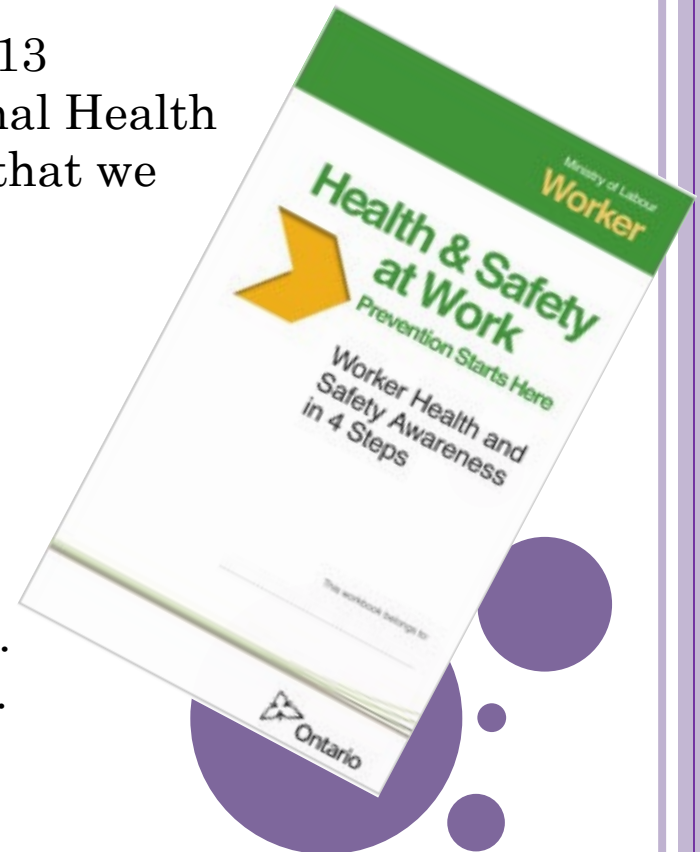
# WHY ARE WE DOING THIS?

1. BCCHS is committed to providing and maintaining a safe and healthy work environment and the prevention of occupational illness and injury.

2. a recent change to the OHSA introduced in 2013 requires that all employees receive Occupational Health and Safety Awareness training in 2014 – and that we keep the training current.



3. BCCHS provides this training to all new employees through our mandatory orientation. Existing employees must complete this course. This e-learning course will supplement every new employee's orientation.

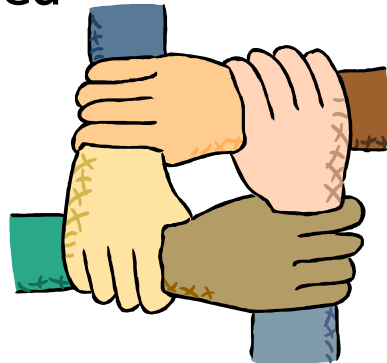




# THE INTERNAL RESPONSIBILITY SYSTEM

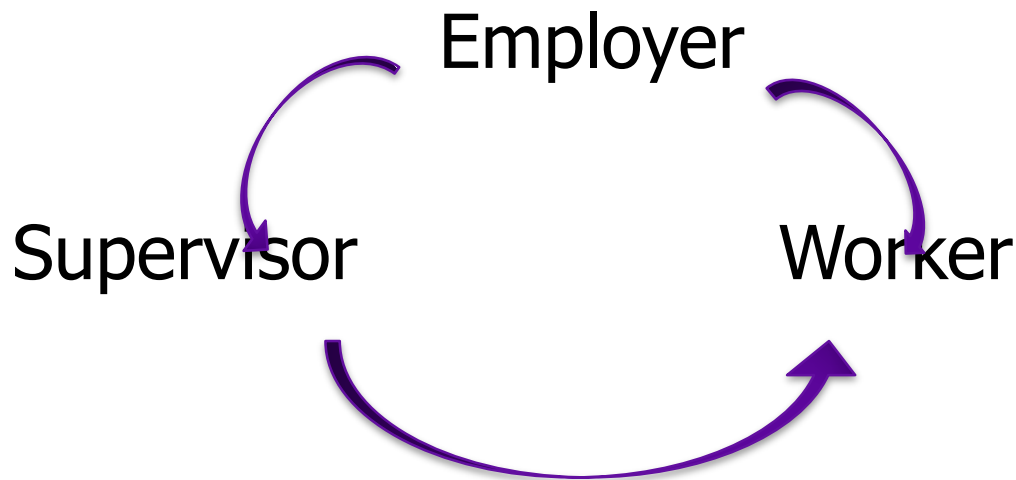
## Designed to:

