



WORKPLACE SAFETY COMPETITION

**Health & Safety Guide
for Teachers and Students**



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Introduction

Every employee in the province of New Brunswick has the legal right to a safe and healthy workplace environment. It has long been recognized that health and safety improvements to any employee's workplace environment results in a more motivated and productive employee. Workplace culture plays an important role in maintaining a safe and healthy environment. Management is responsible to set the standard for the development and implementation of a supportive and safe workplace by promoting and enforcing workplace health and safety initiatives. If management is dedicated to this initiative, employees are protected and are less likely to be involved in workplace accidents.

Throughout the decades, however, despite changes to, and implementation of, improvements to health and safety programs in workplaces as well as updates to workplace legislation, in 2007, over 6000 workplace (lost-time) accidents and 8 work-related fatalities were reported to WorkSafeNB. More disturbing, however, is the statistics involving workers aged 15-24 years. Two out of three accidents occurring to employees in this age group go unreported in New Brunswick. In 2007, 55,100 workers (15 –24 years old) were employed in New Brunswick and out of that number, 1610 lost-time accidents were reported. Since 2002, 7 workplace fatalities have been reported in that age group. Although employers are continuing to make improvements to their health and safety programs, it must also be mentioned that employees need to understand that they play a key role in their duty to work safely while on the job.

Test yourself

How well do you know you workplace health and safety?

Whether it's your first job or your fifth, the rules don't change. Workplace health and safety legislation places an onus on employers to provide a safe and healthy environment to their employees. It's the basis of an employer's *due diligence*. All employers in New Brunswick have a legal duty to take all reasonable precautions to ensure the health and safety of employees by complying with all workplace legislation and developing and implementing internal standards. But do employees have responsibilities under the law too? Find out what you know – answer the following questions:

1. Employees have a legislative responsibility to
 - a. Report hazards
 - b. Wear only Personal Protective Equipment (PPE) that is comfortable
 - c. Show up on time for work
 - d. Become a member of a workplace JHSC
2. If an employee is working alone, the employer shall:
 - a. Write a letter to the WorkSafeNB and explain why the employee is working alone
 - b. Establish a code of practice for the employee
 - c. Contact the WorkSafeNB officer to ask the officer to check on the employee
 - d. Visit the workplace every 2 hours to check on the employee
3. WorkSafeNB "Zero Tolerance" initiative is enforced for violations under the General Regulations (91-191) with
 - a. Tag and lockout, first aid and fall arrest
 - b. Tag and lockout, fall arrest and trenching
 - c. Trenching, tag and lock-out and machine guarding
 - d. Machine guarding, fall arrest and WHMIS
4. According to legislation, during a work refusal, employees shall
 - a. Address their concerns to a workplace JHSC, if they believe they should know
 - b. Address their concerns to their co-workers
 - c. Address their concerns to their supervisor
 - d. All of the above
5. Which of the following activities is **not** assigned by Regulation to the employer?
 - a. Providing equipment that is in good condition
 - b. Ensuring a worker uses the equipment safely
 - c. Checking and documenting status of all machinery of every worker before workers start the machinery
 - d. Establishing a code of practice for certain types of work and / or machinery

6. If an employee approaches a JHSC with a H&S concern, the first thing a JHSC should do is
 - a. Inquire if the employee's immediate supervisor has been notified of the concern
 - b. Immediately investigate the concern without the supervisor present
 - c. Immediately call a WorkSafeNB officer
 - d. Inquire if other employees feel that the concern is valid
7. The 3 fundamental rights of all employees are:
 - a. The right to participate, the right to know and the right to refuse unsafe work
 - b. The right to participate, the right to refuse unsafe work and the right to refuse to wear personal protective equipment
 - c. The right to direct work, the right to participate and the right to know
 - d. The right to know, the right to refuse unsafe work and the right to refuse to wear personal protective equipment
8. Under the legislation, employees are obligated to
 - a. Develop the workplace WHMIS program
 - b. Conduct workplace inspections
 - c. Conduct themselves and work in a safe manner
 - d. All of the above
9. All employers in New Brunswick
 - a. Must have a Joint Health and Safety Committee regardless of the size of the employer
 - b. Must have a Joint Health and Safety Committee where / when required by law
 - c. Must have only employee members on a Joint Health and Safety Committee
 - d. Must have only employer members on a Joint Health and Safety Committee
10. Every employee in the province of New Brunswick
 - a. Must receive training from their employer
 - b. Must be properly supervised by their employer
 - c. Cannot work alone without a code of practice supplied by and reviewed by their employer
 - d. All of the above.

How well did you do? (See answers Appendix 1).

Section 1

All About WorkSafeNB

What is WorkSafeNB?

WorkSafeNB is a crown corporation, not a provincial government department, dedicated to the promotion of a safe and healthy work environment and the provision of services to employers and workers in New Brunswick. WorkSafeNB is fully funded by New Brunswick employers. WorkSafeNB provides accident prevention services and occupational health and safety assistance, as well as cost-effective disability and liability insurance to employers and workers in New Brunswick.

WorkSafeNB mandate

- Promote the creation of a workplace culture in which all employees and employers view all occupational diseases and accidents as being preventable
- Provide timely compensation benefits including rehabilitation, medical aid, vocational counseling and safe return-to-work services to injured workers
- Provide sustainable insurance and insurance-related services to the employer community
- Provide recommendations and advice to government with respect to legislation, and publish such reports, studies and recommendations, as WorkSafeNB considers advisable

WorkSafeNB administers three pieces of legislation

- (1) Workplace Health, Safety and Compensation Commission (WHSCC) Act.
- (2) Workers' Compensation (WC) Act and Regulations and
- (3) Occupational Health and Safety (OHS) Act and Regulations

To find out more about WorkSafeNB and services provided by WorkSafeNB, please refer to the website: www.worksafenb.ca

What is the Workers' Compensation Act?

Like other pieces of Workers' Compensation legislation in Canada, the Workers Compensation Act of New Brunswick is based on the Meredith Principles, which formed the basis of an historic agreement between labor and business. According to the Meredith Principles, employers agreed to fund the workers compensation program and in exchange, workers gave up the right to sue employers for compensation of work-related injuries. In New Brunswick, workers compensation is administered through a no-fault insurance system set up under the Workers' Compensation Act. The WC Act requires all employers with three or more part-time or full-time employees at any time during the year to register for coverage with WorkSafeNB. Employers are grouped according to industry and associated risk, and are assessed an annual payment based on their rate group and yearly payroll. Employers are not permitted to collect compensation contributions from workers.

What is the Workplace Health, Safety and Compensation Commission Act?

The Workplace Health, Safety and Compensation Commission Act confers upon a Board of Directors the ability to operate WorkSafeNB through operational guidelines and to administer the OHS and WC Acts. The Act also provides for an arm's length appeal process. Specific provisions in the act address such things as confidentiality of information, conflict of interest and the delegation of authority. WorkSafeNB is dedicated to the promotion of a safe and healthy work environment and the provision of services to workplaces, employers and injured workers in New Brunswick.

The New Brunswick Occupational Health and Safety Act

The New Brunswick Occupational Health and Safety Act (OHS Act) is the foundation for occupational health and safety in the province. The OHS Act explains the legal obligations of employers, owners, contractors, sub-contractors, employees and suppliers. It also outlines requirements for the establishment of Joint Health and Safety Committees, the appointment of a health and safety representative when required, and the powers of occupational health and safety officers. The OHS Act places primary responsibility for workplace health and safety in the hands of the employers and employees and emphasizes three basic rights of workers: the right to know about workplace hazards, the right to participate in solving health and safety problems, and the right to refuse dangerous work. If workers are discriminated against for exercising any of these rights, the Act provides for an arbitration process as an impartial dispute-resolution tool.

WorkSafeNB resources

Numerous health and safety resources are available to all employers and employees in New Brunswick workplaces

Who enforces the Act? Health & Safety Officers Who are Health and Safety Officers?

WorkSafeNB's health and safety officers are appointed under the authority of the New Brunswick Occupational Health and Safety (OHS) Act. They are given the legislative responsibility to enter and inspect workplaces to ensure a worker's right to a safe and healthy work environment and to enforce provincial health and safety legislation.

WorkSafeNB's health and safety officers are responsible for:

- Conducting inspections and follow-up visits of workplaces to review and ensure compliance
- Issuing improvement and stop work orders to correct unsafe or unhealthy situations
- Conducting investigations of fatalities/accidents/incidents to determine the cause and implement measures to prevent recurrence
- Conducting investigations of complaints by workplace parties regarding health and safety concerns
- Encouraging the establishment of effective and responsible joint health and safety committees
- Providing guidance to employers, workers and joint health and safety committees on safe and healthy practices and working conditions

The benefits of workplace inspections

WorkSafeNB's Health and Safety Officers are dedicated to preventing accidents in the province's workplaces through inspections and investigations. Stop-work and improvement orders may be issued in order to better protect the worker, thus reducing the potential for future accidents, and the costs associated with them.

Other WorkSafeNB resources

In addition to Health and Safety Officers, Education Consultants, Ergonomic Consultants and Occupational Hygienists can assist workplaces in developing health and safety processes. If you would like further information about these services, please contact WorkSafeNB.

