

Workplace Safety Systems
Textbook
HCS 3000

Unit 1: Safety: From Past to Present

Fact Sheet 1

Safety programs have come a long way. Companies have studied the mistakes of the past and have used these lessons to improve safe practices.

These improvements help to decrease the number of workplace injuries and deaths.

Learning from the Past

In the past, safety programs were designed to protect workers from injuries. **“Safety”** was defined as **“freedom from injuries.”**

Accidents were considered to be an undesired event that resulted in harm to people. **“Incidents”** were seen as **a near accident or a near miss.**

Most people believed that injuries were caused by workers performing unsafe acts. Therefore, safety programs focused on training workers to practice safe work habits, to reduce the number of unsafe acts.

The focus was on workers and the solution was often to find someone to blame. For this reason, workers did not report incidents because they did not want to be blamed.

Managers would provide safety programs but were not responsible for the outcome. They provided the program for the worker; it was now up to the worker to work safely.

Key Terms

- **Direct Costs:**
Costs related to injuries (e.g., medical and benefit costs to worker)
- **Indirect Costs:**
Costs related to property damage, equipment damage, loss of productive work time, investigation time, hiring and training replacement workers, and loss of any business.
- **Safety:**
Control of accidental loss.
- **Safety Management System:**
A problem-solving approach to safety.

Key Ideas

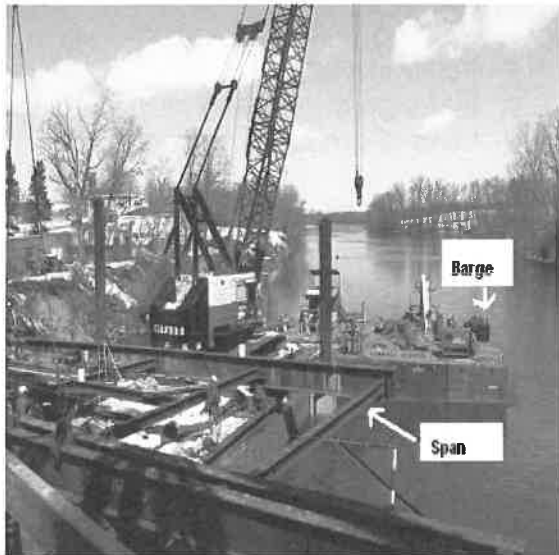
Fact Sheet 1: Safety: From Past to Present

- Safety is the control of accidental injury, damage, and/or loss.
- When workers are injured, there is loss and costs:
 1. Direct costs include:
 - Cost of medical treatment, benefits
 2. Indirect costs include:
 - Cost of property damage
 - Loss of production
 - Loss of profits
- In the past, safety was said to be “freedom from injuries.”
- Safety programs now focus on:
 1. What management does.
 2. How workers do their work.
- Health and safety management systems (HSMS) are designed to prevent:
 1. Loss due to injuries
 2. Loss of production
 3. Damage to property.
- Today, effective HSMS have three levels of loss control:
 - Engineering Controls
 - Administrative Controls
 - management supports and encourages safe work practices
 - Basic/Point-of-Contact Controls (i.e., Personal Protective Equipment)



Organizations often viewed safety programs as an expense... with the key outcome being a reduction in worker injuries.

Based on this view, employers saw only the costs of providing safety programs and not the costs of having workers injured or killed on the job.



Due to injuries this workplace is closed for inspection. Ironworker Foreman Crushed when Bridge Support Element Broke during Dismantling (Case Report: 05NY013)
-- Occupational Health & Safety

The definition of **“accident”** and **“incident”** changed to mean an **undesired event that results in unintended harm or damage to people, property, environment, and/or loss of process/production.**

Incidents are also still recognized as a near miss but if the near miss could have caused harm, then it is investigated as an accident.

The definition of **“safety”** also changed from **“freedom of injuries”** to **“control of accidental loss.”** In this definition, accidents/incidents are caused not only by unsafe acts but also by unsafe conditions.

The term **“unsafe act”** has also been replaced by the terms **substandard practices** and **substandard conditions.**

The focus on safety moved away from worker to management.

This way of viewing safety becomes a safety management system --- a problem-solving approach to safety.

Safety Today

Industries now work very hard to have a safe workplace. This reduces the number of accidents. It also helps a company run better.

A worker who cannot work because of injuries is hard to replace. The tasks done by this worker may not be done until the worker returns. This lowers a company's productivity. That is, its ability to make profit.

Workplace safety has three basic steps:

- **Hazard Identification:**
Knowing the things and actions that may lead to accidents.
- **Hazard Evaluation:**
Being able to judge the risk of each hazard.
- **Hazard Control:**
Finding ways to reduce or get rid of each hazard.

Direct/Indirect Costs

Organizations could now include the direct and indirect or hidden costs of injuries and deaths.

Direct costs are related to injuries (e.g., medical and benefits to workers including compensation costs.)

Indirect costs include property damage, equipment damage, loss of productive work time, investigation time, hiring and training replacement workers, environmental and insurance costs, and loss of any business.

Safety Management Systems
are now seen as an investment as
they help reduce costs
and
increase productivity and profits.

Safety management systems have now become an essential part of many organizations and have greatly improved workplace safety.

Loss Control

Loss control is the term now used to describe actions taken in an organization to help prevent:

- Injury to people
- Damage to property
- Loss of productivity and profit

There are 3 levels of loss control:

1. **Engineering Controls:**
 - Seeks to create a culture of safety in an organization.
2. **Administrative Controls:**
 - Includes the setting up of safety committees and ongoing safety training.
3. **Basic Controls:**
 - Includes the use of personal protective equipment (PPE).

More information on Loss Control methods is contained in the following units.

Regardless of the method of control used, each control method should be checked regularly to be sure that it is effective.

Employers and Workers' Responsibilities

The *Alberta Occupational Health and Safety Act* states:

2 (1) Every **employer** shall ensure, as far as it is reasonably practicable for the employer to do so.

- a) the health and safety of
 - i) workers engaged in the work of that employer, and
 - ii) those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and
- b) that the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act, the regulations and the adopted code.

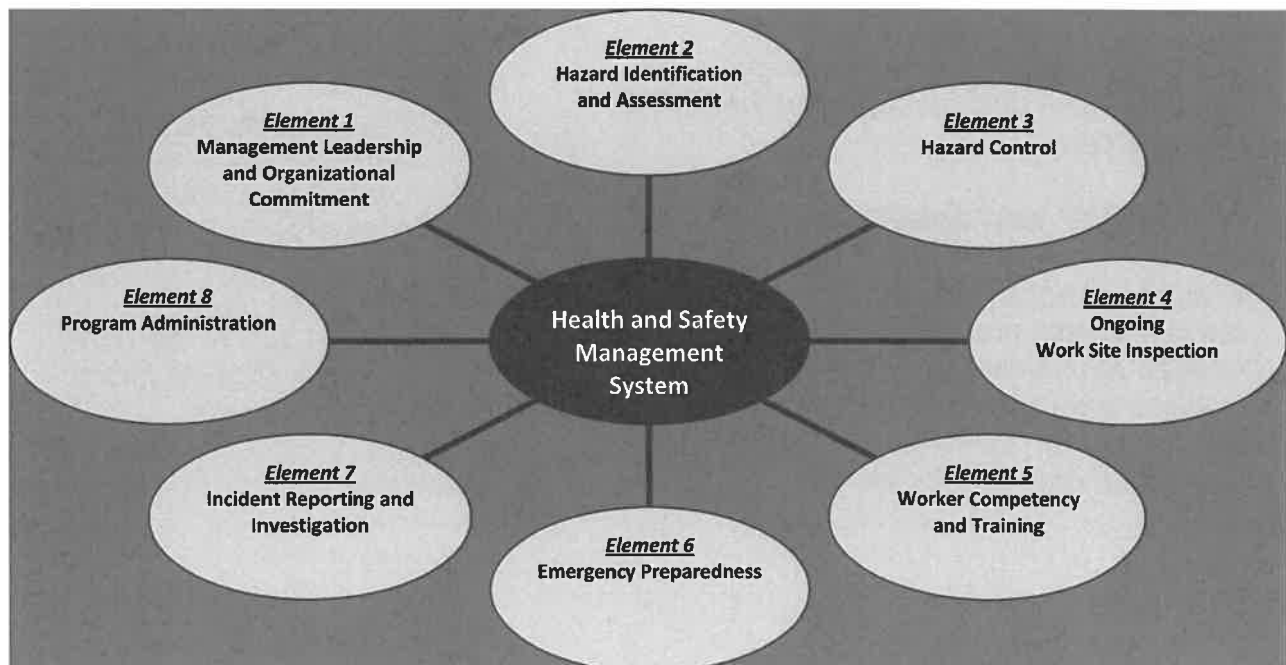
(2) Every **worker** shall, while engaged in an occupation,

- a) take reasonable care to protect the health and safety of the worker and of other workers present while the worker is working, and
- b) co-operate with the worker's employer for the purposes of protecting the health and safety of
 - i) the worker,
 - ii) other workers engaged in the work of the employer, and
 - iii) other workers not engaged in the work of that employer but present at the work site at which that work is being carried out.

Key Ideas

Unit 2: Health & Safety Management Systems: The 8 Elements

- A health and safety management system (HSMS) is a series of processes put in place to protect workers and others.
- A HSMS includes the following elements (processes/documents):
 1. Management commitment or policy
 2. Hazard identification and assessment
 3. Hazard controls
 4. Ongoing inspections
 5. Qualifications assessment and training
 6. Emergency Response Planning
 7. Incident Reporting and Investigation
 8. HSMS Administration.
- An effective HSMS must include each of the 8 elements.



Unit 2: Health & Safety Management Systems: The 8 Elements

(The following information has been accessed and modified from <http://employment.alberta.ca/SFW/996.html>)

Fact Sheet 2

A health and safety management system is a process put in place by an employer to minimize the incidence of injury and illness to workers involved in their working operations. This is accomplished through identifying, assessing and controlling risks to workers in all operations of work. The scope and complexity of a health and safety management system will vary according to the type of workplace and the nature of operations carried out.

To be effective, the following 8 components are considered to be essential and form the basis of the health and safety management system:

1. **Management Commitment and Policies**

A written health and safety policy stating the company's commitment, the overall goals and objectives for their health and safety program and the responsibilities of management, workers, visitors and contractors.

The policy should be dated and signed by the senior operating manager and/or CEO for the work site.

2. **Identify and assess hazards**

Evaluate all equipment, machinery, work areas and work processes to identify and analyze all potential sources of harm to workers. A record of all hazards should be kept, along with the degree of risk and level of potential exposure for workers.

