

BEING SAFE AT WORK



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A Literacy Partners of Manitoba publication

Developed in partnership with SAFE Workers of Tomorrow



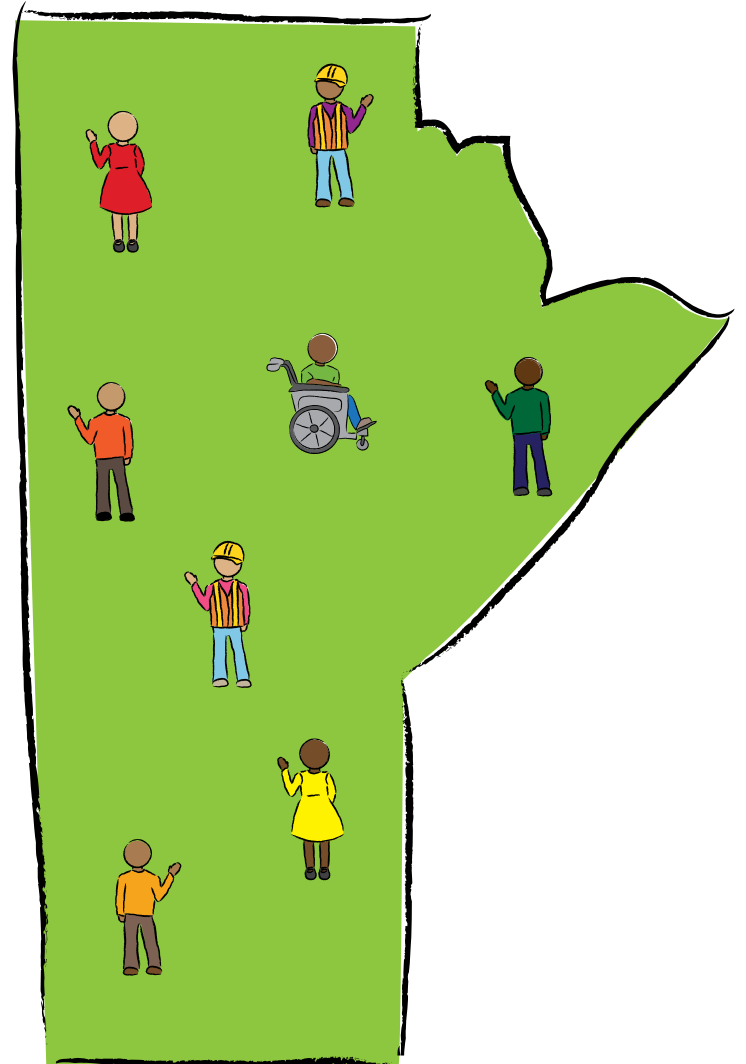
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Everyone should be safe at work

Whether you are new to Manitoba, new to the work force, new to your job, or you have been working for many years, your employer must make sure you have a safe workplace.



Does it matter where I work?

Going to work is a big part of our lives. The place where we work can be different for everyone. Some people work in a factory, a retail store, office, restaurant, at a construction site, in a vehicle, or even outdoors. One thing that all work places have in common is that they should be safe.



Am I safe at work?

The person in charge of your workplace is your employer. Employers must provide a safe workplace. They must inform you of any dangers in your workplace and tell you how you can protect yourself from harm. Your employer must make sure you know what to do if an injury or emergency occurs and who to report it to.

Your employer can't ask you to do work that is dangerous. You can refuse to do work you think is dangerous and you can ask your employer any questions you have about your safety.



You have the right to be safe at work

The Manitoba Workplace Safety and Health Act is a legal document with rules for keeping people safe at work. This Act gives people who are working four important rights to help the workplace be safe.



What are my safety rights?

As an employee, your rights to a safe workplace are:

Right to know

Employees have the right to know the dangers and hazards of their workplace and how to protect themselves.

Right to participate

Employees have the right to help keep their workplace safe. You can ask questions about your safety, point out a safety problem and serve on a Workplace Safety and Health Committee.

Right to refuse unsafe work

Employees have the right to say no if they are asked to do work they feel is not safe.

Right to protection

Your employer must let you use these rights at any time and must not treat you differently because you have used them.



What if I am under 18?

