



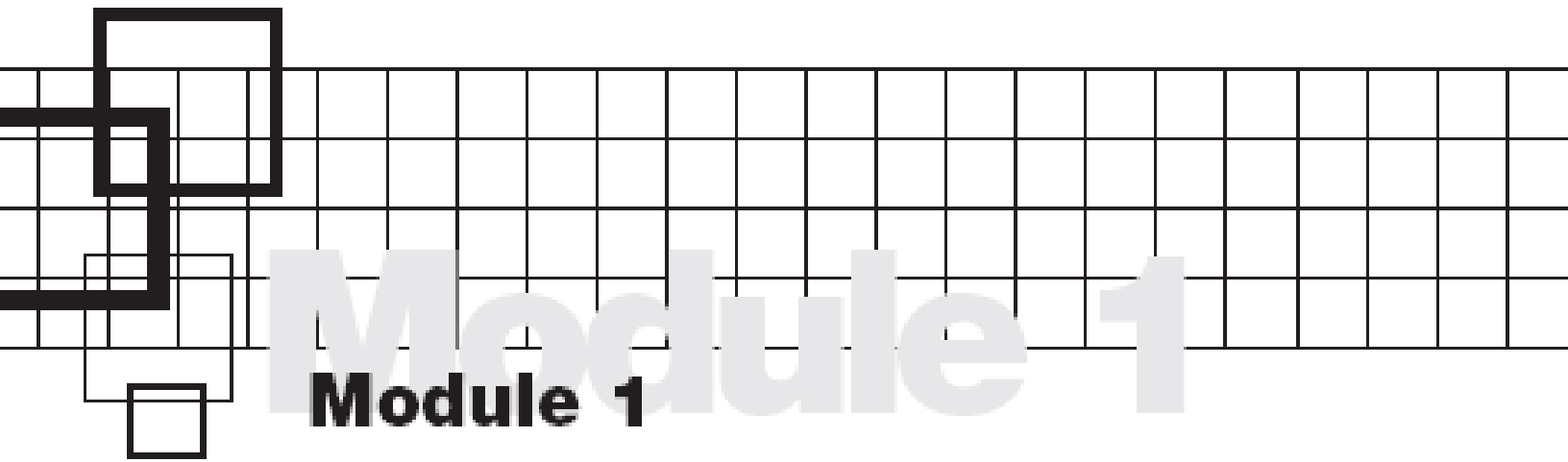
# LEADER GUIDE

## BUILDING A **Safe Workplace** COMMUNITY

Canadian Language Benchmark 7

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





# Module 1

**Module 1**



# Building A Safe Workplace Community

## A New Canadian's Guide to How Culture Impacts Health and Safety (CLB7)

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### Module 1: Working Safe in Canada

Method	Training Resource	Explanation	Time
Presentation	<ul style="list-style-type: none"> <li>PP Slide #1 – <i>BSWC: Working Safe in Canada</i></li> </ul>	Welcome to <i>Module 1: Working Safe in Canada</i> .	1 – 2 mins.
Presentation	<ul style="list-style-type: none"> <li>PP Slide #2 – <i>Objectives of Module</i></li> </ul>	Review objectives of the module.	3 – 5 mins.
Activity	<ul style="list-style-type: none"> <li>PP Slide #3 – <i>Vocabulary</i></li> <li>PP Slides #4 &amp; 5 – <i>Vocabulary Definitions</i></li> </ul>	<ol style="list-style-type: none"> <li>Review the vocabulary on PP Slide #3 – <i>Vocabulary</i>.</li> <li>Divide participants into working groups (or in pairs, or individually if a small group), and assign one word from the PP Slide to each group.</li> <li>Instruct each group to discuss the definition assigned to them, and to define the term in their own words.</li> <li>Ask each group to present their definition to the larger group.</li> <li>Review each group's definition and compare to the definition on PP Slides #4 &amp; 5 – <i>Vocabulary Definitions</i>.</li> </ol>	15 mins.
Activity & Discussion	<ul style="list-style-type: none"> <li>Handout #1A – <i>Quiz: The Importance of...</i></li> <li>Handout #1B – <i>Quiz: The Importance of... – Answer Sheet</i></li> </ul>	<ol style="list-style-type: none"> <li>Have participants remain in their working groups and distribute Handout #1A – <i>Quiz: The Importance of Safety in the Workplace</i>.</li> <li>Ask participants to complete the quiz.</li> <li>Distribute Handout #2B – <i>Quiz: The Importance of Safety in the Workplace – Answer Sheet</i>.</li> <li>Review the answers with the groups and discuss.</li> <li>Ask participants if they have any further comments/questions.</li> </ol>	10 – 15 mins.
Presentation	<ul style="list-style-type: none"> <li>PP Slide #6 – <i>A New Canadian's Story (Image/Audio)</i></li> </ul>	<ol style="list-style-type: none"> <li>Explain that Question #6 on the Quiz (<i>One of the reasons why workers are hurt on the job is because they don't understand the safety rules</i>) is very important, and that the next slide illustrates this, from a New Canadian's perspective.</li> <li><b>Show/play</b> PP Slide #6 – <i>A New Canadian's Story (Image/Audio)</i>. Note: Slide is of a new Canadian speaking about cultural differences with safety on the job. <b>Click icon to play audio.</b></li> <li>Ask participants for other examples.</li> </ol>	10 mins.