Key Terms

- **Hazard control:**
Things done to avoid or stop injury or loss.
- **Hazard evaluation:**
Judging the level of risk for each hazard.
- **Hazard identification:**
Being able to recognize things that could cause injury or loss.
- **Lost-time claim:**
A report sent to the WCB when a workplace injury causes lost time.

3. Hazards and Risk Controls

Control measures should be developed for each hazard identified.

Typical control methods include:

- Engineering,
- Administrative and
- Basic Point of Contact - Personal Protective Equipment.

Records of safe work practices and procedures for hazardous operations should be readily available and all workers trained.

4. Workplace Inspection Program

To ensure that hazard control measures are in place and effectively protect workers, a regular inspection program is important.

Inspection tours provide important information, including information about hazards or potential hazards that have not been noted before and a check that controls to eliminate or reduce risks of known hazards are in place and working.

Records of all inspections should be kept, including the checklist used.

5. Worker competency and training:

Worker training is an essential phase of an effective health and safety program. Workers need to know how to do their jobs safely and without risk to their health.

New and/or young workers need special consideration. New worker orientation should be completed within the first week on the job and critical information must be covered on the first day. All training should be documented.

6. Emergency Response Planning

A serious emergency, such as an explosion, fire or flood could put any company out of business.

Even the best health and safety program cannot protect from all natural or unexpected disasters. However, a good emergency response plan that is in place and practiced regularly can reduce the risk of injury and loss.

7. Incident Reporting and Investigation

When an incident occurs, it is important to report it to a supervisor. The supervisor should:

- Investigate cause
- make sure previously uncontrolled hazards do not remain a risk
- prevent the recurrence of similar incidents
- determine if training or changes in control methods, such as personal protective equipment and procedures, need to be changed to make the workplace safer or healthier.

All incidents must be investigated as soon as possible.

8. HSMS Program Administration

HSMS program administration ensures that all parts of a health and safety management system are properly documented and communicated to employees. Records help to ensure that the program is effective in reducing the risk of injury and ill health at the workplace.

Evaluation/Audits

A comprehensive review of the employer's health and safety management system is carried out through a workplace safety audit.

Alberta Employment and Immigration's *Partnerships* recognizes the efforts of employers who meet provincial standards by issuing of a Certificate of Recognition (COR).

To qualify for a COR, a safety audit must be carried out by a qualified auditor. The auditor must use an audit instrument that is approved for *Partnerships* use and is acceptable to a Certifying Partner.

The audit will cover the basic elements of a health and safety management system and will include interviews, documentation review and observation technique.

Key Ideas

Unit 3: Hazards: What Are They?

- A safe place would have no hazards.
- Hazards can be found everywhere: at home, in school, in all workplaces.
- Hazards in the workplace can cause:
 - injuries/death
 - loss of income
 - property damage
 - environmental damage
 - loss of production and profits.
- Most hazards can't be removed. They can only be controlled and the risk of injury reduced.
- Types of hazards include:
 - Physical
 - Chemical
 - Biological
 - Ergonomic
 - Psychological/Mental Health.
- "Hazard control" means reducing risk of injury, damage or loss.
- If a hazard is not controlled, it's only a matter of time before someone is injured.



Make the time to be safe!!!

Unit 3: Hazards: What Are They?

Fact Sheet 3

A safe workplace would have no **hazards**. There would be no machines, equipment or materials that could harm people.

However, there are no safe workplaces.

An important part of workplace safety is being able to identify hazards before someone gets injured.

Identifying hazards is the first step in **reducing** risk or injury.

Incidents/Accidents

An incident may be a **“hit”** or **“near miss.”** It is an event that has or could have caused an injury.

Accidents are incidents that have caused one or more of:

- Injuries to workers
- Property damage
- Environmental damage
- Loss of product

Reducing the number of accidents and incidents improves workplace safety.

Key Terms

- **Environmental Damage:**
Damage to the air, trees or plants, etc.
- **Hazard:**
An activity, event or condition that could create an incident that causes damage, injury or illness.
- **Paramedic:**
Persons trained to give basic medical aid.
- **Reducing:**
Making less.

***If a hazard is not controlled,
it's only a matter of time before someone is injured.***

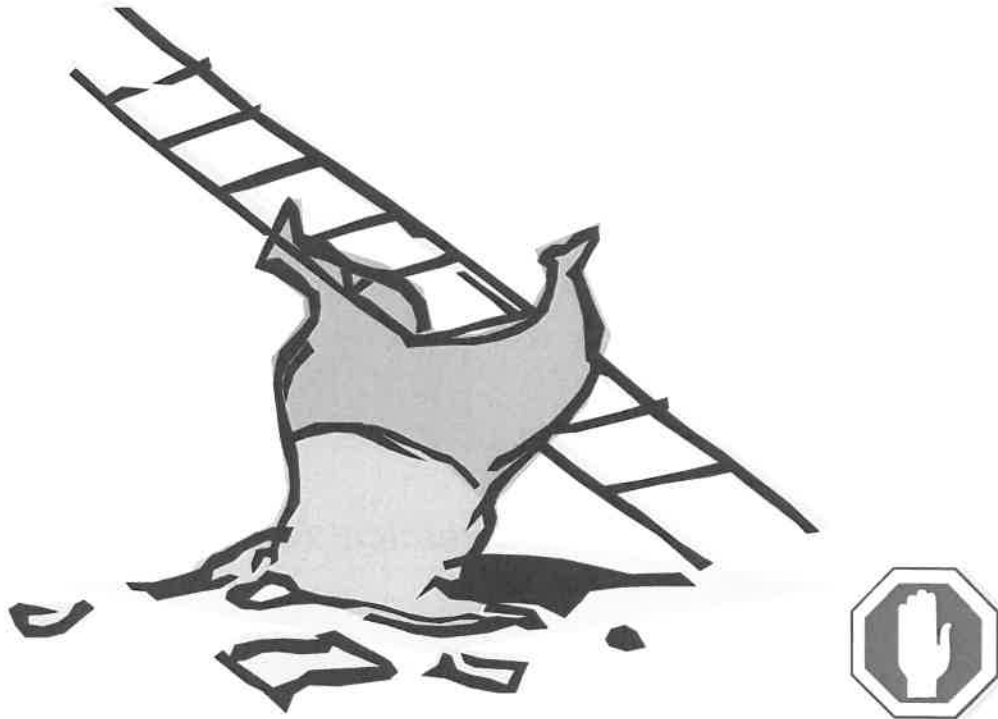
Hazards: What Are They?

A hazard is an activity, event or condition that could cause an accident or incident that results in injury or illness to people and/or damage to property.

Remember

To prevent an accident or incident, hazards must be identified and controlled.

A hazard can be something as simple as a ladder left lying around. It can also be something like a chemical substance used in a workplace.



Types of Hazards

Hazard types include:

- ❑ Physical
- ❑ Chemical
- ❑ Biological
- ❑ Ergonomic
- ❑ Psychological/mental health

Ergonomic and psychological/ mental health hazards are described in Unit 4 Ergonomics: Fitting the Workplace to You, Fact Sheet 4 and Unit 5 Hazard Risk and Assessment and Controls, Fact Sheet 5.

Each industry has its own hazards. Industries often use labels to describe different types of hazards.



Physical Hazards include:

- ❑ Using equipment, machines and tools
- ❑ Working in extreme temperatures
- ❑ Personal movement and moving things

Types of physical hazards:

- ❑ Noisy equipment
- ❑ Vibrating equipment – jack hammers, driving vehicles
- ❑ Being run over, crushed, or pinned.
- ❑ Being caught in equipment, machinery
- ❑ Using the same tool in the same position all day long
- ❑ Working in extreme cold or hot conditions
- ❑ Frayed electrical cords
- ❑ Overhead power lines
- ❑ Items lying on the floor
- ❑ Working from heights
- ❑ Falling objects

Chemical Hazards include:

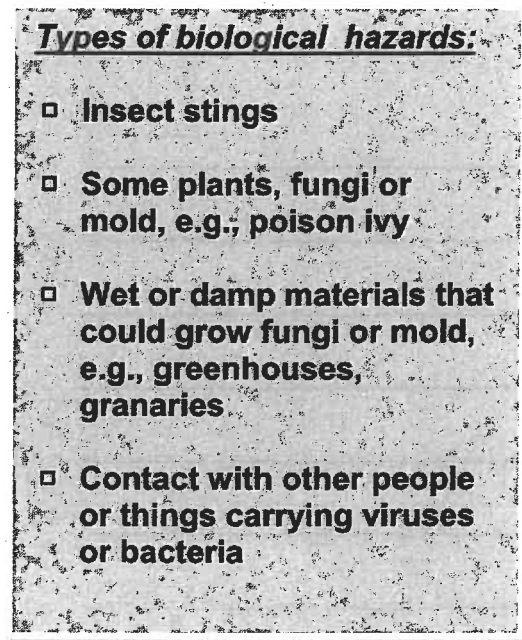
- ❑ Chemical mists, vapors, gases, dusts or fumes

Types of chemical hazards:

- ❑ Using strong cleaning products
- ❑ Oil-based paint
- ❑ Working in area with lots of dust
- ❑ Being exposed to asbestos
- ❑ Using hazardous materials

Biological Hazards include:

- Insects, fungi mold viruses, and
- Working with plant material



Ergonomic Hazards include:

- Inappropriate job and workstation design
- Improperly adjusted work benches, desks, keyboards.
- Harvesting crops by hand.
- Poor lighting
- Repetitive Strain, i.e., operating machinery for long periods of time, i.e., combines, tractors, jackhammers

Psychological (mental health; psychosocial) include:

- Workplace-induced and other stressors
- Excessive work hours and/or shift work
- Challenging personal /Interpersonal relationships
- Discrimination and harassment

Can this person improve his safety?



Yes!! Remember -- Wear Personal Protective Equipment (PPE)!
(See Recommended Unit 12: Personal Protective Equipment (PPE).