Section 2

We All Have Rights and Responsibilities

1) You and your employer

To understand you and your role in workplace health and safety, the workplace must first define who is responsible for the development, implementation and enforcement of the legislated and internal standards. To assist workplaces in understanding the legal obligations of employees and employers, the OHS Act outlines the following:

Employee is defined as:

- a) A person employed at a place of employment, or
- b) A person at a place of employment for any purpose in connection to the place of employment.

Employer is defined as:

- a) A person who employs one or more employees,
- b) A manager, superintendent, supervisor or any person having authority over another, or
- c) An agent of any person referred to in (a) or (b).

A common misconception among employees is the belief that the employer of a company or organization is *solely* responsible for all workplace health and safety. While the concept of due diligence places the primary onus on the employer to take all reasonable precautions to protect the health and safety of employees, employees must also play a key role in workplace health and safety. It is the responsibility of employees to ensure that they understand, follow and comply with workplace legislation and the company's internal policies and procedures. Both employees and employers have a responsibility to ensure that work carried out in *any* company is done safely and in accordance to the legislative standards.

2) Employee's rights in a workplace

As an employee, you have the right to a safe and healthy workplace. Your employer has the responsibility to protect you and your co-workers from workplace accidents, illness and disease. Under New Brunswick legislation, all employees are entitled to three fundamental rights:

1. The right to know

All employees have a right to receive the training needed to do their job safely. All employees - new, transferred or experienced, need to be informed of:

- Workplace hazards – identified through orientation, day-to-day operations, entire facility inspections, daily pre-use inspections of tools, equipment and machinery,

reporting mechanisms for sub-standard working conditions, communications standards for people working alone and the process for correcting substandard conditions

- Safe work procedures – as outlined in both the legislation and the internal standards of the company
- Emergency procedures – emergency evacuation, first aid legislation and first aid procedures, accident reporting and investigation procedures

If at any time employees are unsure about tasks they have to complete on the job and/or are concerned about personal safety or the safety of others, employees need to communicate their concerns to their supervisor or management and request additional on-the-job training. In addition, employees and their supervisors need to periodically review current procedures to look for gaps in processes that may result in injury, particularly during the introduction of new equipment or machinery. New and returning employees also need to be informed when changes in legislative standards occur.

2. The right to participate

All employees have a right to participate in resolving health and safety concerns and in identifying and controlling workplace hazards. An effective mechanism to address health and safety concerns is through a company's Joint Health and Safety Committee (JHSC). In stationary workplaces with 20 or more employees, JHSCs are formed to assist in addressing the health and safety concerns of the workplace and brainstorming possible resolutions for workplace concerns. (For project site JHSCs, please refer to the chart on pages 29 and 30 to determine the standards needed for legislative compliance).

3. The right to refuse dangerous work

All employees have a right to refuse work they believe may be dangerous to their health or safety, or to that of others. Employees who are not issued or do not have proper personal protective equipment, on-the-job-training, clear understanding of their job procedures or are placed in a hazardous workplace situation (working alone without a communication procedure, for example) can exercise their legal right to refuse the task at hand. The process for the right to refuse is:

Step 1: Report immediately the condition or situation of your concern to your immediate supervisor.

You may use the Right to Refuse Form at the end of this section

Step 2: If after reporting the concern to your supervisor and the concern is not addressed and resolved, report the concern to your company's JHSC. If the concern is resolved, return to work.

Step 3: If after reporting your concern to both your supervisor and the JHSC and the concern has not been resolved, contact WorkSafeNB and explain the situation. Remain at the workplace, however, until your shift has ended and only return to the task in question when the situation is no longer dangerous.

3) Employee and employer responsibilities under the OHS Act

Employee responsibilities

As indicated above, all employees have rights they may exercise at any time in the workplace. Management must provide all employees with the necessary resources and procedures in order for employees to carry out their work in a safe manner. This, however, does not excuse employees from their legal responsibility to exercise and practice safe working procedures. Under section 12 of the OHS Act, employees also have a duty to:

1) Comply with the OHS Act and its regulations

Employees must familiarize themselves with the workplace legislation and if they do not understand the legal standards, they must ask supervisors or management for clarity or an interpretation of the requirements. Employees must also request training for any portion of the legal standard for which they have little or no knowledge and / or training and make it known to their supervisor and management that they cannot do a particular task if they are unclear about how to complete the task safely.

2) Ensure safe conduct

Employees must ensure at all times that they do not participate in horseplay or take "short cuts" when performing their jobs (not taking time to do a pre-use inspection on machinery, for example). At all times, employees are responsible to follow the internal standards of the workplace, which may include exceeding the legislative standards. Employees are responsible for knowing, understanding and complying with the workplace requirements for the day-to-day operations of the company and asking for assistance when they may be unclear about a workplace process to complete a job task.

3) Reporting hazards

If an employee encounters an unsafe or harmful condition, situation or if they are unclear if a task is safe, the employee is responsible to report this immediately to their supervisor. This process should be documented and the employee should not attempt to guess as to how to complete any task until the hazardous condition is corrected. Employees who do not report immediately unsafe working conditions are not only putting themselves at risk, but may be risking the safety of their co-workers who may be unaware of the hazard. Employees can reduce the risk of injury to

themselves and others by completing daily checks of their equipment, tools and machinery and following all proper procedures when working.

4) Wearing the proper personal protective equipment

Some workplace accidents that occur are a direct result of the absence of proper protective equipment during the work process. (Zero tolerance, for example). Far too often employees do not use or wear the required PPE to complete the job. While it is an employer's responsibility to provide employees with PPE, it is the employee's responsibility to wear, use and inspect the PPE daily. If PPE is not provided or is sub-standard, notify your supervisor immediately. If proper PPE is still not provided or available, refuse to do the job.

5) Co-operate with Health and Safety Officers and the JHSC

While the legal standard allows for a company to operate without third party intervention (the internal responsibility system), there may be times when a recommendation from an outside enforcement agency (WorkSafeNB) or a company's JHSC is warranted. If this happens, it is the employee's responsibility to co-operate with WorkSafeNB's recommendation for the purpose of protecting themselves and / or the entire workforce.

Employer responsibilities

In New Brunswick, employers play a key role in managing safety during the daily operations of a company. Outlined in the OHS Act are clearly defined responsibilities for employers to address health and safety practices in the workplace. As part of an employer's due diligence, employers must:

1. Take every reasonable precaution to ensure Health and Safety

Because employers have the ultimate control of workplaces, they also have the duty to ensure that the workplace remains a safe place for all employees, contractors, sub-contractors and clients who are working within, and, for the company. It is the responsibility of the employer to develop, implement, enforce and review the proper safety procedures for everyone. In addition, documenting the communication of this information is key to ensuring that the workforce has been informed of their rights and responsibilities in order to maintain a strong health and safety culture. Employers must review and understand legislative standards and identify, document, inform and correct all *predictable* and *foreseeable* hazards in the workplace and develop a management system to regularly check and correct any new hazards.

2. Comply with all workplace legislation

Employers are responsible to read, understand, comply with and provide to the workplace all applicable workplace legislation to the workforce. Updated copies of workplace legislation must be accessible at all times to the workforce and reviewed

with the workforce so employers can ensure that the employees understand both the responsibilities of both parties. For a complete list of all workplace legislation, please refer to page 12.

3. Ensure that employees comply

While it is the duty of employers to develop a health and safety management system, the system will only be as good as the mandatory enforcement of the required practices. Employers must set the example of compliance by following all policies and procedures. They, too, must ensure that employees comply. This may be accomplished through orientation, regular review of policies and procedures during safety meetings, developing and enforcing a system or procedure for non-compliance and holding supervisors and frontline staff accountable for their actions (or non-actions).

4. Maintains equipment in good condition

Employers are responsible to ensure that all materials, equipment, tools, PPE, machines and procedures meet both manufacturer and legal standards. Through spot-checks and requiring employees to do pre-use inspections and regular (documented) formal inspections, employers can identify and correct any sub-standard conditions.

5. Advise employees of hazards

Employers have a legal duty to inform the workplace of any and all hazards that may result in a near miss or an injury. Employers must develop a hazard identification system where hazards can be identified, corrected and communicated to the workplace the necessary policies and procedures to ensure that the employees are not putting themselves at risk.

6. Provide training and supervision

As stated above, a good health and safety system can only be as good as the mandatory standard to comply with the system's policies and procedures. Employees need to be trained (through job orientation and regular training sessions) on all procedures that are necessary for them to complete their daily tasks. In addition to regular training, supervision must be present or readily accessible at all times, particularly when dangerous work is being carried out or when new employees are on the job. Supervisors must know and understand the job hazards and be familiar with processes to correct unsafe working conditions.

7. Provide personal protective equipment

Some, but not all jobs require employees to use, wear or administer personal protective equipment. It is the employer's responsible to either provide or make accessible the proper PPE as required by the legislation. The PPE may need to meet certain external standards such as CSA or ANSI approval. Employees should check PPE for these standards (as outlined in the legislation) as well as the condition of

the PPE (not ripped, frayed, torn or sub-standard). Employers, once notified of sub-standard PPE, have a duty to remove or fix PPE to ensure that the PPE is safe.

