



Safe Environments

Healthy Workers

SIMPLE SAFETY FOR A NEW WORKER

When you start a new job, there is usually a lot of excitement and a lot to learn. Health and safety might not be top of mind for you, but it is important.

SO, HERE ARE 4 SIMPLE STEPS TO TAKE



1. **Get on Board** – understand your role
2. **Get in the Know** – understand common workplace hazards and how to find safety information
3. **Get involved** – learn how to participate in workplace safety
4. **Get more help** – understand who you can go to for help, and how to refuse unsafe work

1. GET ON BOARD

The Occupational Health and Safety Act is a set of laws designed to keep you and other workers safe and healthy. It includes roles and responsibilities which are related to the role that you have such as being a worker or a supervisor. This document focuses on your role as a worker, but just so you are aware your supervisor and the employer have many responsibilities about ensuring that the workplace is healthy and safe. They are required to do everything they can to make that happen.

AS A WORKER YOU NEED TO

- Follow the law and workplace health and safety policies and procedures
- Use and wear protective equipment as required by the law or employer
- Work and act in a way that won't hurt you or any other worker
- Tell your supervisor about anything in the workplace that is unsafe or goes against the law

2. GET IN THE KNOW

At work, you have the right to know. This means that you have the right to know about job-related hazards, how the hazards can harm you, and how to take steps to protect yourself from being harmed by the hazards.

Every workplace has hazards. A hazard is something that has the potential to cause injury or illness. There are safety hazards and health hazards. Hazards that have the potential to cause an injury are called safety hazards. Hazards that have the potential to cause illness or disease or other health conditions are called health hazards. Health hazards can have a latency period meaning the worker may not get sick right away – it may take a long time.

In Ontario, the common workplace hazards are:

- Musculoskeletal Injury Disorders - Repeating the same movements over and over, especially if you are in an awkward position or you use a lot of force. Think of someone who bends down all day or someone who lifts heavy things over and over again.
- Slips, Trips and Falls - Think of something as simple as slipping because of spilt coffee on the floor, a cluttered work area or falling from a raised platform with no guardrails.
- Motorized Vehicles - Think of being hit by a dump truck that is backing up on a construction site, or someone getting hit by a forklift truck in a warehouse or on a loading dock.
- Machine Hazards – Machines have moving parts and many workers have been killed or seriously injured by the equipment they were operating.
- Workplace Violence - It can happen to workers in many situations, such as a retail employee working alone at night, or a health care worker in a hospital or a community.

WHEN YOU START A NEW JOB, THERE ARE FOUR IMPORTANT QUESTIONS TO ASK

- What are the hazards of my job?
- Is there any special training that I need for my job?
- Do I have the right personal protective equipment for this job?
- If I have any questions about health and safety who should I ask?

3. GET INVOLVED

You have the right to participate in workplace health and safety, here are some examples of ways you can participate:

- Ask questions about health and safety
- Volunteer to become a work health and safety representative or worker member of the joint health and safety committee. A Joint Health and Safety Committee is an advisory group of worker and management representatives established under the OHS Act. A Health and Safety Representative is a worker, selected by workers to advise on health and safety in the workplace. This role is established under OHS Act.
- Point out hazards in your work area
- Take health and safety training seriously and put what you learn into practice

LOOK FOR HEALTH AND SAFETY INFORMATION

You should be able to find the following health and safety information in your workplace:

- A copy of the Occupational Health and Safety Act
- Posted Names of your Health and Safety Representative or JHSC Members
- The Company Health and Safety Policy (if your workplace has more than five workers)

If you can't find it – ask your supervisor

CHECK FOR HAZARDS AT YOU WORKSTATION

Each day before you start work

- Check to ensure the machinery is working
- Check for warning labels or signs, and make sure you understand what they mean
- Check that the workstation is clean, remove any slip, trip or fall hazards
- Check that your personal protective equipment is in good working order and available
- Make sure that you know how to do your job safely
- Check for chemicals in your workstation and do you know how to use, store and dispose of these chemicals

4. GET MORE HELP

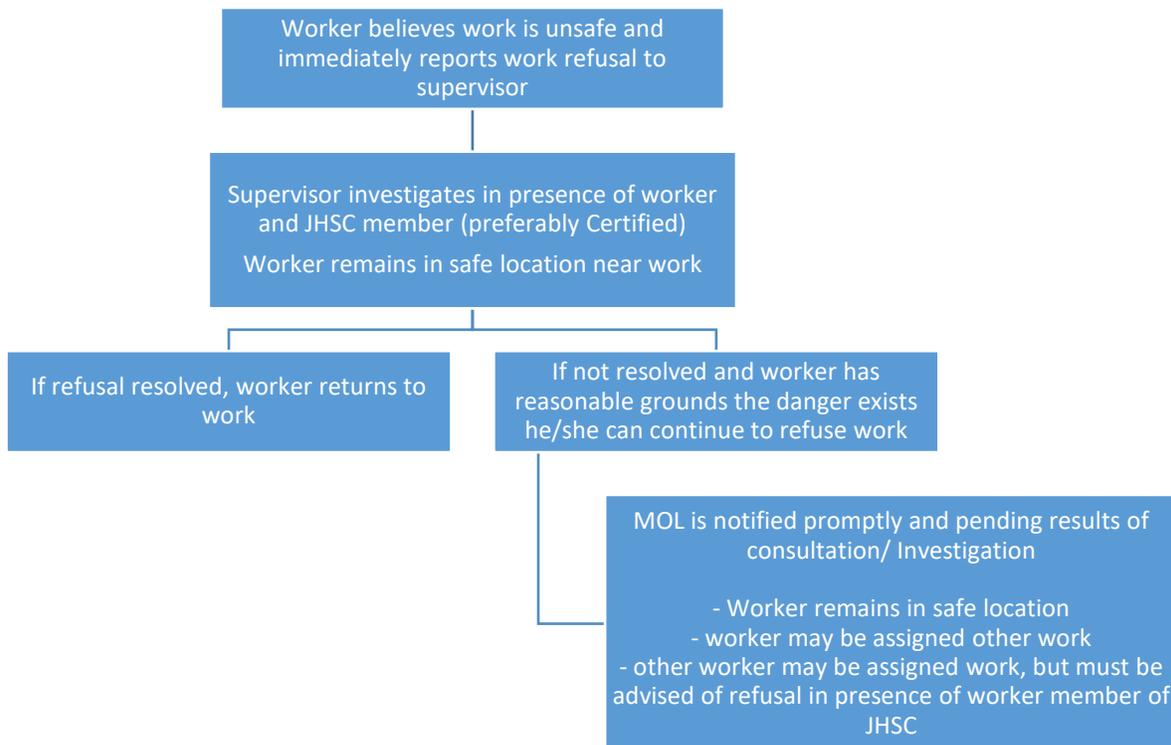
The Ministry of Labour enforces the Occupational Health and Safety Act. Your employer can not fire, punish or threaten you for doing what the law says.

REFUSING UNSAFE WORK

Workers may refuse unsafe work if they have reason to believe that any of the following may endanger themselves or others:

- Any equipment, machine, device or thing to be operated
- The physical condition of the workplace
- Workplace violence is likely to endanger himself or herself
- Either of the above is in contravention of the OHS Act or the regulations and the contravention is likely to endanger themselves or other workers

Here is an overview of the process



FOR MORE INFORMATION

- E-Laws – provides access to Ontario’s laws and regulations: www.e-laws.gov.on.ca
- Ministry of Labour: provides a variety of resources and publications: www.labour.gov.on.ca
- PSHSA, your Health and Safety Association also provides safety information and resources: www.pshsa.ca

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