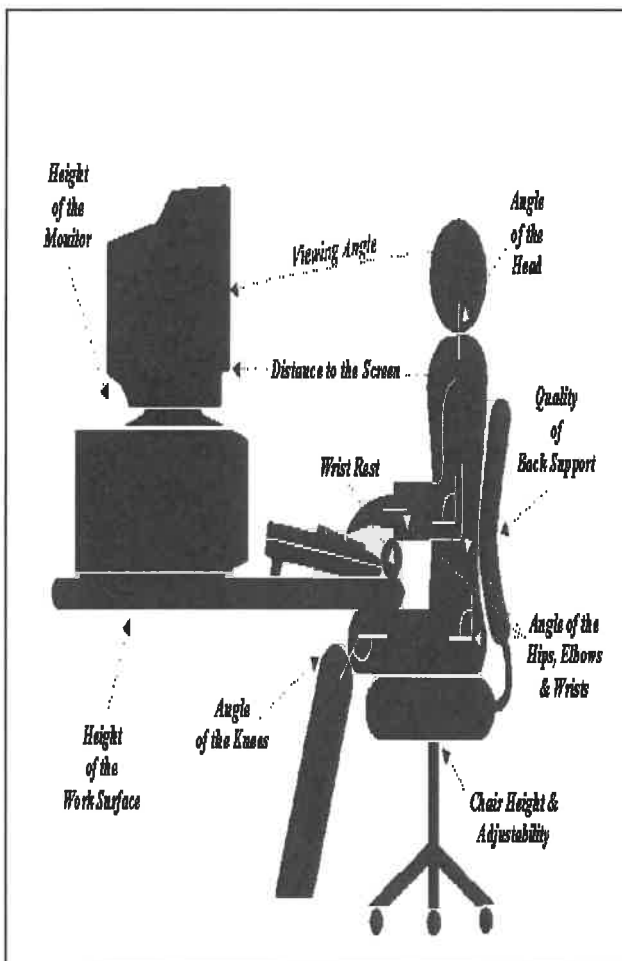
Unit 4: Ergonomics: Fitting the Workplace to You

Fact Sheet 4

Ergonomics is the study of the fit between people and their jobs.

The main goal of ergonomics is to improve:

- the well-being of workers
- the activity of workers
- reduce risk of injury.



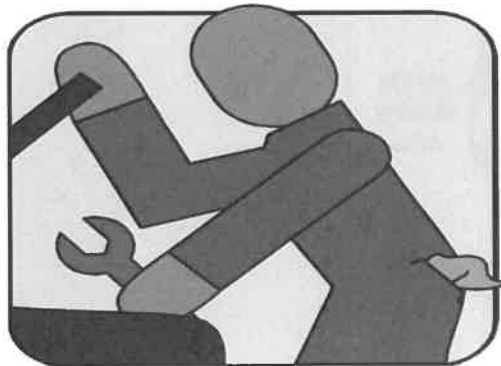
Key Terms

- **Adjustable:**
Something that can be made to fit or be used in many different ways by many different people.
- **Designers:**
People who make things to fit tasks and to meet people's needs.
- **Ergonomics:**
Fitting the workplace to the worker.
- **Ergonomic Hazard:**
Any hazard that can cause injury or harm to a body part or system.
- **Focusing:**
Keeping your mind and eyes on what you are doing.
- **Repetitive Strain Injuries:**
Injuries caused by doing the same task over and over again each and every day.

Key Ideas

Fact Sheet 4: Ergonomics: Fitting the Workplace to You

- A good fit between worker and workplace improves worker health and safety.
- Ergonomics is concerned with:
 - how work is done e.g. sitting standing,
 - what work is done e.g. lifting, typing
 - using proper tools and equipment for the job
 - work area shape, size and space
 - lighting (dark, light, glare)
 - temperature (hot or cold)
 - reducing stress.
- Tasks done many times during the work day can cause a “repetitive strain injury”.
- Breaks from work can help stop repetitive strain (ergonomic) injuries.



Use the right tools in the right way

When setting up a workplace, this question should be asked and answered:

How can the workplace be set up so that each worker can do the job well, with the most comfort, and with the least risk of injury?

The Goal of Ergonomics

The goal of ergonomics is to improve the workers' health and comfort.

Workers who feel well work better.

Worker well-being can be improved by:

- having a healthy and safe workplace
- reducing worker stress
- increasing job satisfaction
- enhancing the quality of work life
- reducing repetitive strain injuries.

Ergonomics looks at how:

- people work with people
- people work with equipment
- people use furniture
- people work in different workplaces.

How People Function

Because each person's body is shaped differently, it is important to make workplaces that will fit (***are adjustable***) to any worker.

Most new equipment and furniture can be adjusted so it can fit people with different sizes, shapes and needs.

Ergonomics measures:

- body sizes and shapes
- body functions (muscle and sensory systems -sound, sight, smell, etc.)
- mental activity (problem solving, decision-making).



Work can be checked to see which of these measures has the most effect on a worker.

Checking for Ergonomic Fit

To check workplace fit ask:

- What task(s) needs to be done?
- What tools and equipment are needed?
- Is a lot of physical work needed?
- Is a lot of mental work needed?
- Is paying attention important to the work?

Fitting the Workplace to:

People

How can workplaces meet the needs of all workers?

Ergonomic specialists divide people into three height and size ranges:

- low
- average
- high.

This information is used in designing the workplace. This ensures that equipment, fixtures, and furniture are usable by as many people as possible. The best design is one that can be adapted to fit everyone.

Lighting

Ergonomic specialists try to put in proper lighting for the job.

Just like furniture and equipment, lighting should be adjustable.

A workplace that is too light or too dark can cause eye strain and headaches.

Workspace

Each workspace must be large enough for larger as well as smaller sized workers.

Furniture

Office furniture can be made to fit different body sizes.

Furniture designers now make chairs that can be adjusted. These chairs can be used by people of all shapes and sizes.

Chairs can also be custom-made to fit unusual body sizes. However, custom-

made chairs are much more expensive to buy.

Office furniture and equipment should adjust to fit most body shapes and sizes.

People's Abilities

People differ in how their muscles work and how their senses work. That's how eyes see, ears hear, and noses smell.

Some people:

- are stronger than others.
- are more flexible.
- have a stronger sense of smell.
- have better hearing.
- have good eyesight.

Knowing the limits of most physical and sensory systems can help in fitting a workplace to its workers.

For example:

- In a factory where heavy objects must be moved, a conveyor belt or trolley could be used to reduce lifting hazards.
- If a workplace needs workers to hear a danger signal, then the sound should be loud enough for all workers to hear.

In some cases, special needs can be met.

For example:

- If a worker needs a quiet work area, special screens can be put around the work area.
- If a worker requires more lighting, then a desk lamp may be added to the work area.

Mental Tasks

Many jobs involve a lot of mental activity. For example, jobs that require workers to:

- Receive information
- Quickly assess it
- Make a decision
- Take action.

These jobs can be very stressful as the mental work may affect lives (e.g., air traffic controllers, pilots.)

Ergonomic specialists plan workplaces and systems that lessen the chance of mental errors. To do this, they have to know how people get information and what they do with it. These specialists help workers get information and make decisions as quickly and as easily as possible.

For example:

- People hear a danger signal better if there is no background noise. People react better if they recognize different workplace sounds.
- People react quickly to symbols that they see and recognize. This is why road signs use symbols.
- Regular work breaks help people relax and be more focused when they return to their work.

The Workplace –

If it Doesn't Fit

There can be a number of signs that a workplace is not fitted to a worker.

For example:

- Aches in the same area of the body during or after each work day.
- Stress headache from focusing too long and too hard on a specific job.
- Backache or pain that is constant from lifting objects at work.



Many ergonomic type injuries are called **Repetitive Strain Injuries (RSIs)**.

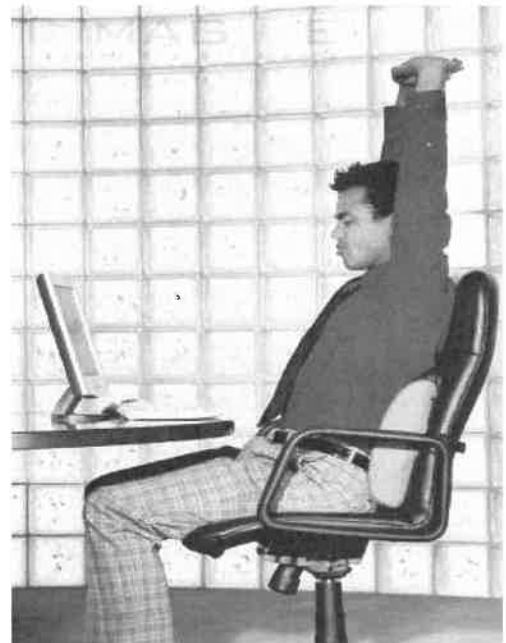
RSIs are caused by work needing long hours of the same movement (e.g., typing). They can also be caused by work that requires holding a body in a fixed position for long periods (e.g., holding shoulders in a fixed position while painting overhead).



RSIs: What To Do

RSIs, such as, pains in the same body part every day should be reported. If the pain is a result of an ergonomic hazard, the employer must try to control the ergonomic hazard.

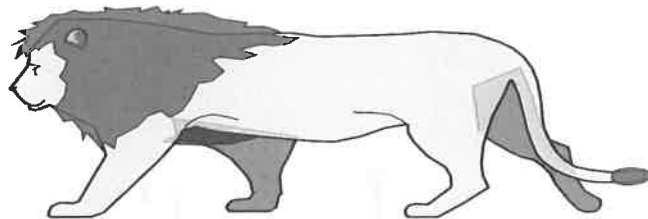
- ❑ The workplace should be adjusted to fit the worker.
- ❑ A desk or table may not be the right height for the worker.
- ❑ Workers can also be given breaks more often or asked to perform other tasks for short periods.



Key Ideas

Fact Sheet 5: Hazard and Risk Assessment and Controls

- A hazard is anything that can cause injury or loss.
- To reduce accidents, injuries and loss:
 - be able to identify hazards.
 - know if a hazard is a high, medium or low risk.
 - know what to do to control the hazard.
- Hazard identification, assessment and control can help prevent injuries.
 - **Identification** is seeing a hazard and knowing what it is.
 - **Assessment** is knowing the risk of each hazard.
 - **Control** is what may be done to limit the hazard from causing harm or loss.
- Types of hazards:
 - chemical, e.g. gas, acid,
 - physical, e.g. noise, electricity
 - biological, e.g. animals, viruses, bacteria
 - ergonomic, e.g. tools, equipment, work area
 - psychological, e.g. stress.



Keep it under control!!!

Unit 5: Hazard and Risk Assessment and Controls

Fact Sheet 5

Wouldn't it be great if we were warned before an injury occurred?

For example, if we knew that a worker was going to be badly cut while using a saw, we could give the worker safety training before the incident. However, we don't always know when incidents are going to happen.

But we can **reduce** the number of **incidents** by assessing hazards and reducing the risk of injury.