- Encourage workers and supervisors to raise and resolve H&S issues as they would any other issue
- Enhance interpersonal relationships between workers and supervisors
- Provide an opportunity for the worker and supervisor to correct any identified problems.
- Keep H&S issues and resolution in the workplace
- Refer items senior leadership if the supervisor and staff need assistance.
- Use the JHSC as a resource if the issue remains unresolved



## Internal Responsibility System (IRS)

A successful IRS will result in less risk and a reduced number of incidents/accidents associated with H&S

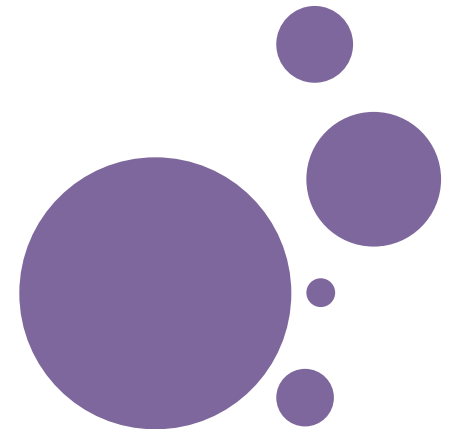


- Working together for a safe workplace
- JHSC monitor's & advises on program.

## DUTIES OF YOUR EMPLOYER

BCHS has many duties and responsibilities within the workplace in order to maintain job safety. Some of those duties are:

- “take every precaution reasonable in the circumstances for the protection of a worker”
- Ensure that equipment, materials and protective equipment is maintained in good condition.
- Provide information, instruction and supervision to protect worker health and safety

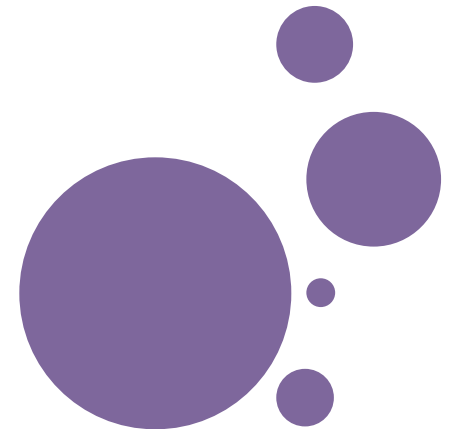


## DUTIES OF YOUR EMPLOYER

There are also more specific duties that are required of your employer within the OSHA.

These include:

- Comply with all applicable regulations made under OSHA
- Develop and implement a health and safety program and policy and,
- Post a copy of the OSHA in the workplace. (Cafeteria)

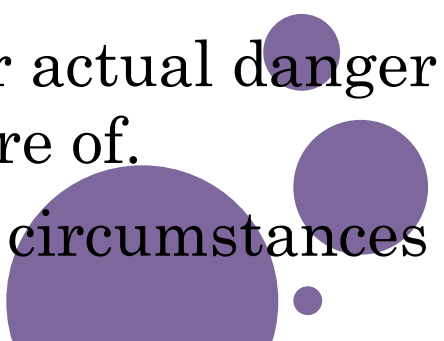


## DUTIES OF YOUR SUPERVISOR

In Ontario a supervisor is defined as:

“...a person who has charge of a workplace or authority over a worker.”

