

# LEADER GUIDE

## BUILDING A **Safe Workplace** COMMUNITY

Canadian Language Benchmark 5

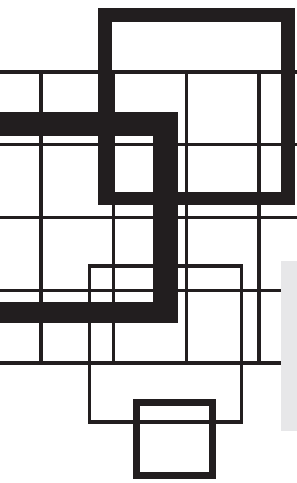
**A NEW CANADIAN'S GUIDE TO HOW CULTURE  
IMPACTS HEALTH AND SAFETY**



**The Manitoba Immigrant Safety Initiative and its member agencies wish to acknowledge and thank**

**The Workplace Prior Learning Assessment and Recognition Committee & Entrepreneurship, Training, and Trade**

**For funding the development of the MISI-Leader Guides**



# Introduction

**Introduction**



# Building a Safe Workplace Community

## A New Canadian's Guide to How Culture Impacts Health and Safety (CLB 5)

---

### Leader's Guide: Introduction

Method	Training Resource	Explanation	Time
Presentation	<ul style="list-style-type: none"> <li>• PP Slide #1 – <i>BSWC...</i></li> </ul>	Welcome to <i>Building a Safe Workplace Community: A New Canadian's Guide to How Culture Impacts Health and Safety (CLB5)</i> .	1 – 2 mins.
Presentation	<ul style="list-style-type: none"> <li>• PP Slide #2 – <i>Getting Started</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Introduce yourself (who you are, your background). Discuss role as module leader:               <ul style="list-style-type: none"> <li>○ <i>To facilitate the learning process</i></li> <li>○ <i>To encourage participants to share their experiences</i></li> <li>○ <i>To guide discussions, summarize information, and answer questions</i></li> </ul> </li> <li>2. Introduce the course, and the points that will be covered, by reviewing each of the points on the slide. Indicate that you will be covering each of these points in more detail in this session.</li> </ol>	
Presentation	<ul style="list-style-type: none"> <li>• PP Slide #3 – <i>Manitoba Immigrants' Safety Initiative (MISI)</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Review the history of the MISI, as described on PP Slide #3, and the agencies involved.</li> <li>2. Ask if anyone is familiar with MISI, or has any questions about it.</li> <li>3. State that the BSWC manual and course is a direct result of the findings of the MISI research and feedback.</li> </ol>	
Presentation	<ul style="list-style-type: none"> <li>• PP Slide #4 – <i>Course Objectives</i></li> </ul>	Review the slide and stress that everyone has an important role in ensuring health and safety in the workplace: employers, supervisors and workers.	
Presentation	<ul style="list-style-type: none"> <li>• PP Slide #5 – <i>Who is This Course For?</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Review the slide with the participants.</li> <li>2. Ask the participants to introduce themselves to the group, including their title and responsibilities for health and safety training.</li> <li>3. Show participants a copy of the BSWC manual (which they will receive in today's session).</li> </ol>	
Presentation	<ul style="list-style-type: none"> <li>• PP Slide #6 – <i>Outcomes &amp; Expectations</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Review the course outcomes and expectations.</li> <li>2. Ask participants to share their experiences in workplace health and safety.</li> <li>3. Ask the participants if they have any questions about the course.</li> </ol>	
Presentation	<ul style="list-style-type: none"> <li>• PP Slides #7 – <i>Course Materials</i></li> </ul>	Indicate that each participant will receive a manual at the end of the course/module. During the course there will be handouts and exercises. The manual and handouts are for the participants to keep. Although everything covered in the course is in the manual and handouts, participants can take notes if they wish.	
Presentation	<ul style="list-style-type: none"> <li>• PP Slide #8 – <i>Course Overview</i></li> </ul>	Review the slide with the group, reading out each of the module titles in the course. Indicate that the course has been designed to help ensure that new Canadians are safe in the workplace.	