Key Terms

- **Allergic Reaction:**
When the body doesn't like the touch or smell of something, it may result in a rash, sneezing, spots (e.g., poison ivy, dust, mold).
- **Environment:**
The space around us. An environment can be good or bad, hot or cold, light or dark...
- **Incident:**
Something that has or could have caused harm, injury or loss. If no one is injured, it's a "near miss."
- **Psychological:**
How your mind works.
- **Reduce:**
Make less.
- **Risk Factor:**
Amount of danger.
- **Stress:**
The way your body reacts to things it doesn't like.
- **Toxic:**
Harmful, poisonous.
- **Viruses and bacteria:**
Types of germs that can affect your health.

Hazard assessment includes:

- **Hazard identification**: finding hazards that could cause accidents in the workplace.
- **Hazard assessment**: judging the degree of danger that the hazard poses to workers (the risk factor)
- **Hazard control**: developing a plan to reduce or remove a hazard before it causes accidents

An **incident** is often referred to as a **near miss** or an event that could have led to an accident.

Accidents may result in injuries to:

- Workers
- Property damage
- Environmental damage
- Loss of process.

Accidents include minor injuries (e.g., cut finger) as well as fatalities (death).

Hazards Defined

A hazard is an act or condition that could cause an incident that may end in injury, illness or loss.

A hazard can be a ladder or tool left lying on the ground and not returned to its proper place.

It can also be chemicals that a worker may have to use.

Reporting all incidents is important for reducing hazards. It helps improve the safety of all workers doing similar jobs.


Reporting incidents, including near misses, is just as important as reporting injuries.

The next time, the same hazard that once caused a near miss could result in an injury or fatality if it goes unreported.

Identifying and Monitoring Hazards

New hazards can appear at any time... even after hazards have been identified, assessed, and controlled.

For example, equipment and Personal Protective Equipment (PPE) will wear out over time. Workers may not return equipment to its proper place. So, checking for hazards must be ongoing.



*A workplace safety program
must include
regular checks for
workplace hazards.*

Types of Hazards

Some examples for each of the five types of hazards include:

Physical Hazards

Most injuries are the result of physical hazards, such as:

- **Noise** – Noisy equipment or a noisy workplace can lead to hearing loss.
- **Temperature extremes** – Working in cold or hot conditions can lead to freezing/ loss of heat or burning/too much heat.
- **Radiation** – The rays from the sun or other radioactive materials can cause cancer and other illnesses.
- **Vibration** – Shaking movements from equipment, such as jack hammers, can lead to many kinds of injuries.
- **Pressure** – Changes in air pressure, such as working with power tools, or working as a diver, or mountain climbers can result in injury.

- **Mechanical** – Any type of equipment, machine or tool can be a mechanical hazard. Workers can be caught in, pinned between, or run over.
- **Electrical** – Any type of electrical equipment can become a hazard and cause injury or death.
- **Gravitation** – Objects or people falling and being pulled to the ground by gravity (the earth's pull).

Biological Hazards

Biological hazards include:

- **Insects**– may cause allergic reactions.
- **Plant material** – may cause an allergic reaction.
- **Fungi and mold** – may cause allergic reactions or infections. Wet or damp materials that grow, for example, in greenhouses or granaries.
- **Viruses and bacteria** – may cause viral or bacterial infections or illnesses, e.g., the flu is a viral illness.

Chemical Hazards

Chemical hazards include chemical mists, vapours, gases, dusts of fumes. Chemical hazards may be in:

- Cleaning products.
- Paint materials.
- Dust/dirt.
- Asbestos.
- Hazardous chemicals.

Ergonomic Hazards

Ergonomic hazards are things in the workplace that do not fit with a worker's needs, such as:

- Desks, chairs, and tables that do not fit the worker's body shape and size.
- Equipment and tools not adaptable to a worker's shape and size.
- Workplaces that are not suited to the task (e.g., trying to answer the phone in a very noisy area.)

Psychological Hazards

Psychological hazards include:

- Work-related stress.
- Deadlines or sales targets.
- Harassment in the workplace.
- Stress from personal life (e.g., divorce, moving, death)

Each person may react in a different way to different psychological hazards.



Risk Factor

Risk is the chance of injury, harm or loss.

Once a hazard is identified, the risk factor or level for that hazard can be assessed by figuring out:

- ***How likely is it that the incident will occur?***
- ***If the incident occurs, how bad will be the injury, harm or loss?***

The risk factor is greater when a hazard is known to have caused harm, injury or loss in the past.

Knowing how often a worker is in contact with a hazard helps to identify the risk factor.

If a worker is exposed to a hazard several times a day, then the risk factor is probably high.



Worksite should be kept clean and free of debris, trip hazards and fire hazards.

Also, there is no fire extinguisher on this site.

If the result of an injury incident needs only minor First Aid, then the risk factor is low. If it leads to a serious injury or death, then the risk factor is high.

A graph below shows how the risk factor can be assessed.

How often are workers exposed to the hazard? ↑ FREQUENT ↓ NEVER	How severe are the consequences? FATAL → MINOR INJURY				
	Probability of Occurrence of Harm	Severity of Harm			
		Catastrophic	Serious	Moderate	Minor
Very Likely	High	High	High	Medium	
Likely	High	High	Medium	Low	
Unlikely	Medium	Medium	Low	Negligible	
Remote	Low	Low	Negligible	Negligible	

Hazard Elimination and Control

“Hazard Elimination” means to remove the hazard so that it no longer is a hazard.

“Hazard control” means having a plan to reduce the risk of a hazard causing injury, harm or loss.

Knowing a hazard’s risk factor can lead to the control of the hazard.

There are 3 main types of hazard controls:

- ❑ Engineering controls.
- ❑ Administrative controls.
- ❑ Basic controls (Personal protective equipment).

Engineering controls includes changing the working conditions.

Examples:

- ❑ Improve ventilation (more air flow) to remove bad air.
- ❑ Set up signs and/or barriers to keep workers from going into harmful areas.
- ❑ Adjusting work areas to fit workers.

Administrative controls direct the tasks of workers, but do not remove a hazard. They may reduce the worker’s contact with the hazard.

Examples:

- ❑ Training workers to work safely.
- ❑ Training workers to properly use equipment, tools and materials.

Basic controls (Personal Protective Equipment (PPE)) does not reduce or get rid of hazards. They reduce the risk of injury from certain hazards.

Examples of PPE are:

- Hard hats
- Eye goggles
- Hearing protection
- Air-filter mask
- Steel-toed boots
- Specialty coveralls.

NOTE:

PPE is a control of last resort.

Engineering and administrative controls are essential to making a workplace safer.

A good control meets four standards:

1. It prevents the hazard from causing harm, injury or loss.
2. It protects those who could be harmed by the hazard.
3. It must not create new hazards or problems.
4. It must not create a hazard to the environment or public outside the workplace.

Types of Hazard Controls

1. Control at the Source

- Gets rid of or changes the hazard, e.g., replacing an older, unsafe machine.
- Change the layout of the workplace or job to reduce an ergonomic hazard.

2. Control along the path from the hazard to the worker

- Barriers or equipment guards protect workers from contact with moving parts. Screens to block welding flash.
- Baffles to block or absorb noise.
- Proper ventilation to remove toxic gases or dust.

3. Control at the level of the worker

- Provide proper training in:
 - Safe work practices and procedures
 - Emergency procedures (how to handle fires or chemical spills)
- Proper support and supervision.

Key Ideas

Fact Sheet 6: Incident Investigation and Injury Prevention

- ❑ Every injury or incident should be investigated.
- ❑ Investigations help:
 - identify the causes of the injury incident.
 - prevent a similar incident in the future.
- ❑ Management and trained staff should conduct each investigation.
- ❑ The investigation procedure should include:
 - Collecting information.
 - Analyzing causes of the incident.
 - Recommending actions to prevent similar incidents.
 - Following up to check that recommended actions were put in place.
 - Writing an incident report.



You need to collect all the pieces to solve the puzzle.

Unit 6: Incident Investigation and Injury Prevention

Fact Sheet 6



Incident investigations are an important part of any health and safety management system. All incidents that occur on a worksite should be investigated.

The purpose of an incident investigation is to help an organization make changes to prevent a recurring incident.

The submitted information is used to record the type of injuries and fatalities that occur in various industries and to improve worker health and safety regulations.

Certain reports must be submitted to the Workers' Compensation Board and to Alberta Employment and Immigration's Workplace Health and Safety.



A 15-year-old trainee (Newnan GA) was killed when the forklift he was operating suddenly went into reverse, ran through the loading-dock gates, flipped over and plunged four feet onto a concrete floor.

Key Terms

- **Investigation:**
Search for reasons.
- **Incident:**
An unintended event that has or could have caused injury, damage or loss.
- **"Near Miss":**
An unplanned event that could have caused an incident or accident.

All incidents, including "near misses" should be recorded, reported and investigated to eliminate and/or control the identified hazard.

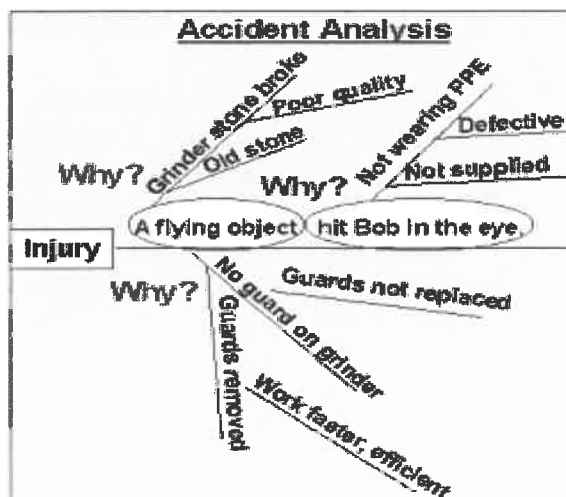
Effective Investigations

An incident investigation should include:

- Describing what happened – witnesses may provide conflicting evidence.

After receiving the information, an investigation will provide a detailed statement of what really happened.

- Identifying or supposing the causes of the incident.
- Determining the risks – some basis for establishing whether the incident will occur again and the potential for major loss must be included.
- Identifying controls – new or improved controls must be identified and put in place to reduce or eliminate the chance of the incident happening again.
- Defining trends – there should be enough detailed information in the report so trends can be identified by looking at all injury reports.
- Demonstrating concern – for other workers, incidents threaten their well-being.



Who Should Investigate?

Management has the primary responsibility for completing each investigation.



Management knows the workers and the conditions they work in, therefore, much of the information can be provided by the supervisor. Management also knows the workers who would be able to provide the pertinent information. Management will be responsible for implementing any recommended changes.

Management must be involved with all investigations, especially those that result from a major loss or a high potential incident.

If it is a high loss situation, government, the public, and the owners will also be involved.

Key decisions on new or improved controls and work practices may need to be made by higher levels of management.

