



LEADER GUIDE

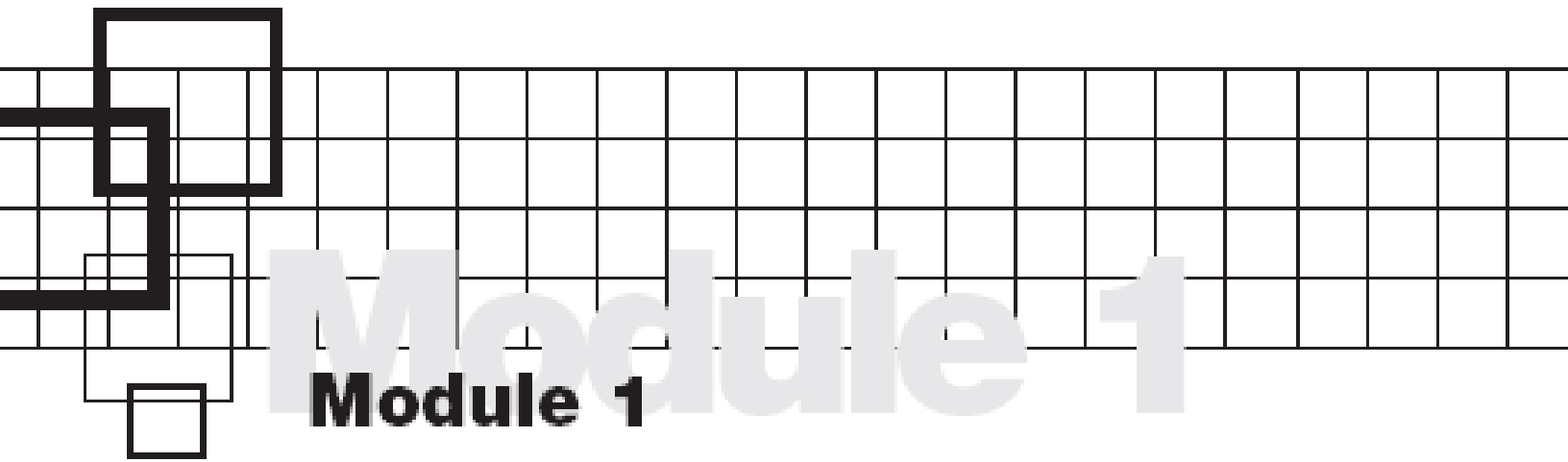
A SAFE IMMIGRANT

Workforce

FOR MANITOBA

AN EMPLOYER'S GUIDE FOR HEALTH AND SAFETY TRAINING





Module 1

Module 1



A Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 1: Rights and Responsibilities

Method	Training Resource	Explanation	Time
Presentation	<ul style="list-style-type: none"> PP Slide #1 – <i>SIWM: Rights and Responsibilities</i> 	Welcome to <i>Module 1: Rights and Responsibilities</i> .	1 – 2 mins.
Presentation	<ul style="list-style-type: none"> PP Slide #2 – <i>Objectives of Module</i> 	State objectives of the module.	3 – 5 mins.
Activity	<ul style="list-style-type: none"> Handout #1A – <i>Responsibilities Cards Sheet</i> Handout #1B– <i>The Role of the Employer, Supervisor and Worker</i> 	<ol style="list-style-type: none"> Copy Handout #1A – Responsibilities Cards Sheet and cut out individual 'cards'. Shuffle the cards so they are in random order. 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. Instruct each group to sort the cards by lining up each under the appropriate heading: <ul style="list-style-type: none"> Employer's Responsibilities Supervisor's Responsibilities Worker's Responsibilities Distribute Handout #1B – <i>The Role of the Employer, Supervisor and Worker</i>. Check the group's work against the chart in Handout #1B. Ask the participants if they have any questions/discussion. 	10 mins.
Presentation, Activity & Discussion	<p><i>Analyzing an Accident, Part 1</i></p> <ul style="list-style-type: none"> PP Slide #3 – <i>Migrant Workers Plunge 13 stories</i> Handout #2 – <i>Winnipeg Free Press Article</i> 	<ol style="list-style-type: none"> Ask the participants to read the handout (or read it with them out loud, as a group). Instruct the participants to list the responsibilities that were <i>not met</i> by the employer, supervisor and worker. Discuss the participants' lists. Explain that, in this case, as in most accidents, the employer, supervisor and workers all had responsibilities to prevent the accident. Ask the participants if they have any questions/discussion. <p>If you choose to not use this article, you can:</p> <ul style="list-style-type: none"> Tell a personal story about an on-the-job accident Check out the incidents on the following site: <p>Http://www2.worksafebc.com/publications/multimedia/slideshows.asp</p>	10 mins.