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Method	Training Resource	Explanation	Time
Presentation & Discussion	<ul style="list-style-type: none"> <li>• PP Slide #7 – <i>Laws and Regulations</i></li> <li>• PP Slide #8 – <i>The Workplace Safety and Health Act</i></li> <li>• PP Slide #9 – <i>The Workers Compensation Act</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Review PP Slides #7, 8 &amp; 9, using the information on pages 6 &amp; 7 from the manual to expand on the information on the slides.</li> <li>2. Ask participants if they are familiar with either of these acts, and if there is anything similar to them in their culture.</li> <li>3. Encourage discussion.</li> </ol>	15 mins.
Presentation, Activity & Discussion	<ul style="list-style-type: none"> <li>• Handout #2A – <i>The Role of the Employer... Cards Sheet</i></li> <li>• Handout #2B – <i>The Role of the Employer... Answer Sheet</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Copy Handout #2A – <i>The Role of the Employer... Cards Sheet</i> and cut out individual 'cards'. Shuffle the cards so they are in random order.</li> <li>2. Divide the participants into working groups (or in pairs, or individually if a small group), and distribute one set of cards (in random order) to each group.</li> <li>3. Instruct each group to sort the cards by lining up each under the appropriate heading: <ul style="list-style-type: none"> <li>• Employer's Responsibilities</li> <li>• Supervisor's Responsibilities</li> <li>• Worker's Responsibilities</li> </ul> </li> <li>4. Distribute Handout #2B – <i>The Role of the Employer... Answer Sheet</i>.</li> <li>5. Check the group's work against the chart in Handout #1B.</li> <li>6. Ask the participants for additional questions/comments.</li> </ol>	10 – 15 mins.
Presentation	<ul style="list-style-type: none"> <li>• Handout #3 – <i>Rights and Responsibilities Fact Sheet</i> (MISI resource)</li> </ul>	Distribute and review Handout #3 – <i>Rights and Responsibilities Fact Sheet</i> (MISI resource).	5 mins.
Activity & Discussion	<ul style="list-style-type: none"> <li>• Handout #4A – <i>Quiz: Safety and Health Expectations in the Workplace</i></li> <li>• Handout #4B – <i>Quiz: Safety and Health Expectations in the Workplace – Answer Sheet</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Divide participants into working groups (or in pairs, or individually if a small group), and distribute Handout #4A – <i>Quiz: Safety and Health Expectations in the Workplace</i>.</li> <li>2. Ask participants to complete the quiz.</li> <li>3. Distribute Handout #4B – <i>Quiz: Safety and Health Expectations in the Workplace – Answer Sheet</i>.</li> <li>4. Review the answers with the groups and discuss.</li> <li>5. Ask participants if they have any questions/comments.</li> </ol>	10 – 15 mins.

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Method	Training Resource	Explanation	Time
Presentation	<ul style="list-style-type: none"> <li>• PP Slide #10 – <i>Public Expectations</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Present the information on PP Slide #10 – <i>Public Expectations</i> (from page 9 of the manual).</li> <li>2. Ask participants if the public had the same sort of expectations in their home country and discuss.</li> </ol>	5 mins.
Presentation & Discussion	<ul style="list-style-type: none"> <li>• PP Slides #11 &amp; 12 – <i>Important Points to Remember</i></li> </ul>	<ol style="list-style-type: none"> <li>1. Summarize the module by reviewing the points on PP slides #11 &amp; 12 – <i>Important Points to Remember</i>.</li> <li>2. Ask participants for comments/questions after each point, and at the end of the slides.</li> <li>3. Ask participants if they have any other questions/comments about the module.</li> </ol>	10 – 15 mins.