Investigation Procedure

There are many tasks to completing an investigation. While the tasks may vary with each situation, investigations should include:

- Responding to the emergency promptly and positively – a management representative/supervisor should go to the scene immediately upon being notified of an incident.

Incident or Emergency Response instructions should be given to specific people. Keep unneeded workers out of the area.

Management/supervisor must decide whether emergency personnel are required and whether workers should return to work or evacuate the site.

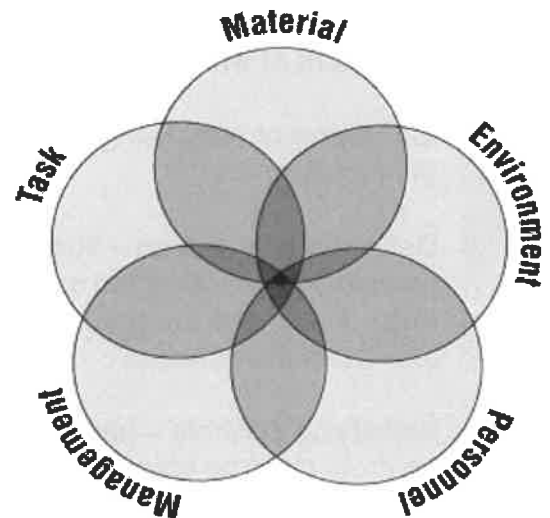
- Collecting information about the incident – management/supervisor needs to ask questions to collect required information.

Investigation Questions

- ✓ What has happened?
- ✓ Who should be interviewed?
- ✓ What is missing that should be at the scene?
- ✓ What is at the scene that should not be there?
- ✓ What things might have failed or malfunctioned?
- ✓ What information is needed about training, repair, maintenance, and other things that are kept on record?

Causation Model

The following model attempts to illustrate that the causes of any incident can be grouped into five categories - task, material, environment, personnel, and management. When this model is used, possible causes in each category should be investigated.



- **Analyze significant causes:**
 - Determine the injuries or losses,
 - Define the energy transfers,
 - Identify substandard practices or conditions, and
 - Identify the basic causes.
- **Develop and take safe actions:**
 - Management/supervisor identifies what immediate actions are required to ensure another incident does not occur.
 - Barriers, clean-up, or lock-out procedures are used, if required?
 - The investigation may also identify changes required to provide new and/or better controls to ensure the incident does not occur again.

□ **Review findings and recommendations** -

Every investigation report should be reviewed by the next higher level of management. This is to ensure that nothing has been overlooked and to identify other people who should read the report.

□ **Follow-up** -

Follow-up ensures that the recommendations are being acted upon and that these actions are having the desired results.

Investigation Reports

The incident report details the total investigation and recommends new and/or better controls.

Most organizations have a standard incident reporting form. Using a standard form:

- ensures that key procedures are followed.
- ensures key questions are answered.
- provides consistent reporting, and
- helps follow-up on recommended actions.

Writing the Report

All information requested on the report should be completed.

The report should include:

- Name of worker(s) involved.
- Department and job titles.
- Location, date and time of incident.
- Description of incident.
- Identification of substandard practices and conditions.
- Identification of causes.
- What worked well in the emergency response plan.
- Recommended actions to prevent a similar incident from occurring.

Injury Prevention

Knowledge of the causes and consequences of past incidents, including near misses, help to prevent future injury incidents.

S A M P L E

Incident Investigation Report

SUPERVISOR INCIDENT INVESTIGATION REPORT	
(Please Fill Out Form Completely)	
NAME OF INJURED WORKER: John Jones	Date of Injury: August 15, 2011 11:45 am
Department/Area Name: vehicle servicing	Co-worker(s): Katherine Brown
1. WORKER'S USUAL OCCUPATION Mechanic	2. LENGTH OF EMPLOYMENT <input type="checkbox"/> Less than 1 mo. <input type="checkbox"/> 6 mos. to 5 yrs. <input checked="" type="checkbox"/> 1-5 mos. <input type="checkbox"/> More than 5 yrs.
3. TIME IN OCCUPATION AT TIME OF INJURY/INCIDENT <input type="checkbox"/> Less than 1 mo. <input checked="" type="checkbox"/> 6 mos. to 5 yrs. <input type="checkbox"/> 1-5 mos. <input type="checkbox"/> More than 5 yrs.	4a. EMPLOYMENT CATEGORY <input checked="" type="checkbox"/> Regular, full time <input type="checkbox"/> Temporary <input type="checkbox"/> Regular, part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Student
4b. EMPLOYMENT CATEGORY <input checked="" type="checkbox"/> 1st shift <input type="checkbox"/> 2 nd shift <input type="checkbox"/> 3 rd shift	5. NAMES OF OTHERS INJURED in SAME INCIDENT Katherine Brown
• TIME OF INJURY/INCIDENT A. Time within shift <input type="checkbox"/> Before 1st Break <input checked="" type="checkbox"/> Before Lunch <input type="checkbox"/> Before 2 nd Break <input type="checkbox"/> After 2 nd Break B. Length of shift <input type="checkbox"/> <8 hrs <input type="checkbox"/> 12 hours <input type="checkbox"/> 8 hrs <input type="checkbox"/> 16 hours <input checked="" type="checkbox"/> 10 hrs <input type="checkbox"/> _____ Other	7. PHASE OF WORKER'S WORKDAY AT TIME OF INJURY/INCIDENT <input type="checkbox"/> During rest period <input type="checkbox"/> Working overtime <input type="checkbox"/> Entering or leaving work <input checked="" type="checkbox"/> Performing work duties <input type="checkbox"/> Other, specify _____
	8. SPECIFIC LOCATION OF INJURY/INCIDENT Service Bay 3
	9. TASK AND ACTIVITY AT TIME OF INJURY/INCIDENT A. General type of task: __engine repairs_____ B. Specific activity _____ C. Worker was working: <input type="checkbox"/> Alone <input checked="" type="checkbox"/> With co-worker(s) <input type="checkbox"/> Other, specify: _____ _____
10. Accident Reported to: Joe MacDonald, Supervisor	11. Accident Reported to: Larry James, Regional OH&S Officer
12. DESCRIBE HOW THE INJURY/INCIDENT OCCURRED John Jones, 20, was in his second month at this job, with some experience. His duties included servicing engines. John received no orientation or training, and had a minimum of experience working in an automotive repair shop. At 10:30 am, Joe asked John to clean some grease from an engine block. Joe gave John an unmarked five-gallon pail and told him to pour some gasoline from an approved container into the pail and use that to clean the engine block. Katherine Brown, a licensed mechanic, was working on a truck in the stall closest to where John was working. Katherine turned on a cutting torch to remove a rusted bolt from the truck. An explosion ensued, engulfing John in flames. Katherine's overalls started on fire, but she quickly put out the flames, and then turned off the cutting torch. Katherine put out the fire with a fire extinguisher and administered first aid to John. Joe called an ambulance, which arrived within five minutes and took John to the hospital. John received second degree burns to his face, neck and hands, and third degree burns to his lower arms.	
13. Conditions at time of accident (weather, status of job, housekeeping, etc.) Working space was quite clean. Tools were well organized and kept clean. A number of dirty engine parts were sitting in one corner waiting to be cleaned (see diagram). All three hoists were occupied and trucks were being serviced. Overhead doors were closed. Ventilation was turned on. Cold, windy, rainy day (6° C).	

Key Ideas

Unit 7: Job Safety and The Law

- The Occupational Health and Safety Act (OH&S ACT) sets rules for ensuring workplace safety.
- The OH&S Act covers most occupations, workers and employers.
- Most farming operations are exempt under the OH&S Act, except for food processing; greenhouses; mushroom farms; nurseries; landscaping; sod farms; pet breeders which are covered.
- Employers must look after the safety of workers.
- It's against the law for:
 - anyone to force you to do work that you think is unsafe.
 - an employer to run an unsafe business.
 - you to work if you think there is imminent danger.
- You can't lose your job for refusing to do work you think is an imminent danger.



Unit 7: Job Safety and The Law

Fact Sheet 7

D

id you know that it is against the law for anyone to force you to do work that you think is unsafe (i.e., if there is imminent danger to yourself or to other workers)?

Did you also know that it is against the law for an employer to operate an unsafe business?

Occupational Health & Safety Act

Each province in Canada has an Occupational Health and Safety (OH&S) Act.

Each OH&S Act specifies the safety standards designed to protect the health and safety of workers.

The OH&S Act includes the rights and duties of employers, workers and others with the workplace.

Key Terms

- **Employers:**
A person who hires one or more workers, or a person who works for themselves.
- **Imminent Danger:**
Any danger not normally found in the job, or a danger under which a person doing that job would not normally carry out the work.
- **Worker:**
Any person working in a job as defined by the OH&S Act.

It is important that you know the rights and responsibilities of both employers and workers.

Employers and Workers

The first step to knowing the OH&S Act is to know the meaning of the terms, “**Employers**” and “**Workers**” as defined in the OH&S Act.

An **employer** is a person who employs one or more workers, or a person who is self-employed.

A **worker** is any person working at a job.

Who is Covered by the OH&S Act?

The OH&S Act covers most workers and employers, except:

- ❑ Domestic workers, such as nannies or housekeepers
- ❑ Federal government workers
- ❑ Workers in industries regulated by the federal government (banks, national transportation companies, television and radio broadcasters)
- ❑ Farmers and other agricultural workers.

You May Be a Worker or an Employer?

The OH&S Act is important because:

- ❑ If you work for someone else, you are a worker. You need to know your rights and what can be expected of you.
- ❑ If you decide to start your own business and hire others, you are an employer.
- ❑ If you are paid for mowing lawns or painting a house, you are self-employed.

**In Alberta,
both employers and workers
are responsible for
safety in the workplace.**

What the OH&S Act Says About Employers

Section 2(1) of the OH&S Act states that every employer shall ensure, as far as it is reasonable for him/her to do so:

- a) the health and safety of workers engaged in the work of that employer, and
- b) that the workers are aware of their responsibilities and duties under this Act and the regulations.

In other words,

your employer must

look after your safety.

The OH&S Act also states that employers must:

- make sure workers are competent. In other words, they must make sure workers have the training to do their job well.
- provide safety equipment and training.
- ensure workers have personal safety equipment and that they know how to use it.
- tell workers about all safety hazards.
- make sure workers are trained to handle dangerous products.
- investigate accidents that cause serious injuries and any incidents that could cause serious injuries.

What the OH&S Act Says About Workers

Section 2(2) states that every worker shall:

- a) take reasonable care to protect his/her own health and safety as well as the other workers present while at work, and
- b) co-operate with the employer to protect the health and safety of self and other workers at the workplace.