Some of their duties are:

- Ensure that you (the worker) follow the law and organizational safety rules
  - Ensure you work safely and use the required safety equipment
  - Advise you of the existence of potential or actual danger to your health and safety that they are aware of.
  - Take every precaution reasonable in the circumstances to protect you.
- 

## DUTIES OF A WORKER

As with Employers and Supervisor's you too have responsibilities. These include:

- Work in compliance with the Act and regulations... follow the law and BCHS policy and procedures
- Properly use all required equipment, protective devices or clothing that BCHS or legislation requires.
- Tell your Manager/Supervisor about any defective equipment or protective device
- Report any workplace hazards or violation of the Act
- Never remove or make ineffective any protective device.
- Know and follow safety procedures for your area



# DUTIES OF A WORKER

In addition to your duties all worker have the same 4 rights. These are:

## 4 R's

- The right to know of your workplace hazards
- The right to refuse work you feel is unsafe
- The right to stop work under certain circumstances (certified JHSC members only)
- The right to participate in workplace safety



# DUTIES OF A WORKER

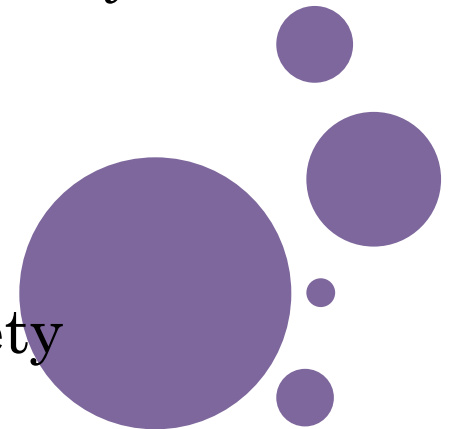
## The Right to Know

The right to know the hazards of your job. Your employer or supervisor must tell you about anything in the job that may injure you.

Your employer and supervisor must make sure you are provided with the information you need so that you can work safely.



You are expected to use that information / training / skill to protect your safety and the safety of your co-workers.



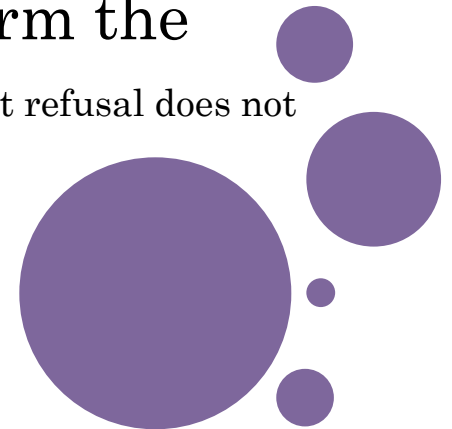


# DUTIES OF A WORKER

## The Right to Refuse

If you feel that work you are to perform is likely to endanger you or another worker, you have an obligation to report the unsafe situation to your supervisor.

If the situation is not corrected and you feel your health or safety is still in danger, you have the right to refuse to perform the work without reprisal. (so long as that refusal does not put a patient in immediate danger)



# DUTIES OF YOUR EMPLOYER

## The Right to Participate

You have the right to take part in keeping your workplace healthy and safe. An example is our **Joint Health and Safety Committees** located at each site.

Health and safety training is another way for you to participate.

A third way to participate is by knowing and following the safety practices for your area



## JHSC Functions & Powers:

- Identify sources or situations in the workplace that may be hazardous or dangerous to workers
- Perform workplace inspections and make recommendations to employer
- Recommend to the employer improvement of H&S programs etc.
- Obtain information on actual and potential hazards due to materials, processes or equipment
- Obtain information on H&S tests that may be conducted
- To be consulted on, and have a designated member present when testing is conducted to ensure valid test procedure are used



# DUE DILIGENCE

Due diligence for employers and supervisors means taking all reasonable care in the circumstances to protect the health and safety of all workers.



But due diligence isn't just for them. You as a worker may also be held responsible if you knew of or were aware of a workplace hazard and did not report it, chose not to wear required personal protective equipment or did not follow proper safety procedures.