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Method	Training Resource	Explanation	Time
Activity & Discussion	<i>Analyzing an Accident, Part 2</i>	<ol style="list-style-type: none"> 1. Divide participants into working groups. 2. Give each group time to come up with the story of an accident they witnessed or were aware of. 3. Have each group tell their story. 4. As each story is presented, ask the whole group to analyze the accident by asking what responsibility was not met by the: <ul style="list-style-type: none"> • Employer • Supervisor • Worker 5. Ask the participants if they have any questions/discussion. 	10 mins.
Presentation	<ul style="list-style-type: none"> • PP Slide #4 – <i>Responsibilities of Employers, Supervisors and Workers</i> 	<ol style="list-style-type: none"> 1. Summarize the activity (<i>Analyzing an Accident Parts 1 and 2</i>), by presenting the responsibilities of: <ul style="list-style-type: none"> • Employers • Supervisors • Workers 2. Refer participants to Handout #1 – <i>The Role of the Employer, Supervisor and Worker</i>. 3. Ask the participants if they have any questions/discussion. 	5 mins.
Presentation	<p>Workers' Rights</p> <ul style="list-style-type: none"> • Handout #3 – <i>Rights and Responsibilities Fact Sheet</i> (MISI resource) 	<ol style="list-style-type: none"> 1. Distribute Handout #3 – <i>Rights and Responsibilities Fact Sheet</i> (MISI resource). 2. Explain that even though workers have responsibilities, they also have <i>rights</i> – rights that can keep them safe on the job. 3. Review the MISI poster and emphasize the <i>Rights</i> section. Read each of the <i>Rights</i> out loud and ensure understanding. 4. Ask the participants if they have any questions/discussion. 	3 mins.
Presentation & Activity	<p>Summary</p> <ul style="list-style-type: none"> • Handout #4A – <i>Quiz – Rights & Responsibilities</i> • Handout #4B – <i>Quiz – R/R – Answer Sheet</i> 	<ol style="list-style-type: none"> 1. Distribute Handout #4A – <i>Quiz – Rights and Responsibilities</i>. 2. Have each participant complete the <i>Quiz</i>. 3. Distribute Handout #4B – <i>Quiz – Rights and Responsibilities – Answer Sheet</i>. 4. Review the answers using the <i>Answer Sheet</i>. 5. Ask the participants if they have any questions/discussion. 	5 – 10 mins.
Presentation	PP Slide #5 – <i>Additional Resources</i>	<p>Additional resources that apply to this module are:</p> <ul style="list-style-type: none"> • SAFE Work and the Supervisor – Your Responsibilities • Your Responsibilities in Workplace Safety and Health <p>Note: The links to these articles, and others, are listed on page 8 of the manual.</p>	2 – 3 mins.