Each worker is responsible for taking care of both themselves and other workers in the workplace.

The OH&S Act also states that workers must:

- use safety equipment and follow all safety procedures outlined by the employer.
- know the hazards of the job.
- make sure all equipment, including safety equipment, is working properly.
- wear personal protective equipment, when needed, and use it properly.
- be familiar with emergency equipment, know where it is and how to use it.



Refusing Unsafe Work

What do you do if you are told to do dangerous work?

Section 27(1) states, ***no worker shall:***

- a) do any work if he/she believes that there is an ***imminent danger*** to the health or safety of that worker,
- b) carry out any work if he/she believes that it will cause ***imminent danger*** to the health or safety of that worker or another worker present at the workplace, or
- c) operate any tool, appliance or equipment if he/she believes that it will cause an ***imminent danger*** to the health or safety of that worker or another worker.

**IT IS
AGAINST THE LAW
FOR YOU TO WORK
IF YOU THINK
THERE IS
IMMINENT DANGER!**

What is Imminent Danger?

The regulations say the *imminent danger* is any danger that is not normally found in the job, or a danger under which a person doing that job would not normally carry out his/her work.

Tell your Employer

If you think that something at work is unsafe, what must you do?

Section 27(3) states that a worker who:

- b) refuses to carry out work, or
- c) refuses to operate a tool, appliance or equipment

shall, as soon as possible, notify the employer at the workplace of the refusal and the reason for the refusal.

The Act also has that covered!

Section 28 states:

No person shall dismiss or take any other disciplinary action against a worker because that person did what this Act told them to do.

You **must** tell your employer/supervisor right away that something is unsafe.

Section 27 (4) then states that the employer/supervisor must check your concern(s), and whenever necessary, fix the danger.

“Wait a minute!” You’re thinking, “If I tell my boss that I think a job is unsafe, I will get fired.”

Right?

WRONG!!

**You Can't Be fired
for refusing
to perform an unsafe task.**

**You cannot be fired for
doing the right thing!!!**

The Law Works For You!!!

The purpose of the OH&S Act is to protect you at work.

Always remember:

***No one
can force you
to do something at work
that you think
is unsafe.***

If you refuse to do work that you think is unsafe and are fired, the following actions may be taken:

Section 28.1 (OH&S Act)

The worker files a complaint with a Workplace Health and Safety (WHS) officer at any Alberta Employment, Immigration and Industry office.

The WHS officer will obtain the facts from the worker and conduct an investigation that includes information from the employer. If the WHS officer determines, through the investigation, that the claim is valid, a report stating what action needs to be taken by the employer is written and copies go to both the employer and the complainant.

If either party wishes, they may request a review of the investigation by the Workplace Health and Safety Council within 30 days of receiving a copy of the investigating officer's report.

The WHS Council may choose not to review the claim or they may require re-instatement of the worker and/or cessation of disciplinary action and/or payment of money equivalent to what the worker would have received if the worker had not been dismissed and/or remove reprimand from the worker's work file.

Key Ideas

Fact Sheet 8: The Workers' Compensation Act

- The Workers' Compensation Act enabled the Workers' Compensation Board (WCB) to be established.
- The WCB offers no-fault insurance to employers.
- When insured by the WCB, neither the worker or the employer can sue each other.
- WCB insurance covers costs, if necessary, of medical treatments, lost wages, job re-training, pension.
- If you are injured on the job:
 - a Worker's Report of Injury form must be completed by you.
 - an Employer's Report of Injury form must be completed by your employer.
- Both forms must be sent to the WCB within 72 hours of the injury.



The WCB...
Insures your health and safety

Unit 8: The Workers' Compensation Act

Fact Sheet 8

W

hat would happen if you were badly injured at work.
How would you pay special medical bills?

Who would pay your salary?

Who will pay if you need training for a new job?

If you can no longer work, can you get a pension?

Injured Workers in the Past

The industrial revolution occurred during the 19th century.

Inventions like the steam engine let industries and businesses grow very quickly.

There were many jobs in these new industries. Workers faced very poor working conditions. For the first time, workers used power-driven machinery.

Accidents were very common.

When workers were injured they received little or no help.

Many employers thought workplace injuries and deaths were not their concern.

To get help from employers, injured workers and their families had to go to court to prove the employer was at fault.

Few could afford to go to court. Many injured workers were forced to rely on public charity.

Key Terms

- **Industrial Revolution:**
A time in history when new machines were developed and used.
- **Invention:**
A new "tool" created to perform a task.
- **No-Fault Insurance:**
The blame for an injury is not placed on either the employer or the worker.

Neither the injured worker nor the employer can sue each other.
- **Premiums:**
Money paid each year to buy an insurance policy.

In the early 20th Century, Canadian law makers realized that workers needed to be protected.

They knew some form of pay had to be available for injured workers and for the families of workers killed on the job.

The first Workmen's Compensation Act was passed in Ontario in 1915. It gave protection to workers and employers through insurance.

Several other provinces passed their own Acts soon after.

Workers' Compensation Act

Each Canadian province has a similar Workers' Compensation Act.

**Each Act permits the setting up of a
Workers' Compensation Board (WCB);
an organization that manages
the workers' compensation insurance business
to protect employers and workers
when workplace injuries happen.**

Workers' compensation is based on the following principles:

- ❑ **No-fault insurance:** A worker injured while at work and employed in an industry protected by the Act can get benefits. It does not matter who caused the incident.

The injured worker and employer cannot sue each other.

- ❑ **Collective liability:** All employers who operate in industries covered by the Act pay the cost of the insurance. The provincial government does not fund the WCB. Employers pay all premiums.
- ❑ **Fair compensation:** Workers receive benefits based on the type of work-related injury, the seriousness of the injury, and how it affects their ability to earn wages.
- ❑ **First payer:** The WCB is responsible for compensating injured workers for work-related injuries even though they may receive benefits from other sources (e.g., Canada Pension Plan).
- ❑ **Exclusive jurisdiction:** Across Canada, each WCB governs, manages and decides matters related to its province's Workers' Compensation Act.

Because of the Workers' Compensation Act, employers must pay workers for work-related injuries. Most Canadian workers are protected by this law.



What Should You Do If You Are Injured At Work?

1. **Tell your employer.** Give details about the injury as soon as possible. After you report the injury, your employer has 72 hours to send an Injury Report Form to the WCB.
2. **Tell your doctor** that you were injured at work. Your doctor has 48 hours to file a report with the WCB.
3. **Tell the WCB.** Complete and send a Worker's Report of Injury form to the WCB as soon as possible. You can get these forms from your employer, doctor or the WCB.

WCB staff review the forms to see what benefits and services you may be able to receive.

If you aren't satisfied with the WCB's decision about your benefits or services, you can appeal the decision.

How does Workers' Compensation Help Workers?

WCB helps workers when they are injured on the job by providing benefits including:

▫ **Wage replacement:**

Injured workers get money to replace lost pay due to injury.

For example, disabled workers can receive up to 90 per cent of their net pay up to a maximum amount.

This benefit is based on the amount of money workers earned at the time they were injured.

▫ **Medical expenses:**

All medical costs related to the workplace accident are paid by the WCB.

▫ **Return to work planning:**

WCB case managers talk to injured workers, their employers and health care providers.

The managers then make decisions about:

- the type of work injured workers can do
- whether or not workers can return to the job they were going before being injured.

If a worker can perform the same job, the case manager arranges treatment to help the injured worker recover.

A case manager can also ask an employer if an injured worker can:

- work less hours
- perform fewer or different tasks
- return to work earlier.

▫ **Vocational services:**

If injured workers cannot return to their jobs because of their injuries, the WCB helps these workers learn other types of work.

Workers may get job search training, academic and job training.

▫ **Fatality benefits:**

If a worker dies from workplace injuries, the WCB will help pay funeral costs.

The dead worker's family will also get the money that the worker would have received if still living.

How does Workers' Compensation Work For Employers?

Most industries are required by law (Workers' Compensation Act) to have workers' compensation coverage for their workers.

Compulsory Coverage

All employers in compulsory industries must open a WCB or similar account within 15 days of employing their first worker(s).

The WCB charges employers **premiums** based on the total wages of their workers for the year and the risk of injury in their industry.

For example, forestry companies usually pay higher WCB **premiums** than engineering firms because forestry workers have a higher risk of accidents than do engineers.

Voluntary Coverage

Employers in industries not covered by the WCB Act can apply to have workers' compensation insurance protect their workers. For example, most farmers are not required to have workers' compensation coverage but may decide to provide Voluntary Coverage for workers.

Personal Coverage

Business owners (individuals, partners, and directors) are not covered automatically by the WCB for work-related injuries.

Business owners can buy workers' compensation insurance. This type of insurance is called **Personal Coverage**.

Personal Coverage gives business owners the same insurance benefits workers get when they are injured on the job.

For example, a business owner with 10 workers, covered by workers' compensation, pays premiums for 10 workers and can also choose to buy Personal Coverage for him/herself.

What Should You Do About Workers' Compensation Insurance

If You Are An Employer?

1. Call the WCB to find out if you are working in an industry that is required by law to have workers' compensation insurance coverage. If so, open an account with the WCB. The WCB will determine the cost of your premiums. You must do this within 15 days of hiring your first worker.
2. If your business is not required by law to have workers' compensation insurance, you can choose Voluntary Coverage for your workers.
3. If you are a business owner, you must decide if you would like to purchase Personal Coverage for yourself.
4. If you have an account with the WCB and one of your workers is injured, write down all possible information about the accident. Complete and submit an Employer's Report of Injury form to the WCB. You must send this form to the WCB within 72 hours of becoming aware of the injury.

Key Ideas

Fact Sheet 9: Workplace Injuries: Are You Covered?

- A worker is anyone who works for an employer: full-time or part-time.
- People who hire others to work for them are employers.
- Self-employed people who do not hire others are not employers according to the WCB.
- Employers can be fined for not reporting a worker's injury.
- Injured workers can receive WCB benefits as long as they cannot return to work.
- A worker is still insured by the WCB if an employer does not pay the premiums.



Work together and Work safe

Unit 9: Workplace Injuries: Are You Covered?

Fact Sheet 9

To understand how workers' compensation coverage works, it is important to understand how the WCB defines the terms:

- ❑ worker
- ❑ employer
- ❑ accident.

Worker

A worker is anyone who works for an employer:

- ❑ full time
- ❑ part time
- ❑ on a temporary or casual basis
- ❑ on contract, unless they are operating under a limited company or they have their own WCB account.

Is this worker being safe?



No! This worker should be using **Personal Protective Equipment (PPE)**. See **Optional Unit 12: Personal Protective Equipment**.