8. Establish a JHSC

Referring to section 14 of the OHS Act, it may be the duty of the employer to establish a JHSC at the workplace. Depending on the number of employees at the workplace and / or the type of work (construction or project sites) carried out at the workplace, the employer may have a duty to ensure that a JHSC is established and meets on a monthly basis, consists of equal representation, members complete the legislative education program, produces and posts meeting minutes and forwards a copy of the JHSC minutes to WorkSafeNB.

9. Develop process and conduct workplace inspections

Under section 9 of the OHS Act, the employer has a duty to develop, in conjunction with the JHSC, an inspection process that will cover the entire workplace. As part of the inspection process, employers should identify what departments or areas need to be inspected and develop a plan for a regular check of that area. The legislation requires that the company conducts inspections monthly but employers may choose to inspect more often. Training should be provided to the designated inspectors and the substandard conditions should be documented, followed closely by a process to ensure that corrective action for the substandard condition has been carried through. Through an inspection process, employees are increasing his or her safety awareness. The inspection process also provides assurance to the workplace that hazards are being identified and corrected in a timely manner.

10. Advise JHSC of accidents

In addition to the employer's legislative requirements under the Occupational Health and Safety Act, there are numerous references to employer duties also outlined under other regulations such as:

- Regulation 84-26 Administration Regulation
- Regulation 88-221 Workplace Hazardous Material Information System
- Regulation 91-191 General Regulation
- Regulation 92-106 Code of Practice for Working with Material Containing Asbestos
- Regulation 92-133 Code of Practice for Working Alone
- Regulation 96-105 Underground Mine
- Regulation 2004-130 First Aid
- Regulation 2007-33 Training and Designated Trades Regulation

Both you and your employer need to be aware of the general and specific duties and information contained in these regulations. Copies of all workplace legislation can be obtained by going to the:

- GNB website <http://www.gnb.ca/>

- Choosing language
- Clicking "Act and Regulations"
- Clicking "Alphabetical list"

For more information on New Brunswick workplace legislation, you can call WorkSafeNB at 1-800-222-9775 or visit the website www.worksafenb.ca

4) Joint Health and Safety Committee (JHSC)

Your workplace may have a Joint Health and Safety Committee (JHSC) or a designated health and safety representative on site to assist employees and employers with health and safety issues. A JHSC is advisory committee committed to strengthening the health and safety culture in a workplace in an effort to prevent and reduce workplace injuries and occupational disease. Through regular monthly meetings, the JHSC assists employers in promoting health and safety by providing guidance and recommendations on health and safety issues that arise in the workplace. JHSC members are not a policy-making body and cannot violate the organizational process of authority of the workplace. The purpose of both the JHSC or a Health and Safety representative is to act as a liaison between the workforce and management to resolve health and safety concerns. It is important to inquire about your committee's role and its members at your workplace.

Section 3

WHMIS (Workplace Hazardous Material Information System)

NEW BRUNSWICK REGULATION 88-221

WHMIS stands for "*Workplace Hazardous Materials Information System*". It is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs.

What are the main parts of WHMIS?

The three components of WHMIS are:

- 1) Warning labels
- 2) Material safety data sheets (MSDS)
- 3) Worker training and education

1. Warning labels

Inform employees that the container's contents are hazardous and alerts employees to the dangers associated with the product. Labels also include basic safety precautions. The supplier of the original container develops warning labels, but a workplace label must be applied to any container from which the product is transferred.

Supplier Label/Étiquette du fournisseur

XYZ

(Product Identifier/Identificateur du produit)

**Causes Burns
Very Toxic Material**
(Risk Phrase(s))

**Cause des brûlures
Produit très toxique**
(Énumération des risques)

Avoid Contact with Skin
(Precautionary Statements)

Éviter le contact avec la peau
(Mesure(s) de précaution)

**In case of skin or eye contact, flush with copious amounts of water for 15 minutes and seek medical attention.
En cas de contact avec la peau ou les yeux, laver à grande eau pendant 15 minutes et consulter un médecin.**

(First Aid Measures/Premiers soins)



(Hazard Symbols/Symboles de danger)

See Material Safety Data Sheet/Voir la fiche signalétique
(Reference to MSDS/Appelée FS)

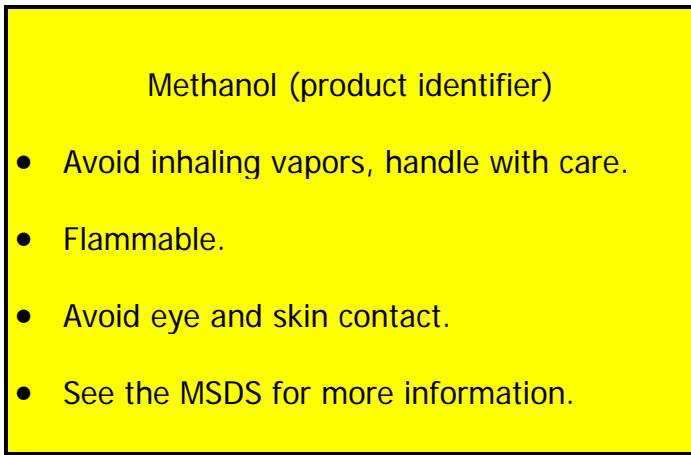
ABC Chemical Company Ltd./Fabricant de produits chimiques ABC
(Supplier Identifier/Identificateur du fournisseur)

Workplace label requirements

1.	Product Identifier (name)
2.	Information on the safe handling of the controlled product
3.	Referral to a material safety data sheet

The label is in the language of the workplace.

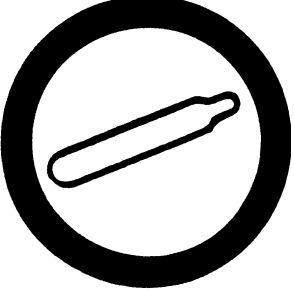

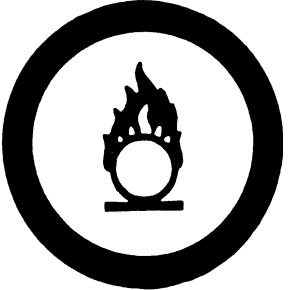

It must be displayed to provide clear warnings to employees and can be a label, tag, placard sign or other.

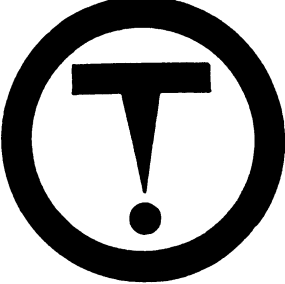





What are controlled products?

A “controlled product” is the name given to products, materials, and substances that are regulated by WHMIS legislation. All controlled products fall into one or more of six WHMIS classes:

- Class A: Compressed Gas
- Class B: Flammable and Combustible Material
- Class C: Oxidizing Material
- Class D: Poisonous and Infectious Material
- Class E: Corrosive Material
- Class F: Dangerously Reactive Material

This symbol represents	It means that the material	And that you should
 <p>Compressed Gas: Class A</p>	<ul style="list-style-type: none"> • Poses an explosion danger because the gas is under pressure • May cause its container to explode if heated in a fire • May cause its container to explode if dropped 	<ul style="list-style-type: none"> • Handle with care; do not drop cylinder • Keep cylinder away from potential sources of ignition • Store the containers in the area designated by your supervisor
 <p>Combustible and flammable material</p> <ul style="list-style-type: none"> • Class B 	<ul style="list-style-type: none"> • Is the one that will burn and is therefore a potential fire hazard May burn at relatively low temperatures; flammable materials catch fire at lower temperatures than combustible materials • May burst into flame spontaneously in air or release a flammable gas on contact with water • May cause a fire when exposed to heat, sparks, or flames or as a result of friction 	<ul style="list-style-type: none"> • Keep the material away from heat sources and other combustible materials • Never smoke when working with or near the material • Store the material in a cool, fire-proof area, as designated by your supervisor • Respect fire laws (fire marshal)
 <p>Oxidizing Material</p> <ul style="list-style-type: none"> • Class C 	<ul style="list-style-type: none"> • Poses a fire and/or explosion risk in the presence of flammable or combustible material • May cause fire when it comes into contact with combustible materials such as wood • May react violently when it comes into contact with combustible materials such as fuels • May burn skin and eyes upon contact 	<ul style="list-style-type: none"> • Keep the material away from combustible materials and store in the areas designated by your supervisor • Keep the material away from sources of ignition • Never smoke when working near the material • Wear the proper protective equipment, including eye, face and hand protection and protective clothing
 <p>Poisonous and infectious material: immediate and serious toxic effects</p>	<ul style="list-style-type: none"> • Is a potentially fatal poisonous substance • May be fatal or cause permanent damage if it is inhaled or swallowed or if it enters the body through skin contact • May burn eyes or skin upon contact 	<ul style="list-style-type: none"> • Handle the material with extreme caution • Avoid contact with skin and eyes by wearing the proper protective equipment, including eye, face and hand protection and protective clothing • Avoid inhaling by working in well-ventilated areas and/or wearing respiratory protective equipment