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**Module 1: Working Safe in Canada – Handout #1A**

*Quiz: The Importance of Safety in the Workplace*

Please answer “True” or “False” for each of the following statements:

<b>Statement</b>	<b>True or False</b>
<b>1. New workers have 5 to 7 times the risk of injury in the first four weeks of a new job.</b>	
<b>2. One in every 100 workers is injured every year in Canada.</b>	
<b>3. One worker is killed in Canada each week.</b>	
<b>4. 40% of all injuries happen to workers in their first six months on the job.</b>	
<b>5. Injuries on the job cost the Canadian economy \$10 million each year.</b>	
<b>6. One of the reasons workers are hurt on the job is because they don't understand the safety rules.</b>	

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**Module 1: Working Safe in Canada – Handout #1B**

*Quiz: The Importance of Safety in the Workplace – Answer Sheet*

<b>Statement</b>	<b>True or False</b>
<b>1. New workers have 5 to 7 times the risk of injury in the first four weeks of a new job.</b>	<b>True</b>
<b>2. One in every 100 workers is injured every year in Canada.</b>	<b>False</b>
<b>3. One worker is killed in Canada each week.</b>	<b>False</b>
<b>4. 40% of all injuries happen to workers in their first six months on the job.</b>	<b>True</b>
<b>5. Injuries on the job cost the Canadian economy \$10 million each year.</b>	<b>False</b>
<b>6. One of the reasons workers are hurt on the job is because they don't understand the safety rules.</b>	<b>True</b>

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**Module 1: Working Safe in Canada – Handout #2A**

*The Role of the Employer, Supervisor and Worker – Cards Sheet*

<p><b>Maintaining an employer safety and health policy, safety and health committee meeting minutes, names of the safety and health committee members and reports of orders.</b></p>	<p><b>Ensuring that workers follow the Workplace Safety and Health Act and regulations.</b></p>	<p><b>Following the Workplace Safety and Health Act and regulations.</b></p>
<p><b>Developing a training program to carry out the company's safety and health policy.</b></p>	<p><b>Training employees to work safely and to properly use protective equipment.</b></p>	<p><b>Using required protective equipment as they are trained to use it, and as it was provided to them.</b></p>
<p><b>Providing and maintaining a safe workplace, equipment, and protective devices.</b></p>	<p><b>Training employees how to work safely, and ensuring that all employees work safely.</b></p>	<p><b>Reporting any hazard or dangerous situation to the supervisor.</b></p>
<p><b>Training employees how to use equipment properly and making sure they use it safely.</b></p>		<p><b>Using all equipment safely, the way you have been trained.</b></p>

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<b>Protecting employees from dangerous situations.</b>		
<b>Telling employees about any known hazard and providing training on how to work safely to eliminate the risk of injury.</b>		
<b>Understanding and complying with all applicable acts and regulations.</b>		

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**Module 1: Working Safe in Canada – Handout #2B**

*The Role of the Employer, Supervisor and Worker – Answer Sheet*

<b>Employer's Responsibilities</b>	<b>Supervisor's Responsibilities</b>	<b>Worker's Responsibilities</b>
Maintaining an employer safety and health policy, safety and health committee meeting minutes, names of the safety and health committee members and reports of orders.	Ensuring that workers follow the Workplace Safety and Health Act and regulations.	Following the Workplace Safety and Health Act and regulations.
Developing a training program to carry out the company's safety and health policy.	Training employees to work safely and to properly use protective equipment.	Using required protective equipment as they are trained to use it, and as it was provided to them.
Providing and maintaining a safe workplace, equipment, and protective devices.	Training employees how to work safely, and ensuring that all employees work safely.	Reporting any hazard or dangerous situation to the supervisor.
Training employees how to use equipment properly and making sure they use it safely.		Using all equipment safely, the way you have been trained.

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<b>Employer's Responsibilities</b>	<b>Supervisor's Responsibilities</b>	<b>Worker's Responsibilities</b>
Protecting employees from dangerous situations.		
Telling employees about any known hazard and providing training on how to work safely to eliminate the risk of injury.		
Understanding and complying with all applicable acts and regulations.		


# Building A Safe Workplace Community


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### Module 1: Working Safe in Canada – Handout #3