Key Terms

- ❑ **Labour Sharing:**
Two or more people sharing the same job, e.g., one works 2 days a week, the other works 3 days.
- ❑ **Voluntary Coverage:**
Insurance an employer chooses to take for workers.

The WCB does not have an age limit for coverage.

If workers are injured, they will be covered no matter what their age. The WCB also covers workers no matter how they are paid.

If wages are paid in cash, goods or labour sharing (barter) instead of by cheque or direct bank deposit, the WCB will cover workers if they can show they reported this pay to the Canada Revenue Agency in the tax year they earned it.

Employer

An employer is an individual, firm, association or company that has one or more workers in his/her or its service.

In other words, if people are working for another person or for a company, the person or company is an employer.

People who are working for themselves and hire no other workers are NOT employers. They are self-employed.

For example, if a person starts their own painting company but does not hire anyone, they are not an employer.

Under the Workers' Compensation Act, employers in some industries are required by law to provide workers' compensation coverage for their workers. This is known as **compulsory coverage**.

If employers do not pay their premiums for their workers are still covered when a workplace injury happens.

Workers do not have to suffer if their employers do not get workers' compensation insurance. All injured workers still receive benefits until they are fit to return to some type of work.

The WCB will make employers pay premiums they owe.

It is illegal for employers that must have coverage to refuse to file an injury claim with the WCB.

Employers can be fined if they tell and reward a worker to not report an injury.

Workers employed in industries that do not require coverage are NOT covered by the WCB. If workers are injured in a non-covered workplace, they will not receive benefits from the WCB unless their employers buy **Voluntary Coverage**.

Most industries and businesses must open an account with the WCB.



For example:

- **Primary Industries:**
Forestry, mining, petroleum development, logging, oil well drilling
- **Processing and packaging:**
Light fixture assembly, meat processing, bakeries
- **Manufacturing:**
Metal work, sawmills, concrete mixing plants
- **Construction Trades:**
Oil field maintenance, water well drilling, residential construction

- **Transportation, communication and utilities:**
Trucking services, warehousing, movie theatres
- **Wholesale and retail:**
Grocery stores, clothing stores, book stores, car dealers
- **Retail trade services:**
Hardware stores, service stations, car repair shops
- **Government departments and agencies**
- **Business, personal and professional services:**
Staffing agencies, veterinary clinics, hair salons, restaurants, hotels



Businesses that do not require workers' compensation coverage include:

- Animal grooming services
- Museums
- Baby sitting services
- Banks
- Accounting services
- Domestic help
- Golf courses
- Modeling agencies
- Telemarketing
- Farming (exempt from OH&S)
- Real estate agencies
- Travel agencies
- Medical offices



To learn more about industries covered and not covered, call the WCB's Contact Centre at (780) 498-3999 or email contactcentre@wcb.ab.ca

Accident

Under the Workers' Compensation Act, an accident is defined as an incident injury caused by:

- Physical or natural causes (e.g., a logger is killed by lightning)
- Willful and intentional acts by someone other than the worker (e.g., a worker pulls a chair out from under a co-worker on purpose)
- Disablement (e.g., a worker has a seizure on the job and injures his/her head)
- Conditions caused by occupational diseases (e.g., health care worker is pricked by a dirty needle)

The WCB considers these definitions to determine whether workers will be able to receive benefits when they are injured and to help employers decide what type of workers' compensation coverage is needed.

Unit 9: Workplace Injuries: Are You Covered?

Test 9

Use **Unit 9 – Workplace Injuries: Are You Covered?** – Fact Sheet 9 and other resources. Answer the following questions:

1. Define the terms:

□ worker _____

□ employer _____

□ accident _____

____/3

2. Do workers have to be a certain age to be covered by workers' compensation insurance?

____/1

3. Are workers covered by workers' compensation insurance if they are paid in cash, work for goods, or share labour in exchange for another person's labour?

____/1

4. Which of the following businesses do **NOT** require WCB coverage under OH&S legislation? (Circle the correct answers)

Babysitting

Medical offices

Service stations

Modeling agencies

Bakeries

Oil field maintenance

Farming operations

Grocery stores

Banks

Veterinary services

____/5

Key Ideas

Fact Sheet 10: **Employment Standards Code and Regulations**

(The following information has been accessed and modified from <http://employment.alberta.ca/SFW/996.html>)

- Employment Standards identify the minimum standards of employment for adults, adolescents and young persons.
 - An adult is anyone over the age of 18 years.
 - A young person is anyone aged 15 – 17 years.
 - An adolescent is anyone aged 12 – 14 years.
- Know the minimum wage for each age group.
- Know their rights to holidays, holiday pay, and leave.
- Jobs in construction, heavy lifting occupations and working with moving equipment are not considered appropriate for adolescents.
- Persons under 16 years of age cannot be employed during normal school hours.



Unit 10: Employment Standards Code and Regulations

Fact Sheet 10

Employment standards define minimum standards of employment for employers and workers in the workplace.

In Alberta, our employment standards are contained in the *Employment Standards Code* and the *Employment Standards Regulation*. Through these laws, minimum standards of employment have been established.

Workers under age 18 and their employers share rights and responsibilities under Alberta's employment standards and occupational health and safety laws.



Minimum standards such as general holidays, vacations, minimum wage and termination apply to all workers regardless of age. There are some restrictions placed on workers under 18 years old.

Under the legislation, **Adolescents are persons aged 12, 13, and 14.**

Under the legislation, **Young Persons are those aged 15, 16 or 17.**

Persons 18 years or older are classified as Adults.

Where legislated standards do not fit the unique circumstances of a workplace, it may be necessary to obtain a permit for a variation or relief from a standard.

Key Terms

- **Employment Standards:**
Minimum standards of employment for employers and workers in the workplace.
- **Adolescents:**
Persons aged 12, 13, 14
- **Young Persons:**
Persons aged 15, 16 or 17
- **Adults:**
Persons 18 or older

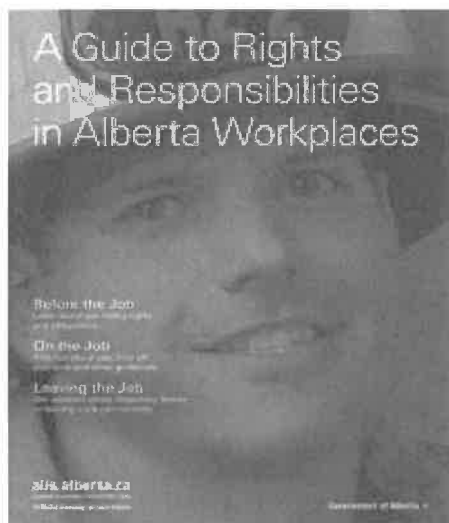
Employment Standards Guide

(The information below has been accessed from
http://employment.alberta.ca/documents/WRR/WRR-ES-PUB_ESGuide.pdf)

The Employment Standards Code can be accessed at the following website:
http://www.qp.alberta.ca/574.cfm?page=E09.cfm&leg_type=Acts&isbncln=9780779725663

Alberta Standards Regulation may be accessed at the following website:
http://www.qp.alberta.ca/574.cfm?page=1997_014.cfm&leg_type=Regs&isbncln=9780779733927

Alberta's Employment Standards Code sets out the minimum standards that apply to workers and employers under provincial jurisdiction.



The Employment Standards guide was prepared to highlight key employment standards.

Minimum Wages (as of August, 2010)

- The general minimum wage is \$8.80 per hour.
- For certain salespersons the minimum wage is \$352.00 per week.

- An adolescent (12, 13 or 14 years old) employed on a day when required to attend school, part-time workers in certain non-profit recreation or athletic programs, and school bus drivers are entitled to not less than 2 hours pay at the minimum wage if they are employed for less than 2 hours.

All other workers are entitled to not less than 3 hours at the minimum wage if they are employed for less than 3 hours and they are available to work for the full 3 hours.

- A deduction for a meal or lodging cannot reduce the minimum wage by more than the following amounts: \$2.89 per meal consumed and \$3.82 per day of lodging.

Payment of Earnings

Workers must be paid not later than 10 days after the end of each pay period.



When employment ends:

1. If the employer terminates an worker's employment:
 - a) with notice and/or pay in lieu of notice - pay is due not later than 3 days after the last day of work;
 - b) and no termination notice is required to be given - pay is due not later than 10 days after the last day of work.
2. If the worker terminates their own employment:
 - a) by giving a termination notice - pay is due not later than 3 days after the last day of work;
 - b) and no termination notice is required to be given - pay is due not later than 10 days after the last day of work;
 - c) and fails to give the required termination notice - pay is due not later than 10 days after the date on which the notice would have expired had it been given.



Hours of Work

Hours of work must be within a period of 12 consecutive hours in any one day. An exception to this requirement exists for workers in the geophysical exploration and oil well servicing industries.

Hours of Rest



An employer must provide at least one day of rest in each week. Rest days may be accumulated for up to 4 weeks and given as consecutive days off within this 4 week period.

Workers must receive a 1/2 hour rest period, paid or unpaid, during each shift in excess of 5 consecutive hours of work. Some exceptions apply.

Statement of Earnings and Deductions

Workers must receive a detailed written statement of earnings and deductions for their retention each pay period. An employer may deduct from a worker's earnings amounts permitted by an Act, regulation, judgment, order of a court or amounts personally authorized in writing by a worker.

No deduction can be made from a worker's earnings for

- (i) faulty workmanship, or
- (ii) cash shortages or loss of property if anyone other than the worker had access to the cash or property.

Overtime and Overtime Pay



In each week, hours worked in excess of 8 per day must be totaled and the number of hours worked in excess of 44 must be calculated. The greater of the two numbers is the number of hours to be paid at the overtime rate.

An employer must pay a worker overtime pay of at least 1.5 times the worker's wage rate for overtime hours.

Note: Some exceptions apply. Refer to the Employment Standards Regulation.

Overtime Agreements

Workers and employers may enter into a written overtime agreement. With an agreement, instead of overtime pay, workers receive time off with regular pay equal to the number of overtime hours worked.

Vacations and Vacation Pay

Workers are entitled to a minimum of 2 weeks' vacation with pay after 1 year of employment and 3 weeks' vacation with pay after 5 years of employment with an employer.

Monthly paid workers are entitled to vacation pay based on their current salary. Workers paid other than by the month are entitled to 4% of their regular wages for vacation pay. After 5 years this increases to 6%.

Workers employed less than 1 year receive 4% of their regular wages for vacation pay on termination of employment. Vacation pay may be paid at any time, but not later than the next scheduled pay day after the worker starts vacation.