# WHAT IS DUE DILIGENCE REALLY ABOUT?

## Innocent Until Proven Guilty

- The Canadian criminal code (and most police /crime shows) are based with the onus on the enforcement agency to find sufficient evidence of guilt to charge / convict a person. (i.e. – they have to prove we did it)

## Guilty Until Proven Innocent

- The OHSA and associated regs. are based on a reverse onus of this accountability. If something happens, the assumption is that we are guilty, and the onus is on us to prove our innocence. The practice of continually proving our innocence, or that we had taken reasonable steps to do so is called “due diligence” (i.e. - We have to prove we didn't do it)

# CONCLUSION

## Simply Put

The employer is responsible to provide a safe workplace.

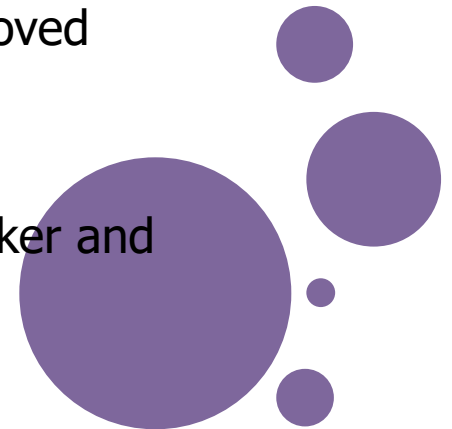
The supervisor is responsible to know the job hazards and ensure that you do.

Your responsibility is to work safe and report to your supervisor anything that isn't.



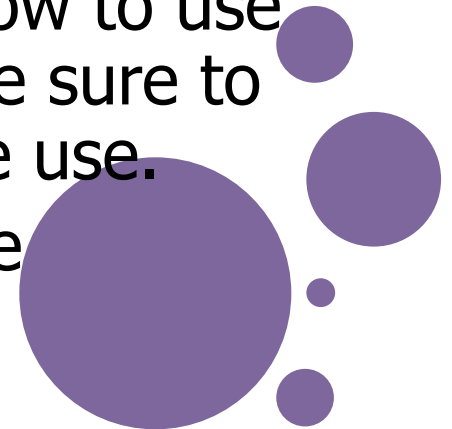
# Ontario's Health and Safety System

- At the workplace
  - Employer, Supervisors, Workers, JHSC & Unions (we have discussed these in previous section)
- Outside the workplace
  - Ministry of Labour
    - Enforces the Occupational Health and Safety Act and associated regulations
  - Workplace Safety and Insurance Board
    - Pays for healthcare and loss of earnings for approved incidents.
  - Safe Workplace Associations
    - Provides advice and resources to employers, worker and supervisors to prevent injury and illness.



## WHMIS (REGULATION 860)

- Canada-wide system
- Placing responsibilities on the employer
- Requires all hazardous materials in a workplace to be labeled appropriately.
- Safety Data Sheets (SDS) must be made available for each controlled product, accessible for all workers
- As a worker you need be advised of how to use a chemical safely before you use it. Be sure to review the MSDS and Label you before use.
- If this does not happen – don't use the product.





# HAZARDS IN HOSPITALS



# Types of Hospital Hazards

- Hospital Hazards come in many categories. Several of which do not occur in any other industry. These hazards can be:

Electrical	Bloodborne Pathogens	Ergonomic
Fire	Chemical /Drug	Infections
Latex	Needlestick/Sharps	Noise
Violence	Ineffective PPE	Pt. Handling
Noise	Slips /Trips /Falls	Radiation
Heat	Lasers & Plume	Contamination

- Details of these types of hazards can be found here:

<https://www.osha.gov/SLTC/etools/hospital/expert/expert.html>



# IF YOU GET HURT OR ILL AT WORK



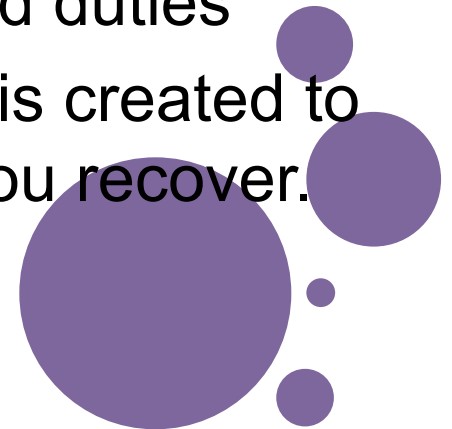
- Get first aid / assessment from Organizational Health OR
- Go to the Emergency Department for more serious injuries /illnesses
- Notify your team leader or group leader
- Complete an Employee Incident Report Form (Not RiskPro)



## WHAT WE WILL DO...



- Organizational Health, in conjunction with your area leadership, will do the following:
  - Contact you if you need help with Return to Work/Modified Duties process
  - Arrange a meeting to discuss modified duties
  - A Return to Work/Modified Duty plan is created to help you stay safe while at work as you recover.



# Occupational Illness Reporting



# GENERAL PROVISIONS

## ○ What is an Occupational Illness?

- is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases that may be caused by inhalation, absorption, ingestion, or direct contact.
- Historically – Asbestos, Silicosis, Hepatitis B, Cumulative Trauma Disorder etc.
- Now includes an illness that may have been acquired due to ill patient



# Latency Can Cause Confusion!

- Latency refers to the time period between exposure and the onset of the illness.
  - For some biological agents the latency can be quite short (e.g. Norwalk virus)
  - For others the latency can be several weeks or months (e.g. Tuberculosis)
  - For some conditions the latency can be several decades (e.g. Asbestos related diseases, noise induced hearing loss).
- The latency of an illness can sometimes make it difficult to identify when, where and to what a person was exposed that caused the illness.
- If you are ill, and you think that it was caused by your work, please contact Organizational health.



# Violence Prevention ~Respectful Workplace~

- BCCHS has Respectful workplace policies that include Violence and Harassment Prevention it includes:



- Regular Risk Assessment
  - Done by Org Health with JHSC
- Methods of Reporting
  - Employee incident report, or Risk Pro, or direct to your manager
- Annual awareness training – special training for specific areas
  - E-learning, additional training for Emergency, Mental health among other areas.

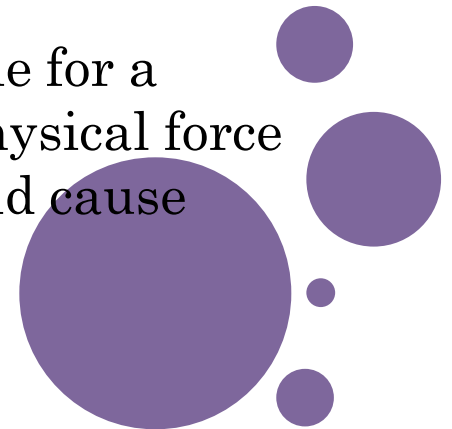




# Violence Prevention ~Respectful Workplace~

## ○ Violence – Defined...

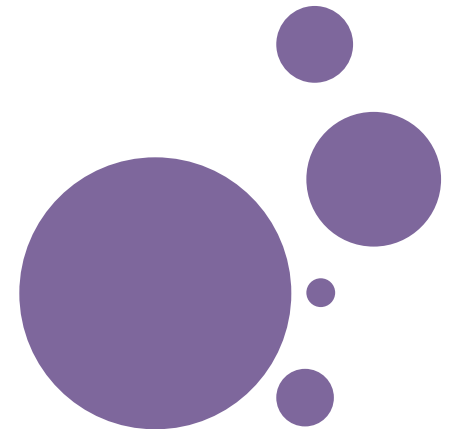
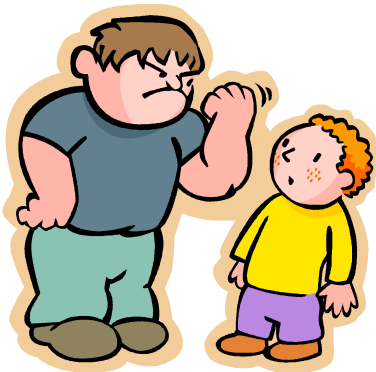
- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker



# Violence Prevention ~Respectful Workplace~

## o Harassment Defined

- a) means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or
- b) workplace sexual harassment;

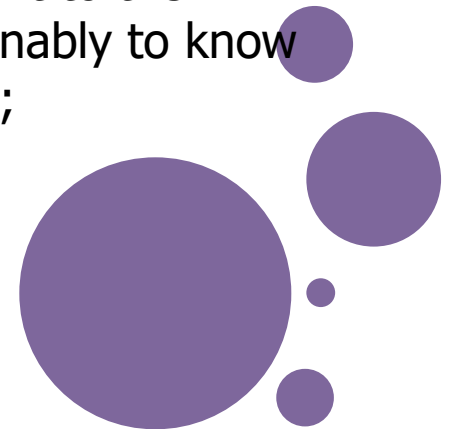


# Violence Prevention ~Respectful Workplace~

## ○ Workplace Sexual Harassment Defined:

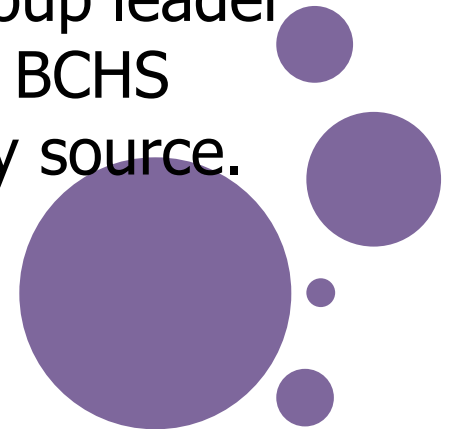
- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

I'M NOT A  
DOG, DON'T  
WHISTLE AT  
ME.



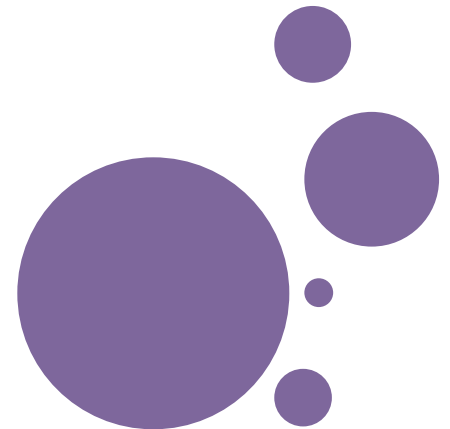
# Violence Prevention ~Respectful Workplace~

- Sources of violence or harassment
  - Patients
  - Co-workers
  - Family members
  - Visitors
  - Others
- Your key accountability, report to your Group leader any instance of violence and harassment. BCHS does not condone this behaviour from any source.



## FINAL POINTS

- If you become sore at work – report it.
- If you see something that seems unsafe – it probably is – review it with your supervisor.
- If you are about to do something that seems unsafe – STOP – It probably is - review it with your supervisor



# Supervisor Health & Safety Awareness Quiz

Question 1 of 10 ▾

Point Value: 10

The Occupational Health & Safety Act applies to all workplaces in Ontario?

- True
- False

## PROPERTIES

On passing, 'Finish' button:

On failing, 'Finish' button:

Allow user to leave quiz:

User may view slides after quiz:

User may attempt quiz:

**Goes to Next Slide**

**Goes to Next Slide**

**After user has completed quiz**

**At any time**

**Unlimited times**



Properties...



Edit in Quizmaker

UNTIL NEXT TIME..



# **YOU CAN Prevent Injuries & Illness From Happening!**

**Contact the Organizational Health Team with any questions:**

- Click on the red x in the corner to exit.