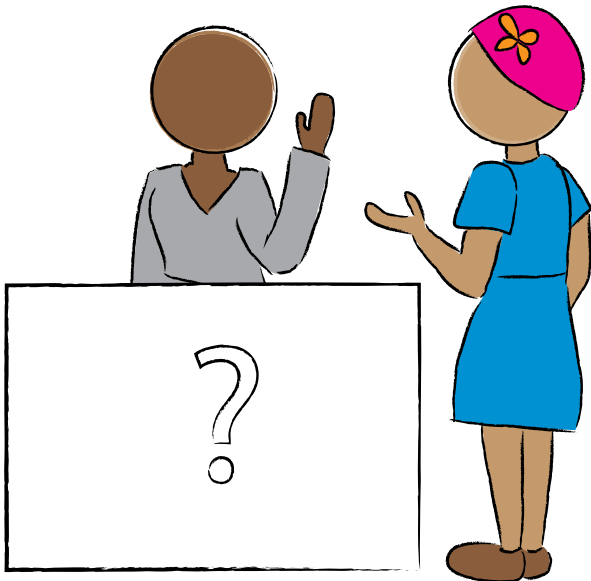
Young workers in Manitoba are protected by the same Workplace Safety and Health rights as all workers in any job. Workers age 18 or under are protected by additional safety rules set out in the Employment Standards Code:

- You cannot work in some construction, industrial, forestry, mining and other higher risk jobs.
- You cannot work alone between 11:00 p.m. and 6:00 a.m.
- If you are age 16 or under you must obtain a child employment permit before you can work. The permit system will help keep you safe.

For more information on your safety or to get an employment permit, call the Employment Standards Branch:

204-945-3352, toll-free in Canada: **1-800-821-4307**

You can also check the Young Workers Factsheet at:
www.manitoba.ca/labour/standards



Your employer must keep you safe at work

Some of the ways they do this are:

- make sure the workplace is safe
- answer your safety questions
- provide safety information and training

Your employer should:

- make sure you know how to use tools, equipment and other materials you need to do your job
- have a plan of action in case of injury or emergency and tell you what to do
- have a first aid kit and safety equipment and show you how to use it

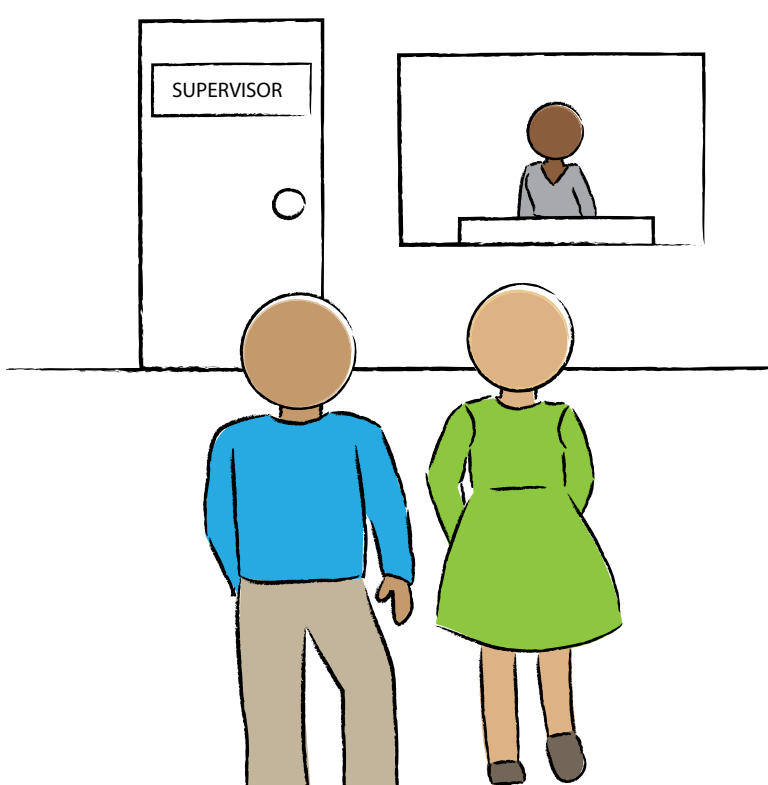


How can I help keep my workplace safe?