<ul style="list-style-type: none"> • Class D, Division 1 		<ul style="list-style-type: none"> • Wash and shower thoroughly after using • Store the material in designated areas only
 <p>Poisonous and infectious material: other toxic effects</p> <ul style="list-style-type: none"> • Class D, Division 2 	<ul style="list-style-type: none"> • Is a poisonous substance that is not immediately dangerous to health • May cause death or permanent damage as a result of repeated exposures over time • May be a skin or eye irritant • May be a sensitizer, which produces a chemical allergy • May cause cancer • May cause birth defects or sterility 	<ul style="list-style-type: none"> • Avoid skin and eye contact by wearing all protective equipment necessary, including eye, face and hand protection and protective clothing • Avoid inhaling by working in well-ventilated areas and/or wearing respiratory protective equipment • Store the material in designated areas only
 <p>Poisonous and infectious material: biohazardous, infectious material</p> <ul style="list-style-type: none"> • Class D, Division 3 	<ul style="list-style-type: none"> • May cause a serious disease resulting in illness or death, examples are hepatitis and AIDS • Particular attention is needed for infectious virus such as HIV & Hepatitis • Can also include tetanus protection 	<ul style="list-style-type: none"> • Take every measure to avoid contamination, in health care settings use your universal precautions • Use gloves when handling blood and blood-soiled items • Handle the material only when fully protected by the proper designated equipment • Handle the material in designated areas where engineering controls are in place to prevent exposure
 <p>Corrosive material</p> <ul style="list-style-type: none"> • Class E 	<ul style="list-style-type: none"> • Causes severe eye and skin irritation upon contact • Causes severe tissue damage with prolonged contact • May be harmful if inhaled • Often produces harmful vapors or fumes 	<ul style="list-style-type: none"> • Keep containers tightly closed • Avoid skin and eye contact by wearing all necessary protective equipment, including face, eye and hand protection and protective clothing • Avoid inhaling by using in well-ventilated areas and/or wearing the proper respiratory equipment, as designated by your supervisor

 <p>Dangerously reactive material</p> <ul style="list-style-type: none"> • Class F 	<ul style="list-style-type: none"> • Is very unstable • May react with water to release a toxic or flammable gas • May explode as a result of shock, friction or an increase in temperature • May explode if heated when in a closed container • Undergoes vigorous polymerization 	<ul style="list-style-type: none"> • Keep material away from heat • Before opening and using this material check for further information on the MSDS in the section on reactivity • Open containers carefully, do not drop them • Store the material in a cool, flame-proof area, as designated by your supervisor
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2. Material safety data sheets (MSDS)

Technical bulletins that provide detailed hazardous information on the product; such as how to use it, how to handle it and what personal protective equipment one needs to wear while handling it. Suppliers must provide an MSDS for every hazardous product and employers must make the MSDS available to workers at all times. The MSDS must be replaced at least every three years to ensure the information on the product is up-to-date.

MSDS requirements

1.	Product Identifier
2.	Ingredients
3.	Physical Data
4.	Fire and Explosion Data
5.	Reactivity Data
6.	Toxicological Properties
7.	Preventive Measures
8.	First Aid Measures
9.	Preparation Information

3. Worker education and training

Employers must train and educate all employees who work with, or in proximity to, hazardous materials. Training must be detailed and specific information must be given on the hazards and safe work procedures for each product used in the workplace and must be reviewed on a yearly basis. In addition, PPE must be supplied, worn and kept in good condition when using WHMIS products.

How can a WHMIS product affect an employee?

To find out how a hazardous product is most likely to enter the body system, consult the supplier label and the MSDS sheet. In addition to information on potential for inhalation, ingestion and absorption of the product, the MSDS will also outline the personal protective equipment required.

Why was WHMIS created?

It was created in response to Canadian workers' right to know about the safety and health hazards that may be associated with the materials or chemicals they use at work. Exposure to hazardous materials can cause or contribute to many serious health issues such as: effects on the nervous system, kidney or lung damage, sterility, cancer, burns and rashes. Some hazardous materials can cause fires or explosions. WHMIS was created to help reduce the number of injuries, illnesses, deaths and fires caused by hazardous materials.

How was WHMIS developed?

WHMIS was developed by a tripartite steering committee with representatives from government, industry and labor to ensure that the best interests of everyone were considered.

Is WHMIS a law?

Yes. WHMIS became law through a series of complementary federal, provincial and territorial legislation that became effective October 31, 1988.

The majority of the information requirements (and exemptions) of WHMIS legislation were incorporated into the HAZARDOUS PRODUCTS ACT and the HAZARDOUS MATERIALS INFORMATION REVIEW ACT. These apply to all of Canada. Regulations made under these acts include:

- Controlled Products Regulations
- Ingredient Disclosure List
- Hazardous Materials Information Review Regulations

The occupational health and safety components of WHMIS that apply to federal employees and others covered by the Canada Labor Code (CLC) are specified in the CLC and the Canadian Occupational Safety and Health Regulations (Part X). Suppliers, employers and workers all have specified responsibilities in the Hazardous Products Act.

- **Suppliers:**

Canadian suppliers are those who sell or import products. When this product is considered a "controlled product", according to the WHMIS legislation, a supplier must label the product or container, and they must provide a material safety data sheet (MSDS) to their customers. The purpose of the labels is to clearly identify the contents of the hazardous material, and the MSDS is to explain what those hazards are.

- **Employers**

Employers are required to establish education and training programs for workers exposed to hazardous products in the workplace. Employers must also make sure that the products are labeled and that an MSDS is present for each product and that they are readily available to workers.

- **Workers**

Workers are required to participate in the training programs and to use this information to help them work safely with hazardous materials. They may also inform employers when labels on containers have been accidentally removed or if the label is no longer readable.

Who enforces WHMIS?

WHMIS is enforced by the Labor Branch of Human Resources Development Canada for federal workplaces and by the provincial or territorial agencies responsible for occupational health and safety for most other workplaces (WorkSafeNB).

How do I get more information?

If you have specific questions on the legislation, or enforcement that affect your workplace, you should contact the local office of WorkSafeNB.

Section 4

All Workplace Accidents are Preventable

Definition of accident

An accident is an unplanned event, which results in interruptions of the orderly flow of the job and which results in property damage or injury or ill health to people.

Definition of injury

An injury is damage to the body that restricts activity or causes hurt, as a result of action or inaction.

Definition of incident

An incident is an event, which could result in harm or damage (from a safety perspective). An incident is similar to an accident, however an incident does not result in damage, harm or loss. An incident is often called a *near miss*. Incidents are just as important to recognize, as they are potential accidents.

Why should we pay attention to all incidents or close calls even those that do not result in damage or loss?

Research would indicate a direct relationship between incidents, accidents and injuries in the workplace. For every 600 incidents, there are 30 property damage accidents, 10 minor injuries and one serious accident.

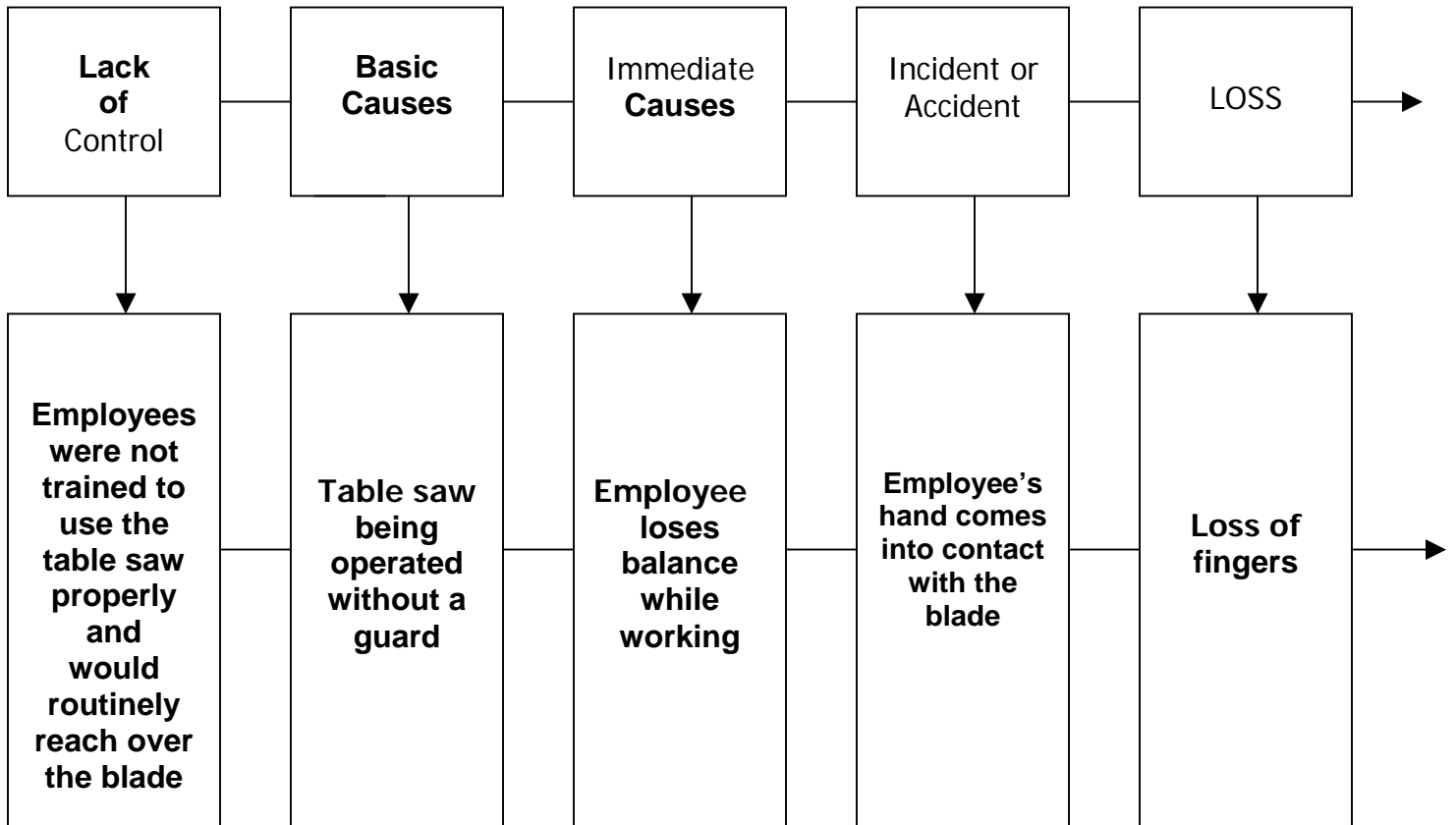
Clearly, if a workplace only investigates serious accidents, workers and employers are not getting an accurate picture of their workplace safety record. Investigation of incidents or *near misses* can show where the workplace needs to improve its policies and procedures.