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Method	Training Resource	Explanation	Time
Presentation & Activity	<ul style="list-style-type: none">• Handout #5 – <i>Module Evaluation Form</i>• Flipchart	<ol style="list-style-type: none">1. Distribute Handout #3 – <i>Module Evaluation Form</i> to each participant.2. Have each participant complete Handout #3, and hand them in.3. Ask the participants what they found most useful about the module.4. Record the responses on the flipchart.5. Ask if anyone has any questions/discussion.	Presentation & Activity

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Module 1: Rights and Responsibilities – Handout #1A

Responsibilities Cards Sheet

Provide health and safety training to all.	Ensure that workers follow all health and safety laws and regulations.	Understand the employer's responsibility to create and maintain a safe work environment.
Maintain a safe work environment.	Train workers to work safely and to use protective equipment properly.	Understand the supervisor's role and responsibilities.
Train workers how to use all equipment safely.	Observe workers to ensure they are working safely.	Understand their own responsibilities.
Follow all health and safety laws and regulations.		Follow all workplace health and safety laws.

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		<p>Use all equipment, clothing, tools and devices properly, as trained by the supervisor.</p>
		<p>Report any dangerous or hazardous situations, or any violations of a health and safety law, to the supervisor.</p>
		<p>Take reasonable care to protect themselves and other workers.</p>
		<p>Cooperate with others on workplace health and safety issues.</p>

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Module 1: Rights and Responsibilities – Handout #1B

The Role of the Employer, Supervisor and Worker

Employer's Responsibilities	Supervisor's Responsibilities	Worker's Responsibilities
Provide health and safety training to all.	Ensure that workers follow all health and safety laws and regulations.	Understand the employer's responsibility to create and maintain a safe work environment.
Maintain a safe work environment.	Train workers to work safely and to use protective equipment properly.	Understand the supervisor's role and responsibilities.
Train workers how to use all equipment safely.	Observe workers to ensure they are working safely.	Understand their own responsibilities.
Follow all health and safety laws and regulations.		Follow all workplace health and safety laws.
		Use all equipment, clothing, tools and devices properly, as trained by the supervisor.

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Employer's Responsibilities	Supervisor's Responsibilities	Worker's Responsibilities
		Report any dangerous or hazardous situations, or any violations of a health and safety law, to the supervisor.
		Take reasonable care to protect themselves and other workers.
		Cooperate with others on workplace health and safety issues.

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Module 1: Rights and Responsibilities – Handout #2

Winnipeg Free Press Article

Migrant workers plunge 13 stories: Four dead in Christmas Eve tragedy



TORONTO -- Four men who fell to their deaths from a Toronto apartment building on Christmas Eve were migrant workers, police said Friday.

A five-man crew was suspended on scaffolding as they worked on the 13th-floor balcony of an apartment high-rise in Etobicoke, when the platform snapped in two Thursday afternoon. Toronto police said four of the workers plunged to their death, while the fifth somehow survived despite serious head injuries. He underwent surgery Friday.

There were no details available as to what may have saved the man's life, but police said it didn't appear that any of the workers were wearing safety harnesses. The names of the victims have not been released, but police said they were migrant workers between 20 and 30 years old.

Just before dusk, Joseph McDonald leaned out the window of his apartment to wish Merry Christmas to the crew as they worked on his balcony. Moments later, they fell. "I had just talked to them. They said 'Merry Christmas' and I said 'you too,'" McDonald said Friday. "I had just gone back inside my apartment and someone phoned me and said an accident had happened. I was so frightened I didn't sleep (Thursday night). They were right there. We had just talked."

Bystander Raymond Allard said he saw a man hanging from a balcony and called 911. "He was trying to pull himself up onto the balcony," Allard said. "I was in shock." Residents say the men had been working on the building's balconies for several months.

The accident cast a pall over Christmas for those living in the building. Pearl Monroe, who lives on the building's eighth floor, said she arrived home Thursday night to find the building surrounded by police and ambulances.

"It's really sad, especially for Christmas Eve," Monroe said. "I know the families of the workers are in mourning."

The Ontario Ministry of Labour was called in to assist with the investigation.