Tell your supervisor about any unsafe working conditions. Follow the safety rules and directions your supervisor gives you and make sure you know how to use safety equipment.

Your supervisor is the person who is in charge of your work. This could be your employer or someone your employer has given this job to.

If you need help or support you should bring a co-worker with you to ask questions or report a safety problem to your supervisor. Remember, you have a right to help keep your workplace safe.



How do people get hurt at work?

There are many ways people can get hurt at work. Knowing what can hurt you can help you spot the dangers. Reporting the dangers to your supervisor makes it less likely that you will get hurt at work. Many problems can be fixed before you or a co-worker are injured.



What can hurt me?

There are many ways you can be injured in the workplace:

Physical injury is when your body gets hurt at work. This can happen for many reasons:

- slips and falls
- doing the same movement over and over again for months or years
- cuts and burns
- lifting objects that are too heavy
- lifting objects incorrectly



Injury from other people can make your workplace unsafe. Sometimes employers, co-workers, patients, clients or people you must deal with at work do not treat you fairly or with respect. They may:

- pick on you, insult you, harass or bully you
- treat you differently from others or discriminate
- make threats, act violently or hurt you physically
- touch you in an unwelcome way

Mental stress injuries can come from too much worry and can happen to anyone at work for many reasons:

- shift work, irregular hours of work or being on-call
- being asked to do work that is unsafe
- as a result of another kind of injury

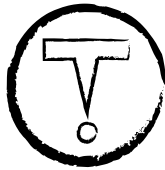
Hazardous materials used in the workplace can be harmful. These materials are any substance that could hurt you through direct contact or by causing a fire or explosion. Hazardous materials can be in the form of a liquid, powder, gas or solid. Some chemicals or biological materials can make you sick by getting into your lungs or if you eat or touch them. Some can get into your body through an open cut.



How do I know if a material is hazardous?

Your employer must tell you what materials in your workplace are hazardous and show you how to use them safely. These symbols are often used to identify hazardous materials in the workplace. Learn to recognize these symbols:

CLASS A
Compressed
Gas



CLASS D-2
Poisonous and
Infectious Material
(material causing
other toxic effects)

CLASS B
Flammable and
Combustible
Material



CLASS D-3
Poisonous and
Infectious Material
(biohazardous
infectious material)

CLASS C
Oxidizing
Material



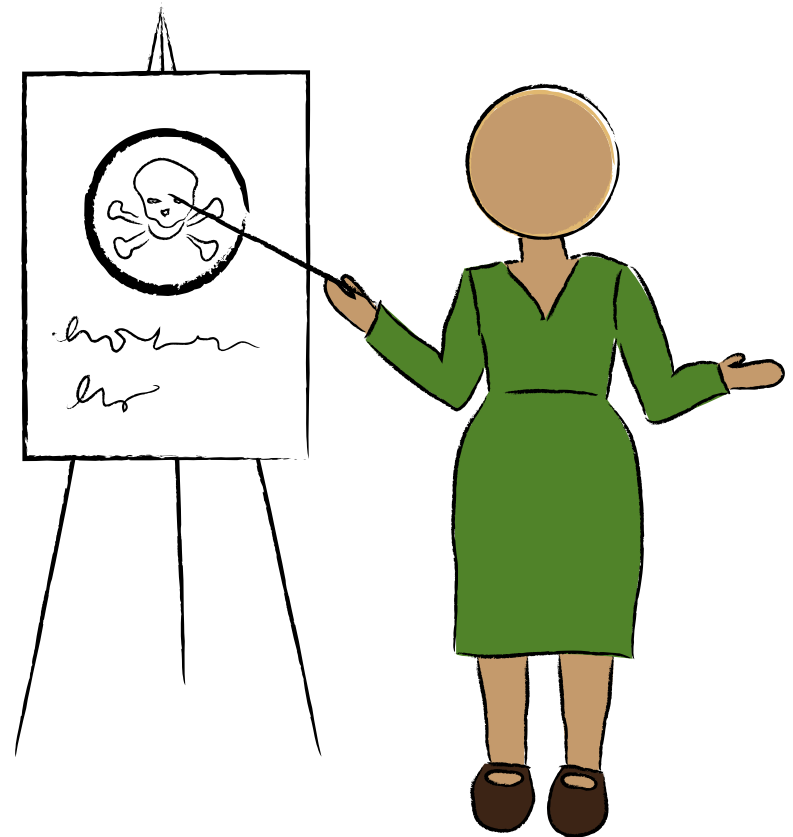
CLASS E
Corrosive
Material

CLASS D-1
Poisonous and
Infectious Material
(material causing
Immediate and
serious effects)