Definition of safety

Safety is the quality or state of being safe: freedom from harm or danger. Safety is the collaboration between stakeholders on the identification, prioritizing, management of risks to people, property and process.

How do accidents happen?

There are many factors that lead to an accident; therefore there are many opportunities for the accident to be prevented. The following diagram and explanation represents only one model of many.



Accident pathway

- **Lack of control** on the part of management; failure to plan, organize, lead or control.
- **Basic causes**, including personal and job factors that are the actual origin of the accident.
- **Immediate causes**, which are symptoms of a greater problem, rather than the true cause of an accident. Immediate causes can be seen or sensed (unsafe acts and conditions).
- **Incident**, which causes harm or damage.
- **Loss**, which is the result of an accident; harm to people, property or process.

Bird, FE, Germain, GL. *Practical Loss Control Leadership*, (Revised edition). Det Norske Veritas (U.S.A.), Inc., 1996.

What are the effects of accidents?

It is only natural that when an accident happens, attention and concern is focused on the injuries to those involved. An accident can affect a person in varying degrees, for varying lengths of time. For instance, a cut finger may heal and be forgotten after a week, whereas an injured back may disrupt a person's daily routine for years. Some people do not realize that a workplace injury affects a person's quality of life. Family life, recreational activities and financial comfort can all be negatively impacted by injury. The injured employees self-esteem may even be diminished as they become frustrated with their reduced role.

Along with the impact an injury may have on the individual, the family and activities on and off the job, a workplace accident can result in many hidden damages and costs.

Section 5

Recognizing the Hazards

What is the difference between a hazard and a risk?

A **hazard** is a condition or practice that has the potential to lead to an accident or loss.

Risk is the probability or chance of an accident or loss.

Often, the hazards cannot be changed, but one can influence the level of risk.

For example, people wear seat belts because driving can be a hazardous task, meaning there is the potential for loss. With respect to personal injury, seat belts can decrease risk - the severity of an injury can be minimized or a life can be saved. The hazards inherent in the task of driving have remained constant, but the risk of injury has been substantially decreased due to seat belt use.

How do risks and hazards affect people?

Every day people take risks. There are various types and degrees of risk. It is important to be able to differentiate between a high risk and a low risk decision or action.

Some risks may have a positive result or impact: starting a business, flying in a plane or buying a new product. Other risks may have a negative impact as they could result in harm, damage or feelings of regret: diving off a bridge, not wearing a seat belt or drinking and driving.

Hazard categories:

Chemical hazards

Exposure to various forms of chemicals, which are potentially toxic or irritating to one of more body systems. Examples: gases, vapors, liquids, solids, powders. Please note: Examine industrial chemical supplies as well as domestic products such as office supplies, photocopier toner, toilet bowl cleaners since they can be hazardous to health if there is exposure over time.

Physical hazards

Contact with any kind of energy or exposure to various forms of environmental agents and/or situational conditions that can cause minor or major tissue or body damage. Examples: machinery, equipment, electricity, noise, radiation, vibration, extreme temperatures, adverse weather conditions and steam.

Ergonomic/mechanical hazards

When the interface with persons, processes, equipment and/or workstations in the work environment cause or have the potential to cause an acute injury or wear and tear on our musculoskeletal system. Examples: excessive physical demands for force, repetition, posture and static work, uncomfortable bodily motion, over exertion. Physical demands from mechanical equipment such as hydraulic and pneumatic pressure, power tools, machines, blades, pulleys and straps.

Biological hazards

Exposures to infectious agents by direct contact, inhalation or ingestion that may be transmitted through contact with infected persons, animals or contaminated surfaces, equipment or air. Examples: bacteria, viruses, parasites, fungi, spores, plants.

Psychosocial hazards

Factors and/or situations encountered or associated with the workplace or individual job that have the potential to create negative stressful working situations, serious emotional strain and/or interpersonal problems. Examples: verbal or physical abuse, lack of control over job duties, negative stressors, harassment and bullying.

What are the contributing factors that cause hazards?

The following factors contribute to creating hazards when they are inappropriate, substandard or allowed to deteriorate. These are often referred to as PEMEP. You should establish standards and enforcement of standards in your workplace for each of these.

People

The actions people take, or do not take, can create hazards in the workplace. Knowledge of and training in appropriate procedures is critical to avoid unsafe behaviors. Appropriate administration, leadership and supervision manage procedures and safe practices.

Equipment

The tools and machines people use and work near can be hazardous. Look for unsafe or unhealthy conditions such as:

- Inadequate guarding or barriers
- Defective tools and equipment
- Incorrect tools and equipment for the job
- Inadequate warning systems

Materials

The improper handling or wrong type of raw materials, products, and hazardous chemicals can result in explosions, fires and exposure to toxic chemicals and physical agents (e.g., heat).

Environment

The work environment can create hazards. Look for:

- Condition of all surfaces where people walk or where things are placed
- Overcrowding and poor ventilation
- Poor lighting, extreme temperatures and noise
- Poor housekeeping

Process

The combination of the other four factors in production is process. It involves the flow of work and includes the procedure, design, organization, ergonomics and type of work.

How are the hazards identified?

Overall, the goal of hazard identification is to find and record possible hazards that may be present in your workplace. It may help to work as a team and include both people familiar with the work area, as well as people who are not - this way you have both the "experienced" and "fresh" eyes to help with the identification. Employers must be aware that even the most routine tasks may carry an element of risk. For example, employees who may routinely lift, transfer and load merchandise may not consider some risk factors such as:

- Is the employee wearing protective footwear in case something drops or falls?
- Is the employee using proper lifting techniques that will not place the employee at risk of injuring his or her back, arms, shoulders, etc?
- Is the employee's work surface clear of spills, clutter and other obstacles that may contribute to a slip, trip or fall?
- Is there a weight restriction (standard) on how much an individual employee may lift safely? If the load exceeds the recommended standard for lifting, are employees practicing a two-person lift or using mechanical devices for assistance?
- Is the employee standing in an awkward posture, twisting, pulling or repeating motions that may put them at risk of a MSI?
- Is the area where the employee is working well lit and ventilated?
- Is the employee handling hazardous material and if so, is PPE available and worn?
- Is the employee working alone and if so, is there a communication procedure for the protection of that employee?

- Are heavier items placed or stored at a height that does not force an employee to over reach, pull or strain to retrieve items?

Management must also consider other factors when identifying workplace hazards such as:

- Trends in accident / incident and injury reports for similar types of work
- Employee, supervisor and JHSC reports of health and safety concerns for the work involved
- Emergency preparedness (for example: possible impact on hazard control procedures that may be unavailable in an emergency situation, power outage, etc.)
- Non-routine activities such as maintenance, repair, or cleaning
- New equipment that may call for a revision of procedures
- Supplier documentation and instruction on new equipment
- Proper orientation and training
- Risks to visitors or the public
- Different groups that may have a different level of risk such as young or inexperienced employees, persons with disabilities

Once the hazard is identified, what next?

Now that the workplace hazards have been identified, there are several ways they can be addressed.

The first and most effective way is to ***eliminate the hazard*** from the workplace. Obviously, this would be best: no hazard, no accident! However, this is not always possible. Would it be feasible to ask a sawmill to eliminate all machinery from their facility that has the potential to cause harm? Probably not. Remember people, materials, equipment and environment (PEME). Some questions to ask may be:

- ◆ Is this hazardous chemical needed in the process or has another equivalent product been developed?
- ◆ What about materials that are being used?
- ◆ Is workplace training adequate for the hazards?