#### Rights and Responsibilities Fact Sheet (MISI Resource)

## Rights & RESPONSIBILITIES

EMPLOYER'S RESPONSIBILITIES	WORKER'S RIGHTS
<ul style="list-style-type: none"><li>■ Post employer's safety policy, Safety and Health Committee meeting minutes, names of Safety and Health Committee Members or Representatives, Safety and Health Inspection Reports and Workplace Safety and Health Orders, if any have been issued.</li><li>■ Develop a written safety and health program; provide training on safety and health policies.</li><li>■ Provide and maintain a safe workplace, including equipment and protective devices.</li><li>■ Train workers to use equipment properly, and make sure they do use it safely.</li><li>■ Protect workers from dangerous situations.</li><li>■ Tell workers about any known hazard, and provide training on how to work safely to eliminate the risk of injury.</li><li>■ Train supervisors so that they are able to competently perform their duties.</li><li>■ Understand and comply with the <i>Manitoba Workplace Safety and Health Act and Regulations</i>.</li></ul>	<ul style="list-style-type: none"><li>■ <b>The right to know</b> about hazards in the workplace and what actions we can take to prevent injuries or illness from these hazards.</li><li>■ <b>The right to participate</b> in safety and health activities at the workplace including involvement in the joint workplace safety and health committee, as a worker representative.</li><li>■ <b>The right to refuse</b> any task that the worker believes is dangerous to his/her safety and health or the safety and health of other persons.</li><li>■ <b>The right to protection.</b> The worker <b>has the right to tell</b> his/her supervisor, committee or representative about his/her concerns. The workers can't be fired or laid off for saying that a job is unsafe or that he/she doesn't know how to do a job.</li></ul>
<h4>SUPERVISOR'S RESPONSIBILITIES</h4> <ul style="list-style-type: none"><li>■ Make sure workers follow the Act and Regulations.</li><li>■ Train and mentor workers to work safely and properly use protective equipment.</li></ul>	
<h4>WORKER'S RESPONSIBILITIES</h4> <ul style="list-style-type: none"><li>■ Use required protective equipment the way you were trained. Don't change it in any way.</li><li>■ Report any hazard or dangerous situation to your supervisor.</li><li>■ Use all equipment safely, the way you were trained.</li></ul>	





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**Module 1: Working Safe in Canada – Handout #4A**

*Quiz: Safety and Health Expectations in the Workplace*

Please answer “True” or “False” for each of the following statements:

<b>Statement</b>	<b>True or False</b>
<b><i>In Canada you have the right to expect:</i></b>	
<b>1. Paid vacation time.</b>	
<b>2. Paid time off for illness.</b>	
<b>3. Paid time off for a “rest day” each month.</b>	
<b>4. Medical expenses paid through the Workers Compensation Board if you are injured on the job.</b>	
<b>5. Work in a safe, healthy and clean environment.</b>	
<b>6. That you will have to work long hours in order to be accepted by your supervisor.</b>	
<b>7. Receive training on how to do your job safely and how to protect yourself from getting hurt or sick.</b>	
<b>8. That a supervisor will only talk to you when you make a mistake.</b>	
<b>9. Not to be discriminated against because of your ethnic background, colour, gender, religion, age, disability or sexual orientation.</b>	
<b>10. You can bring safety and health concerns to your worker safety and health representative or committee. They will take it to management but without saying which worker brought up the issue.</b>	
<b>11. Employers are required to take every responsible precaution to protect workers as long as the steps are taken in the company budget.</b>	
<b>12. Employees must follow all safety rules within the workplace.</b>	
<b>13. When it comes to safety, the employer has more responsibility than the supervisor or worker.</b>	

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**Module 1: Working Safe in Canada – Handout #4B**

*Quiz: Safety and Health Expectations in the Workplace – Answer Sheet*

<b>Statement</b>	<b>True or False</b>
<b><i>In Canada you have the right to expect:</i></b>	
<b>1. Paid vacation time.</b>	<b>True</b>
<b>2. Paid time off for illness.</b>	<b>True</b>
<b>3. Paid time off for a “rest day” each month.</b>	<b>False</b>
<b>4. Medical expenses paid through the Workers Compensation Board if you are injured on the job.</b>	<b>True</b>
<b>5. Work in a safe, healthy and clean environment.</b>	<b>True</b>
<b>6. That you will have to work long hours in order to be accepted by your supervisor.</b>	<b>False</b>
<b>7. Receive training on how to do your job safely and how to protect yourself from getting hurt or sick.</b>	<b>True</b>
<b>8. That a supervisor will only talk to you when you make a mistake.</b>	<b>False</b>
<b>9. Not to be discriminated against because of your ethnic background, colour, gender, religion, age, disability or sexual orientation.</b>	<b>True</b>
<b>10. You can bring safety and health concerns to your worker safety and health representative or committee. They will take it to management but without saying which worker brought up the issue.</b>	<b>True</b>
<b>11. Employers are required to take every responsible precaution to protect workers as long as the steps are taken in the company budget.</b>	<b>False</b>
<b>12. Employees must follow all safety rules within the workplace.</b>	<b>False</b>
<b>13. When it comes to safety, the employer has more responsibility than the supervisor or worker.</b>	<b>True</b>