Canwest News Service


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Module 1: Rights and Responsibilities – Handout #3

Rights and Responsibilities Fact Sheet (MISI Resource)

Rights & RESPONSIBILITIES

EMPLOYER'S RESPONSIBILITIES	WORKER'S RIGHTS
<ul style="list-style-type: none">■ 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.■ Develop a written safety and health program; provide training on safety and health policies.■ Provide and maintain a safe workplace, including equipment and protective devices.■ Train workers to use equipment properly, and make sure they do use it safely.■ Protect workers from dangerous situations.■ Tell workers about any known hazard, and provide training on how to work safely to eliminate the risk of injury.■ Train supervisors so that they are able to competently perform their duties.■ Understand and comply with the <i>Manitoba Workplace Safety and Health Act and Regulations</i>.	<ul style="list-style-type: none">■ The right to know about hazards in the workplace and what actions we can take to prevent injuries or illness from these hazards.■ The right to participate in safety and health activities at the workplace including involvement in the joint workplace safety and health committee, as a worker representative.■ The right to refuse any task that the worker believes is dangerous to his/her safety and health or the safety and health of other persons.■ The right to protection. The worker has the right to tell 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.
<h3>SUPERVISOR'S RESPONSIBILITIES</h3> <ul style="list-style-type: none">■ Make sure workers follow the Act and Regulations.■ Train and mentor workers to work safely and properly use protective equipment.	
<h3>WORKER'S RESPONSIBILITIES</h3> <ul style="list-style-type: none">■ Use required protective equipment the way you were trained. Don't change it in any way.■ Report any hazard or dangerous situation to your supervisor.■ Use all equipment safely, the way you were trained.	





Supported by a grant from the Community Initiatives and Research Program of the Workers Compensation Board of Manitoba.

Available from Safety Services Manitoba web-site (MISI Resources)

http://safetyservicesmanitoba.ca/manitoba_immigrants_safety_initiative.aspx

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Module 1: Rights and Responsibilities – Handout #4A

Quiz – Rights and Responsibilities

1. Who is responsible for health and safety in the workplace?
2. Canada has workplace health and safety laws and regulations. True or false?
3. Workers can refuse to do something they believe is dangerous to themselves or to other workers.
True or false?
4. What should you do if you see a hazard in your workplace?
5. What are three (3) of the health and safety responsibilities that workers have?

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Module 1: Rights and Responsibilities – Handout #4B

Quiz – Rights and Responsibilities – Answer Sheet

1. Who is responsible for health and safety in the workplace?

The employer, supervisor and worker are all responsible for health and safety in the workplace.

2. Canada has workplace health and safety laws and regulations. True or false?

True.

3. Workers can refuse to do something they believe is dangerous to themselves or to other workers. True or false?

True.

4. What should you do if you see a hazard in your workplace?

Report it to your supervisor.

5. What are three (3) of the health and safety responsibilities that workers have?

Responses can include any three (3) of the following:

- *Understand the employer's responsibility to create and maintain a safe work environment.*
- *Understand the supervisor's role and responsibilities.*
- *Understand their own responsibilities.*
- *Follow all workplace health and safety laws.*
- *Use all equipment, clothing, tools and devices properly, as trained by the supervisor.*
- *Report any dangerous or hazardous situations, or any violations of a health and safety law, to the supervisor.*
- *Take reasonable care to protect yourself and other workers.*
- *Cooperate with others on workplace health and safety issues.*

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Module 1: Rights and Responsibilities – Module Evaluation – Handout #5

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Module Evaluation

1. For each statement below, please mark an X in one of the boxes to indicate your response.

	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
The information was presented effectively.					
The information was practical.					
The module topics were useful.					
The module was too short.					
The module was too long.					
The material was clear and understandable.					

2. On a scale of 1 – 5, with 5 being the highest score, please indicate your overall satisfaction with the module.

1	2	3	4	5
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3. Do you have any suggestions for improving the module? If so, please list them below.