If the hazard cannot be eliminated, the workplace can ***restrict access*** to it. If a task in the workplace has been determined to be dangerous, a small percentage of the workforce can be assigned intensive training related to that task. Upon successfully completing the training, workplace policy would state that only these trained individuals may do that task. In this way, the workplace attempts to protect all employees.

Using **personal protective equipment (PPE)** protects individuals from hazards in the workplace, which cannot be changed. Gloves, goggles, safety glasses, hard-hats, safety boots and hearing protection are just a few examples of PPE which may be assigned in the workplace.

Depending on the job, employees may also require coveralls, fall arrest equipment or respirators. The use of PPE is a legislated responsibility for all employees in New Brunswick. Workplace safety policies must ensure the use of PPE in the workplace and discipline those who do not comply. (*Refer to page 35 for additional information on PPE*).

Employee training should be used in conjunction with all other means of reducing risk. All employees must be instructed thoroughly in the tasks they must accomplish in a workday: equipment to be worn, procedures to follow, emergency contact people and departments.

When safety is made an integral part of that instruction, a consistent message is sent to the workplace. Periodic re-training and assessment of skills will also have to be part of the company's safety policy.

Lockout for moving parts

Chains, pulleys and conveyors can all be used to move materials and objects in the workplace from one spot to another. In textile mills and sawmills for example, tools and machines with cutting edges to change the shape and size of raw materials are used. To perform maintenance or to clear jams in these types of machines, *General Regulation (91-191)* sections 235-243 requires that a machine be at a **zero energy state** and under **lockout** before either of these tasks are attempted. **Zero energy state** means 'a state in which all energy sources are locked out, blocked, isolated or drained so that the machine is incapable of spontaneous or unexpected action'. **Lockout** means 'to render a machine or electrical equipment inoperative and prevent it from being activated by using a locking device to isolate the power sources'.

By law, all machinery requiring maintenance, clearance or adjustments must have a posted lockout procedure on the machine. The procedure should cover items such as:

- How competent employees can safely bring the machine and keep the machine at zero energy
- Where and how to place appropriate locks and tags on the machine (date & time included)
- How to test for zero energy state

- How to alert employees that the machine is locked out
- How to safely restart the machine
- Circumstances under which someone other than the individual who applied the lock can remove the lock

Section 6

Demonstrate proper workplace techniques

Everyone has a role to play in maintaining a healthy and safe workplace. That's the internal responsibility system, and it's the basis of New Brunswick's Occupational Health and Safety Act. Employers, supervisors, employees and Joint Health and Safety Committees (JHSCs) or health and safety representatives must work together to prevent workplace injuries and illnesses. You might think as long as you don't get any bumps or bruises at work, you're safe. But that's not true - 36% of workplace injuries are musculoskeletal.

What are Musculoskeletal Injuries (MSIs)?

A musculoskeletal injury is "an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including sprain, strain and inflammation, that may be caused or aggravated by work." Major risk factors for MSIs are: forceful exertion (lifting, carrying, pushing or pulling), repetition, and awkward or static postures. Back and shoulder injuries represent 70% of all MSIs.

In 2006, WorkSafeNB introduced legal interpretations for the prevention of musculoskeletal injuries (MSI). The interpretation of General Regulation 91-191 (52) of the OHS Act has identified International Organization for Standardization (ISO) standard 11228-1:2003 as the manual handling reference standard. ISO 11228-1:2003 specifies recommended limits for manual lifting and carrying, while taking into account the intensity, frequency and duration of the task. For more detailed information about ISO 11228-1:2003, please contact the Ergonomics Consultant at your WorkSafeNB regional office or visit www.iso.org.

Here are some ways you can help reduce the risk of musculoskeletal injuries in your workplace:

Employers and managers:

- Incorporate MSI prevention into the health and safety policy and program
- Review the health and safety program to include or strengthen MSI prevention activities
- Train employees and JHSC members or the health and safety representative on how to recognize, assess and eliminate or control MSI hazards
- Communicate to supervisors how to recognize and evaluate MSI hazards, or if a worker raises a concern

- Identify MSI hazards related to poor design of tools, equipment, workstations or work practices and control any associated risks
- Make sure that new equipment is designed and installed to reduce exposure to MSI hazards
- Give employees the equipment and training they need to reduce their exposure to MSI hazards

Supervisors:

- Communicate to everyone under your supervision is aware of MSI hazards on the job and train employees to do the job safely
- Look for MSI hazards during workplace inspections, job task analyses and discussions with employees
- Review injury reports and reinforce proper working techniques and use of personal protective equipment (PPE)
- Encourage and support employees to take scheduled break(s)
- Check that employees have adjusted their workstations to suit themselves and their work, and provide help as needed
- Support employees when they have questions or concerns
- Be aware of MSI warning signs and indicators
- Take action on reported MSI hazards and concerns, and follow up with employees

Employees:

- Report MSI hazards and concerns to your supervisor
- Take scheduled breaks and change postures or relax muscles regularly
- Move around and occasionally change positions
- Bring questions and concerns to your supervisor, or ask for additional training
- Offer suggestions to your supervisor, HSC or health and safety representative about improvements to workstations, processes and procedures
- Know the symptoms of MSIs and report them early if they occur
- Read and ask questions about information and instructions provided
- Use proper working techniques
- Use the equipment and tools provided in your workplace to reduce exposure to MSI hazards
- Know how to make adjustments to your workstation to suit your body and the work you do, and ask for help as needed

JHSC members and health and safety representatives:

- Get training on recognizing, assessing and controlling MSI hazards
- Include MSI hazards on inspection checklists
- Actively look for MSI hazards
- Discuss MSI-related concerns at JHSC meetings and with the employer and employees
- Train employees on how to perform their jobs safely and how to identify MSI hazards in the workplace
- Make recommendations to the employer on how to eliminate control or reduce exposure to MSI hazards

Section 7 Personal Protective Equipment

Ensure appropriate personal protective equipment is used and maintained

Personal protective equipment (PPE) is mandatory in most New Brunswick workplaces. Dependant upon the type of tasks in which the employees perform, they may need different types of PPE. If the PPE is not properly fitted to the task or the employee, it can create additional hazards such as getting caught in moving parts or equipment or causing the employee to have less control over the task. Also, keep in mind that PPE protects only the user - it does nothing to remove the hazard from the workplace. For example, a respirator may help protect the employee from toxic fumes but does nothing to protect others in the vicinity.

Sections 38(1) – 51(6) of Regulation 91-191 outlines general requirements for PPE that may be needed for many N.B. workplaces. Most common types of PPE needed for workplaces are:

1. Eye and face protection
Used typically around machinery and equipment where there may be a chance of injury to an employee's eye or face from: flying objects or particles, splashing liquids, ultraviolet or infrared radiation and heat and glare. For a detailed summary of PPE for the eyes and face, please refer to Appendix 2.
2. Hearing protection
In areas where there is excessive noise (over 85 dBA), a hearing conservation procedure and policy must be implemented which includes a mandatory directive that instructs employees to wear either earmuffs or ear plugs (approved by the legislative standard) in order to reduce the level of noise exposure.
3. Foot protection
In a situation where an employee's foot may be exposed to a hazard, (rolling objects, falling objects, vehicular traffic, hot or corrosive substances, electrical hazards), the employer is instructed to implement the legislative standard which requires the employee to wear proper foot protection.
4. Respiratory protection
In workplaces where employees may be exposed to airborne contaminants that cannot be controlled by ventilation, the employer is

obligated to ensure that employees are wearing the proper respiratory protection to which the employee is exposed. In addition, the employer must ensure that the employee is fit-tested for the respirator to ensure that the PPE is effective in protecting the employee. For a detailed summary of PPE for respiratory protection, please refer to Appendix 3.

5. Hard hats

In instances where an employee is exposed to a hazard that may injure his or her head, the employee is obligated to wear proper head protection (usually a hard hat). The standard for hard hats in New Brunswick is quoted in Regulation 91-191.

Other types of PPE

Depending on the industry in which an employee works will depend on the type of PPE they will need in order to perform their job in a safe and healthy manner.

Other forms of PPE that may be required by the employer could include:

- Aprons (chemical splashes, hot substances)
- Fall arrest systems (exposure to the risk of falling from heights)
- Vests (reflective material to increase the visibility of the employee)
- Transfer belts, also referred to as *walking* or *gait* belts (client-transferring assisted device used in healthcare / homecare settings)
- Gloves (chemical and /or liquid resistant, leather, canvas, metal mesh, fabric-coated, latex, vinyl, nitrile, or polyurethane)
- Toe guards (regular shoes)
- Leggings, chaps (protect the leg and feet from heat and cutting hazards)
- Body protection (lab coats, coveralls, vests, jackets, aprons, surgical gowns and full body suits)
- Sleeve, hair and shoe covers (reduce exposure and protect workers from contamination)
- Knee pads (carpet layers, tilers, landscape workers)

Although not normally referred to as PPE, some employees recognize that it is also important to protect their personal health and they carry with them personal hand sanitizer as a means to reduce exposure to infectious agents such as MRSA that can cause infectious disease. Why?