On written request of a worker, the employer may grant a worker's annual vacation in periods of not less than 1 day. The employer has final say over the time when the annual vacation is to be taken. Workers in the construction or brush clearing industries are subject to different rules.

For more information contact:
Alberta Employment and Immigration,
Employment Standards.



General Holidays and General Holiday Pay

In Alberta the following are general holidays:

- New Year's Day;
- Alberta Family Day;
- Good Friday;
- Victoria Day;
- Canada Day;
- Labour Day;
- Thanksgiving Day;
- Remembrance Day;
- Christmas Day; and
- any other day designated as a general holiday by the employer.

Workers who have worked for an employer 30 days in the 12 month period before the holiday are entitled to general holidays and general holiday pay.

If a worker works an irregular schedule and there is doubt about whether a general holiday falls on a day that would normally have been a work day, review the 9-week period preceding the work week in which the general holiday occurs. If the worker worked on the same day of the week as the day that the general holiday falls in at least 5 of the 9 weeks, the general holiday is to be considered a day that would normally have been a work day for the worker.

When the holiday falls on a regular work day and the worker is not required to work, the worker will receive a regular day's pay. If workers are required to work on the holiday and the holiday is a normal day of work, they must receive 1.5 times their regular rate of wages for each hour worked in addition to receiving a regular day's pay.

Alternatively, they may be paid their regular rate for each hour worked on the holiday and receive another regular working day off with pay. If a worker is on a regular day off and is required to work on the holiday, the worker will receive 1.5 times the regular rate of pay for all hours worked.

If a general holiday falls during an worker's annual vacation, the employer must extend the worker's vacation by one day with pay. Alternatively, by agreement, the employer must provide an additional day off with pay before the worker's next annual vacation.

Workers in the construction or brush clearing industries are subject to different rules.



Termination of Employment

Workers wishing to terminate their employment must give the employer a written termination notice of at least:

- 1 week, if employed more than 3 months but less than 2 years
- 2 weeks, if employed 2 years or more.



Employers wishing to terminate the employment of a worker must give the worker a written termination notice of at least:

- 1 week, if employed more than 3 months but less than 2 years
- 2 weeks, if employed 2 years but less than 4 years
- 4 weeks, if employed 4 years but less than 6 years
- 5 weeks, if employed 6 years but less than 8 years
- 6 weeks, if employed 8 years but less than 10 years
- 8 weeks, if employed over 10 years, OR the wages the worker would have earned for the applicable period of notice, OR a combination of written notice and the wages the worker would have earned for the applicable period of notice. Some exceptions apply.

Note: Employers and workers are not required to provide notice if the worker is employed for 3 months or less.

Maternity and Parental Leave

The Employment Standards Code provides mothers, fathers and adoptive with parental leave. In addition, birth mothers are eligible for maternity leave.



Eligibility Requirements

Workers must have 52 weeks of continuous employment with their employer to be eligible for maternity or parental leave. This applies both to full and part-time employment.

If a pregnant worker has less than 52 consecutive weeks of employment, and is therefore not entitled to maternity leave, an employer cannot arbitrarily lay her off, terminate her employment, or require her to resign because of pregnancy or child birth.

Under human rights law, employers are required to accommodate the health-related consequences of a worker's pregnancy and childbirth up to the point of undue hardship, regardless of how long she has worked for the employer. Contact the Alberta Human Rights and Citizenship Commission for further information on these rights and responsibilities.

Length of Leave

- Birth mothers can take up to 52 weeks of unpaid, job-protected leave from employment, made up of 15 weeks of maternity leave and 37 weeks of parental leave.
- Fathers and adoptive parents are eligible for 37 weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave when they adopt a child under the age of 18.

If both parents are workers, the 37 weeks of parental leave may be taken entirely by one of the parents, or can be shared between the mother and father. If the leave is to be shared, the employer must be notified.

Notice Requirements

- Workers must give their employers at least six weeks' written notice to start maternity or parental leave.
- Workers must provide at least four weeks' written notice to return to work or to change the date they will be returning to work. This notice must be provided at least four weeks before the end of the leave to which workers are entitled.
- If a worker fails to provide the required notice or fails to report to work the day after the leave ends, the employer does not have to reinstate the worker unless the failure to notify the employer is due to unforeseen or unpreventable circumstances.

Employment of Adolescents and Young Persons

Adolescents are 12, 13 and 14 years old.

They may be employed to:

- make deliveries for a retail store,
- deliver newspapers or flyers,
- be a clerk in an office or retail store, or
- perform some jobs in the restaurant and food services industry, if the employment is not injurious to the adolescent's life, health, education or welfare.



The parent or guardian of any adolescent must agree to the employment and provide written consent to the employer.

Adolescents can only work 2 hours on a school day and a maximum of 8 hours on a non-school day.

They **cannot** work between the hours of 9:00 pm and 6:00 am.

Young persons are 15, 16 and 17 years old.

They **must** work with one or more adults between 9:00 pm and midnight and **cannot** be employed between midnight and 6:00 am at, or in connection with:

- any retail store selling food or beverages or any other merchandise,
- a retail business selling gasoline or other petroleum products, or
- a motel, hotel, inn, etc.

Young persons can be employed in any other business between midnight and 6:00 am but **must** be in the continuous presence of one or more adults and the employer **must have** the **written permission** of the young person's parent or guardian.

Alberta's Employment Standards Frequently asked Questions

(The information below was accessed and modified from
<http://www.employment.alberta.ca/SFW/1476.html>)

Questions	Answers
How old must a person be to work?	Workers ages 15, 16 and 17 are allowed to work in any jobs. These workers are called young persons in the legislation. Workers ages 12, 13 or 14 are allowed to work in approved jobs. These workers are called adolescents in the legislation.
Do workers under age 18 have the same rights as other workers?	Yes, workers under age 18 have the same rights and the same responsibilities as adult workers. They are entitled to vacation pay, overtime, minimum wage, general holiday pay and all other rights under the <i>Employment Standards Code</i> and <i>Employment Standards Regulation</i> .
Why do workers under age 18 need to know about their rights and responsibilities at work?	All employers and workers need to know their rights and obligations before they agree to an employment arrangement. Young people can be vulnerable in a new job and knowing their rights stops them from being taken advantage of in the workplace. Employers have certain responsibilities, but employment agreements also put responsibilities on workers. The legislation protects workers and it also protects employers when workers do not meet their obligations. Coming to work when scheduled, following instructions at work and giving proper notice to end a job are all worker obligations.
Can people under age 18 be employed during normal school hours?	People under 16 years old are required to attend school and may not be employed during normal school hours, unless they are enrolled in an off-campus education program provided under the School Act.
Are there restrictions on where and when young persons (ages 15 to 17) can work?	Young persons may work at any type of job, but if they are employed at: <ul style="list-style-type: none"> • any retail business selling food or beverages, whether alcoholic or not, • any retail business selling any other commodities, goods, wares or merchandise, • any retail business selling gasoline, diesel fuel, propane or any other product of petroleum or natural gas, or any hotel, motel or other place that provides overnight accommodation to the public, they must be in the continuous presence of at least one individual aged 18 or older between 9:00 p.m. and 12:01 a.m. <p>Young people are not allowed to work at all in these businesses between 12:01 a.m. and 6:00 a.m.</p> <p>If a young person is working in a business that is not listed above, they may only work between 12:01 a.m. and 6:00 a.m. if:</p> <ul style="list-style-type: none"> • Their parent/guardian provides written consent to the employment, and • The young person is in the continuous presence of at least one other individual 18 years old or older.
Where can adolescents (ages 12 to 14) work?	Adolescents may work in the following approved jobs: <ul style="list-style-type: none"> • Delivery person for flyers, newspapers and handbills • Delivery person for small goods and merchandise for a retail store • Clerk or messenger in an office • Clerk in a retail store • Certain jobs in the restaurant and food services industry (there are specific restrictions for these jobs)

<p>What about jobs not on the approved list?</p>	<p>If a proposed job is not on the approved list the adolescent must have a permit before they can begin work. The employer, worker and the worker's parent or guardian may jointly apply for a permit from Employment Standards.</p> <p>The employer must obtain the parent or guardian's written consent to the employment before the adolescent may begin work. The employer must make sure the employment is not, or is not likely to be, harmful to the life, health, education or welfare of the adolescent.</p>
<p>Are there restrictions on when adolescents can work?</p>	<p>Adolescents may not work:</p> <ul style="list-style-type: none"> • More than two hours on a school day • More than eight hours on a non-school day • Between 9:00 p.m. and 6:00 a.m.
<p>What are the restrictions on employing adolescents in the restaurant and food service industry?</p>	<p>Adolescents may only perform the following duties in a restaurant or food service business: host/hostess duties, cashier duties, dish washing, bussing tables, waiting tables, providing customer service, assembling orders or cleaning. Adolescents may not use deep fryers, grills, sharp knives, or slicers.</p> <p>They may not work in areas where this equipment is in operation or where smoking is allowed. The employer must make sure adolescent workers are in the continuous presence of another worker aged 18 or over.</p> <p>The Safety Checklist for Adolescent Workers in Restaurant or Food Services has to be completed and signed by the employer, worker and the parent or guardian. A copy of the form must be kept at the worksite and another copy must be submitted to Employment Standards.</p>
<p>Why do some jobs require an employment permit?</p>	<p>The permit system gives parents or guardians, employers, and Employment Standards a chance to investigate if the employment could harm the life, health, education or well-being of the adolescent, before the employment starts.</p>
<p>What types of jobs are usually considered potentially harmful to adolescents?</p>	<ul style="list-style-type: none"> • Jobs in the construction industry • Jobs requiring heavy lifting • Jobs working with or near moving vehicles and equipment (including forklifts), • Jobs working with potentially hazardous equipment, such as pneumatic drills, conveyors for bulk materials, hand grinders, welding equipment, hammers, blowtorches, deep fryers, grills, slicers, or sharp knives, etc. <p>Historically, permits have not been granted for these types of jobs.</p>
<p>How do I apply for a permit to employ an adolescent?</p>	<p>Complete and submit an Application for a Permit to Employ an Adolescent. The application requires information from the applicant, the parent or guardian, and the employer. The application will be reviewed and a response will be sent to both the employer and the worker. The adolescent may not begin work unless the application is approved and a permit is received. The permit may include conditions such as always working with an adult, or receiving specific training.</p>
<p>What happens to the permit if the job changes?</p>	<p>The permit specifies the job duties the adolescent worker is allowed to do. In some cases, job duties may change after the employment begins. The employer must call Employment Standards to update the information on the permit.</p> <p>Because permits are approved for a specific job with a specific employer, workers looking for a new job with a new employer must apply for a new permit, even if the job tasks and hours will be the same.</p>