CLASS F
Dangerously
Reactive Material

If you don't know how to safely use these materials you can hurt yourself or others at work. Only use these materials when you have been properly trained. If you are not sure how to use them or are afraid to use them, ask your employer for more training. Employers should replace hazardous materials with safer ones where possible.



What do I do if I get hurt at work?

If you get hurt at work:

- tell your supervisor about any injury right away, even if it is small or has developed over a long time
- seek medical attention if needed
- tell your doctor or nurse the injury happened at work
- contact the **Workers' Compensation Board (WCB)**
The WCB will help you get paid if you are injured at work. They will also help with medical costs and support your rehabilitation. Reporting all injuries right away can make sure you will get the help you need.

Call: **(204) 954-4100** or,

Toll-free in Canada **1-800-362-3340**

How can I be safe at work?

There are many ways you can stay safe at work.

Some of these are:

- follow the safety rules and procedures of your workplace
- know the location of first aid and safety equipment and how to use it
- report any injury right away
- know your safety rights

What if I am asked to do work that is not safe?

Remember it is your right to refuse work you think is unsafe without being punished for doing so.

Take the following steps if you feel your work is dangerous:

- stop doing the work
- tell your supervisor right away and say why you are worried
- ask your supervisor to remove the danger or help solve the safety problem
- contact Workplace Safety and Health (WSH) if the problem is not fixed and you still feel unsafe

WSH will inspect the problem and help fix it.

Call: **(204) 945-3446** or,

Toll-free in Manitoba at **1- 866-888-8186** if the problem is not fixed and you still feel unsafe.



YOU CAN BE SAFE AT WORK!

Where can I learn more about workplace safety?

For non-injury related questions about working in Manitoba:

Manitoba Employment Standards

www.gov.mb.ca/labour/standards

(204) 945-3352 or toll-free in Manitoba: 1-800-821-4307

For information about harassment and discrimination at work:

Manitoba Human Rights Commission

www.gov.mb.ca/hrc

(204) 945-3007 or toll-free in Manitoba: 1-888-884-8681

For information, unsafe working conditions and serious workplace injury or emergency:

Manitoba Workplace Safety and Health

www.safemanitoba.com

(204) 945-3446 or toll-free in Manitoba: 1-866-888-8186

24 hour Emergency Line (204) 945-0581

For information in many languages, non-emergency injuries and to make an appointment:

MFL Occupational Health Centre

www.mflohc.mb.ca

(204) 949-0811 or toll-free in Manitoba: 1-888-843-1229

For information or to book a workplace safety presentation for your school:

SAFE Workers of Tomorrow

www.workersoftomorrow.com, call: (204) 992-2988

For information and to report all work injuries:

The Workers' Compensation Board of Manitoba

www.wcb.mb.ca

(204) 954-4100 or toll-free in Canada: 1-800-362-3340

What If I need help with my workplace skills?

There are nine essential skills that will help you do your job and stay safe at work. You may already be using some of these skills.

The nine essential skills include:

Reading Text

Reading and understanding written materials.

Computer Use

Successful use of computers and technology.

Writing

Writing words on paper or typing words on computers.

Working with Others

Working with others to accomplish tasks efficiently.

Numeracy

Using and understanding numbers.

Thinking Skills

Using a thought process for problem solving, decision making, critical thinking, planning and memory.

Document Use

Using and understanding forms and documents.

Continuous Learning

Learning new skills and information throughout your life.

Oral Communication

Using speech to share thoughts and information.

If you need help improving any of these skills talk to us:

Literacy Partners of Manitoba

Toll-free in Manitoba: **1-866-947-5757**, or

Go online: gotolearn.manitobaliteracy.com

Literacy Partners of Manitoba

Phone: (204) 947-5757

Toll Free: 1-866-947-5757

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