*Statistics show that in the workplace:

- The average desk carries over 20,000 germs (per square inch)
- The telephone carries over 25,000 germs (per square inch)
- The keyboard carries over 3000 germs (per square inch)

**C.P. Gerba. Germs in the Workplace. Unpublished observational study, University of Arizona, 2001.*

Regardless of the type of PPE used or worn, it must be stored in a clean area where the employee can easily access when required. It must also be repaired or replaced when damaged or when it has become contaminated by a hazardous substance. If there is a requirement to meet a certain standard, CSA, ANSI or equivalent, the employer must ensure that the PPE meets this standard.

Section 8

Take prescribed actions in response to emergencies

What if an accident happens?

Employers are legally responsible to report workplace accidents as soon as practicable to WorkSafeNB (under the Occupational Health and Safety Act and Worker's Compensation Act).

Employers must clearly communicate to employees the importance of accident / incident reporting within their companies. Accident / incident reporting policies & procedures must be developed & reviewed periodically to ensure the workplace is effectively supporting the management's health & safety goal of providing healthy & safe work environments for employees.

Accident / incident reporting procedure

In the event of a workplace accident / incident:

Employees / co-employees must:

1. Notify (immediately) your supervisor of the accident / incident prior to leaving the workplace.
2. Complete the (internal) "Accident / Incident Report Form" with the supervisor and sign the form prior to leaving the workplace, if capable.
3. Complete and sign WorkSafeNB Form 67, if necessary. An example of Form 67 can be found in Appendix 5.
4. In the event that there is an injured employee who is unable to report the accident / incident, or a known accident / incident has gone unreported, a co-worker or witness to the event is required to report the event to their immediate supervisor (confidentiality will be protected).

Supervisors must:

1. Respond to the scene of the accident / incident reported immediately or summon designate to respond to the area where scene of accident / incident is reported.
2. Assess the area for unsafe conditions for protection of other employees and call for emergency or rescue services, if required.
3. Immediately have first aid administered or summon medical services.
4. Contact appropriate management personnel and authorities. Designate someone to contact WorkSafeNB, if warranted.

5. Complete and sign the internal "Accident / Incident Report Form" with the employee or individual(s) who reported the event.
6. Notify Workplace Accommodation team, HR and designated union representatives, if required.
7. Complete and sign WorkSafeNB Form 67 and forward to HR payroll department.
8. Forward all appropriate forms to management and notify JHSC there has been an accident / incident.
9. Designate individuals to immediately begin accident / incident investigation.

Review exercise

1. According to the Occupational Health and Safety Act, identify if the following individuals are defined as “employees” and have rights and responsibilities under the this legislation.

Title	Yes or No
Volunteers	
Retail store product demonstrators	
Apprentices	
Student practicum placements	
Nursing home residents	
Retail consumers	

2. In the scenario below, identify who are the employee(s) and the employer(s):

Bob, the lead hand of the company’s third shift, has been direction by Sue, the shift supervisor, to complete Ken’s orientation training. Ken is a new hire and works as a welding apprentice.

- Bob - Employee or employer?
- Sue – Employee or employer?
- Ken – Employee or employer?

3. Who is responsible for reporting to WorkSafeNB an injury at work?

- a. A health and safety officer
- b. The injured worker
- c. The employer
- d. Everyone at the workplace

4. Which of the following is not covered under WHMIS legislation?

- a. MSDS
- b. Accident / incident reporting
- c. Workplace labels
- d. Supplier labels

5. Which of the following defines a competent worker?

- a. Qualified
- b. Trained
- c. Knowledgeable
- d. All of the above

6. Under WHMIS (88-221) legislation, which of the following is **not** a requirement of workplace label?
- a. The product identifier
 - b. The country where the product was made
 - c. Information on safe handling of the product
 - d. Reference to the MSDS
7. Which of the following is not an example of a MSI (Musculoskeletal Injury)?
- a. Muscle strain
 - a. Rotator cuff
 - b. Carpal tunnel
 - c. Broken wrist
- 8. Back and shoulder injuries represent approximately _____ % of all MSIs.**
- a. 45
 - b. 25
 - c. 95
 - d. 70
- 9. Most workplace accidents are caused by**
- a. Employees who are new to the workplace
 - b. Unsafe acts and unsafe conditions
 - c. Employers who are frequently absent from the workplace
 - d. The lack of PPE available to the employees
- 10. The *Internal Responsibility System* means that**
- a. The employer has delivered a due diligence course to the employees
 - b. The employer has a well-defined and well-documented health and safety management system which includes disciplinary procedures for non-compliance
 - c. The employer has provided to employees proper PPE and has taught the employees how to use the PPE
 - d. The employer has current copies of all applicable workplace legislation

11. Costs associated with workplace accidents include

- a. Direct and indirect costs
- b. Indirect and capital budget costs
- c. Reduction in compensation costs to the employee involved
- d. Increases in the employee's wages

12. According to the Accident Causation Theory

- a. All accidents are preventable
- b. There are multiple causes for why accidents happen
- c. There is usually a single cause to explain why accidents happen
- d. All accidents are the result of employer errors

13. The Occupational Health and Safety Act is enforced by

- a. The provincial government
- b. WorkSafeNB Health and Safety Officers
- c. The federal government
- d. The Department of Justice

14. If you need to exercise your legal right to refuse unsafe work

- a. Leave the workplace immediately after refusing the task
- b. Notify your JHSC prior to notifying your supervisor
- c. Call WSNB safety officer first
- d. Notify your immediate supervisor first

Answers are in Appendix 3

Appendices

Answers to exercise page 3

1. Employees have a legislative responsibility to
 - a. Report hazards
 - b. Wear only Personal Protective Equipment (PPE) that is comfortable
 - c. Show up on time for work
 - e. Become a member of a workplace JHSC

2. If an employee is working alone, the employer shall:
 - a. Write a letter to the WorkSafeNB and explain why the employee is working alone
 - b. Establish a code of practice for the employee
 - c. Contact the WorkSafeNB officer to ask the officer to check on the employee
 - e. Visit the workplace every 2 hours to check on the employee

3. WorkSafeNB "Zero Tolerance" initiative is enforced for violations under the General Regulations (91-191) with
 - a. Tag and lockout, first aid and fall arrest
 - b. Tag and lockout, fall arrest and trenching
 - c. Trenching, tag and lock-out and machine guarding
 - e. Machine guarding, fall arrest and WHMIS

4. According to legislation, during a work refusal, employees shall
 - a. Address their concerns to a workplace JHSC, if they believe they should know
 - b. Address their concerns to their co-workers
 - c. Address their concerns to their supervisor
 - d. All of the above

5. Which of the following activities is **not** assigned by Regulation to the employer?
 - a. Providing equipment that is in good condition
 - b. Ensuring a worker uses the equipment safely
 - c. Checking and documenting status of all machinery of every worker before workers start the machinery
 - d. Establishing a code of practice for certain types of work and / or machinery

6. If an employee approaches a JHSC with a H&S concern, the first thing a JHSC should do is
 - a. Inquire if the employee's immediate supervisor has been notified of the concern
 - b. Immediately investigate the concern without the supervisor present
 - c. Immediately call a WorkSafeNB officer
 - e. Inquire if other employees feel that the concern is valid

7. The 3 fundamental rights of all employees are:
 - a. The right to participate, the right to know and the right to refuse unsafe work
 - b. The right to participate, the right to refuse unsafe work and the right to refuse to wear personal protective equipment
 - c. The right to direct work, the right to participate and the right to know
 - d. The right to know, the right to refuse unsafe work and the right to refuse to wear personal protective equipment

8. Under the legislation, employees are obligated to
 - a. Develop the workplace WHMIS program
 - b. Conduct workplace inspections
 - c. Conduct themselves and work in a safe manner
 - d. All of the above

9. All employers in New Brunswick
 - a. Must have a Joint Health and Safety Committee regardless of the size of the employer
 - b. Must have a Joint Health and Safety Committee where / when required by law
 - c. Must have only employee members on a Joint Health and Safety Committee
 - d. Must have only employer members on a Joint Health and Safety Committee

10. Every employee in the province of New Brunswick
 - a. Must receive training from their employer
 - b. Must be properly supervised by their employer
 - c. Cannot work alone without a code of practice supplied by and reviewed by their employer
 - d. All of the above.

Appendix 2

Accident causation- contributing factors

Case study #1

- Long day at work (10 hours)
- Argument with co-worker
- Tire is low
- Raining
- Son in trouble at alcohol
- Consumed 2 alcoholic beverages
- Stressed about being late for supper and impending (spousal) argument
- Dark
- Playing with CD and inattentive

Case study #2

- LPN does not know Mr. Smith
- LPN has little experience
- LPN not informed of the prior day's events
- Mr. Smith has personal issue he is dealing with: he is tired, he has lost his best friend recently (death) and his new roommate disrupts him at night
- Mr. Smith recently had a fall and feels uncomfortable walking on his own
- LPN dismisses Mr. Smith's comments for wheelchair request
- LPN pushes for Mr. Smith to do as she wants
- LPN approaches Mr. Smith unexpectedly when he is agitated

Case study #3

- Mr. Track did not report problem with the line when it started
- Tag & Lockout procedure missing from the machine
- Mr. Track is anxious to leave for vacation and did not report the previous night's problem with the machine
- Mr. Jovi did not show for work
- Mr. Wick was asked to fill in and had no experience with the line
- Mr. Wick assumes all production lines are the same
- Mr. Wick attempted to free machine without using the proper procedure or asking for assistance

Appendix 3

Answers to the review exercise

1. According to the Occupational Health and Safety Act, identify if the following individuals are defined as “employees” and have rights and responsibilities under the this legislation.

Title	Yes or No
Volunteers	<u>Yes</u>
Retail store product demonstrators	Yes
Apprentices	Yes
Student practicum placements	Yes
Nursing home residents	No
Retail consumers	No

2. In the scenario below, identify who are the employee(s) and the employer(s):

Bob, the lead hand of the company's third shift, has been direction by Sue, the shift supervisor, to complete Ken's orientation training. Ken is a new hire and works as a welding apprentice.

Bob - Employee or **employer?**

Sue – Employee or **employer?**

Ken – **Employee** or employer?

3. Who is responsible for reporting to WorkSafeNB an injury at work?

- A health and safety officer
- The injured worker
- The employer**
- Everyone at the workplace

4. Which of the following is not covered under WHMIS legislation?

- MSDS
- Accident / incident reporting**
- Workplace labels
- Supplier labels

5. Which of the following defines a competent worker?

- Qualified
- Trained
- Knowledgeable

- d. **All of the above**
6. Under WHMIS (88-221) legislation, which of the following is **not** a requirement of workplace label?
- a. The product identifier
 - b. **The country where the product was made**
 - c. Information on safe handling of the product
 - e. Reference to the MSDS
7. Which of the following is not an example of a MSI (Musculoskeletal Injury)?
- a. Muscle strain
 - d. Rotator cuff
 - e. Carpal tunnel
 - f. **Broken wrist**
8. Back and shoulder injuries represent approximately _____ % of all MSIs.
- a. 45
 - b. 25
 - c. 95
 - d. **70**
9. Most workplace accidents are caused by
- a. Employees who are new to the workplace
 - b. **Unsafe acts and unsafe conditions**
 - c. Employers who are frequently absent from the workplace
 - d. The lack of PPE available to the employees
10. The *Internal Responsibility System* means that
- a. The employer has delivered a due diligence course to the employees
 - b. **The employer has a well-defined and well-documented health and safety management system which includes disciplinary procedures for non-compliance**
 - c. The employer has provided to employees proper PPE and has taught the employees how to use the PPE
 - d. The employer has current copies of all applicable workplace legislation

- 11 Costs associated with workplace accidents include
- a. **Direct and indirect costs**
 - b. Indirect and capital budget costs
 - c. Reduction in compensation costs to the employee involved
 - d. Increases in the employee's wages
12. According to the Accident Causation Theory
- a. All accidents are preventable
 - b. **There are multiple causes for why accidents happen**
 - c. There is usually a single cause to explain why accidents happen
 - d. All accidents are the result of employer errors
13. The Occupational Health and Safety Act is enforced by
- a. The provincial government
 - b. **WorkSafeNB Health and Safety Officers**
 - c. The federal government
 - d. The Department of Justice
- 14 If you need to exercise your legal right to refuse unsafe work
- a. Leave the workplace immediately after refusing the task
 - b. Notify your JHSC prior to notifying your supervisor
 - c. Call WSNB safety officer first
 - d. **Notify your immediate supervisor first**

Appendix 4

HEALTH AND SAFETY CHECKLIST SUGGESTED GUIDELINES FOR EVALUATING A WORKPLACE

	YES	NO	N/A	?
THE WORKPLACE				
Does the workplace have a new employee orientation program in place and/or takes the time to train new employees?				
Are employees provided with the rules, policies and procedures for doing the job safely?				
Are employees provided with contacts to help with questions and concerns regarding health and safety issues in the workplace (e.g. supervisor, joint health and safety committee)?				
Is there evidence of good housekeeping in the workplace (e.g. free from items that may cause slips, trips and falls)?				
PROPER USE OF EQUIPMENT				
Are comprehensive instructions and training provided for using all machines and equipment?				
Is instruction provided related to machine guarding (i.e. are moving parts exposed)?				
Is instruction provided on the maintenance and storage of machines and equipment?				
Is instruction provided on lock out, starting and stopping machines and equipment?				
PERSONAL PROTECTIVE EQUIPMENT (PPE)				
Is the use of PPE required on the job?				
Is PPE supplied by the employer to employees?				
Is training provided on the use of PPE?				
Is the use of PPE enforced?				
HAZARDS IN THE WORKPLACE				
Are employees made aware of existing hazards (physical, biological and chemical agents) in the workplace?				
Are employees provided with instructions on reducing and controlling the risks and hazards in the workplace?				51

	YES	NO	N/A	?
Are any controlled/toxic products used, handled or stored in the workplace?				
Are employees provided with proper instruction and training on handling and disposal of controlled/toxic materials?				
Are containers labeled appropriately (i.e. proper use of Workplace Hazardous Materials Information System/ WHMIS)?				
Are Material Safety Data Sheets (MSDSs) available and accessible to all employees in the workplace?				
EMERGENCY PROCEDURES				
Are there emergency procedures in place?				
Are emergency procedures reviewed with employees?				
Are fire exits marked and accessible?				
Are First Aid kits on site, accessible and maintained?				
Are fire extinguishers on site and checked regularly?				
Are employees provided with instruction on reporting an injury, incident or dangerous situation?				
PROPER USE OF THE BODY <i>(Answering yes to either of the following 2 questions may be an indication that the stage is being set for a repetitive strain injury).</i>				
Does the job require a lot of lifting, pushing, pulling or carrying?				
Does the job require working in awkward postures (e.g. arms above your head or with a bent back)?				

Additional comments/observations:

The following are other examples of items that may be included in a checklist used for health and safety inspections.

- ◆ Air quality: dust, gases, temperature, humidity, proper ventilation.
- ◆ Building & structure: windows, doors, floors, exits, aisles, ramps, guard-rails, garbage removal & storage, roof, walls.
- ◆ Fire prevention: smoke alarms, sprinkler system, fire exits lighted and signs, fire exits unobstructed, fire extinguishers exist, are in the proper locations and are checked monthly.
- ◆ Furniture: good condition, no sharp edges, appropriate, proper storage space.
- ◆ Emergency procedures: signs & procedures posted, emergency lighting, employees aware of procedures.
- ◆ First Aid Kits: exist, are in the proper locations, maintained, proper contents, certified first aid personnel are available on all shifts.
- ◆ Walking and work areas: clean, good repair, non slip carpets and mats.
- ◆ Hazardous supplies & materials: proper storage, proper labelling, WHMIS labels & availability of MSDS.
- ◆ Personal protective equipment: provided, enforced, proper type.
- ◆ Guards on all moving parts of machines.
- ◆ Housekeeping: cleanliness in all areas.
- ◆ Proper training provided: to new and transferred employees, regarding WHMIS, general & job specific health and safety, PPE use and maintenance.
- ◆ Proper lighting in all areas: all ceiling lights functioning, protected and intact.
- ◆ Eye wash stations: clean, operating, regular testing.
- ◆ Ladders and climbing devices: properly stored, good condition.
- ◆ Equipment stored neatly when not in use.
- ◆ Carpet and flooring clean and in good repair.

- ◆ No sign of leaks or water on walking surfaces.
- ◆ No sign of tripping hazards (e.g. cords).
- ◆ Equipment is in good repair (no loose or protruding parts).
- ◆ All entrances and exits free from debris and hazards.
- ◆ Telephone working and accessible with emergency numbers listed.
- ◆ All safety rails on stairways secure.
- ◆ Sinks, fountains, bathrooms are sanitary.
- ◆ Cleaning materials stored properly.
- ◆ Attention to environmental conditions (e.g. snow & ice clear from walk ways and roads).
- ◆ Appropriate use of body mechanics for required job tasks.

Training for the New Worker

The following is a list of examples of items that can be included within a health and safety training orientation for a new employee entering the workplace.

- ◆ All procedures to do the job safely: rules and policies, workplacespecific training.
- ◆ Instructions on using all machines and equipment properly: machine guarding, tag and lock out, maintenance, starting and stopping machines/equipment.
- ◆ Emergency procedures: what to do in case of emergency, who to contact, location of fire exits, First Aid kits, fire extinguishers.
- ◆ Existing hazards within the workplace: how to reduce and control the risks and hazards.
- ◆ Handling materials: proper storage, use and disposal, WHMIS & MSDS.
- ◆ Personal protective equipment: what is needed, when is it needed, who will supply the PPE.
- ◆ Who can help: answer questions and/or who to report to regarding health and safety issues in the workplace, Joint Health and Safety Committee.
- ◆ Proper housekeeping in workplace.
- ◆ Reporting an injury or incident - how and to whom.
- ◆ Working hours, breaks, schedules.
- ◆ Legislation related to the job tasks and job-specific safety hazards.
- ◆ Right to refuse procedures.