



# LEADER GUIDE

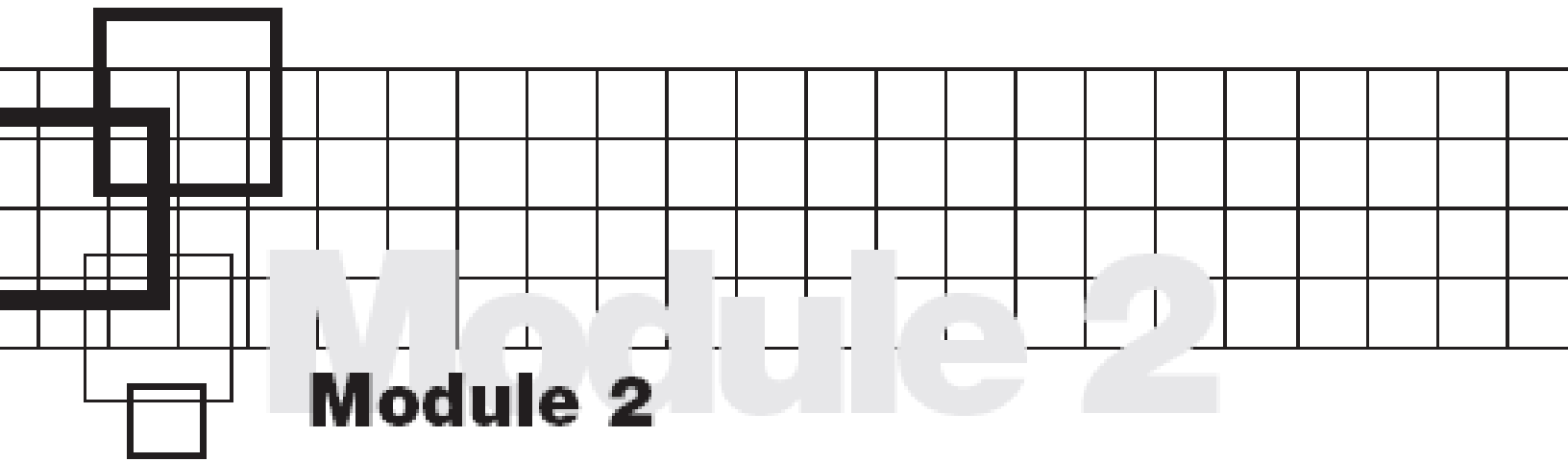
**A SAFE IMMIGRANT**

**Workforce**

**FOR MANITOBA**

**AN EMPLOYER'S GUIDE FOR HEALTH AND SAFETY TRAINING**





# Module 2

**Module 2**



# A Safe Immigrant Workforce for Manitoba

## An Employer's Guide for Health and Safety Training

### Module 2: How to Resolve Safety and Health Concerns

Method	Training Resource	Explanation	Time
Presentation	<ul style="list-style-type: none"> <li>PP Slide #1 - <i>SIWM: How to Resolve Safety and Health Concerns</i></li> </ul>	Welcome to <i>Module 2: How to Resolve Safety and Health Concerns</i>	3 – 5 mins.
Presentation	<ul style="list-style-type: none"> <li>PP Slide #2 – <i>Objectives of the Module</i></li> </ul>	State objectives of the module.	
Presentation	<ul style="list-style-type: none"> <li>PP Slide #3 – <i>Worker Representative</i></li> <li>PP Slide #4 – <i>The H &amp; S Committee</i></li> </ul>	<ol style="list-style-type: none"> <li>Define: Worker Representative</li> <li>Explain: <ul style="list-style-type: none"> <li>The role of the Health and Safety Committee</li> <li>Who sits on the Health and Safety Committee</li> <li>How to contact a worker representative</li> </ul> </li> <li>Ask the participants if they have any questions/discussion.</li> </ol>	
Activity	<ul style="list-style-type: none"> <li>Handout #1A – <i>Safety &amp; Health Concerns Cards Sheet</i></li> <li>Handout #1B – <i>The Role of Management, The Health &amp; Safety Committee and Worker Representative, and Worker</i></li> </ul>	<ol style="list-style-type: none"> <li>Copy Handout #1A – <i>Safety &amp; Health Concerns Cards Sheet</i> and cut out individual 'cards'. Shuffle the cards so they are in random order.</li> <li>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>Instruct each group to sort the cards by lining up each under the appropriate heading: <ul style="list-style-type: none"> <li>Management's Role in Reporting Hazards</li> <li>Health &amp; Safety Committee and Worker Representative's Role in Reporting Hazards</li> <li>Worker's Role in Reporting Hazards</li> </ul> </li> <li>Distribute Handout #1B – <i>The Role of Management, The Health and Safety Committee and Worker Representative, and Worker</i>.</li> <li>Check the group's work against the chart in Handout #1B.</li> <li>Ask the participants if they have any questions/discussion.</li> </ol>	
Presentation	<ul style="list-style-type: none"> <li>PP Slides #5, 6, 7 – <i>3 Steps...</i></li> </ul>	Review the <i>3 Steps a Worker Can Take to Report a Hazard</i> (see also: page 10 of the manual).	
Presentation & Activity	<p>Summary</p> <ul style="list-style-type: none"> <li>Handout #2A – <i>Quiz – How to Resolve...</i></li> <li>Handout #2B – <i>Quiz – How to Resolve... – Answer Sheet</i></li> </ul>	<ol style="list-style-type: none"> <li>Distribute Handout #2 – <i>Quiz – How to Resolve Safety and Health Concerns</i>.</li> <li>Have each participant complete the <i>Quiz</i>.</li> <li>Distribute Handout #2B – <i>Quiz – How to Resolve Safety and Health Concerns – Answer Sheet</i>.</li> <li>Review the answers using the <i>Answer Sheet</i>.</li> <li>Ask the participants if they have any questions/discussion.</li> </ol>	

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Method	Training Resource	Explanation	Time
Presentation	PP Slide #8 – <i>Additional Resources</i>	Additional resources that apply to this course are: <ul style="list-style-type: none"> <li>• How to Resolve Safety &amp; Health Concerns</li> <li>• Joint Health &amp; Safety Committee – Effective and Efficient (CCOHS)</li> <li>• Joint Health &amp; Safety Committee – Measuring Effectiveness (CCOHS)</li> </ul> Note: The links to these articles and others are listed on page 13 of the manual.	3 mins.
Presentation & Activity	<ul style="list-style-type: none"> <li>• Handout #3 – <i>Module Evaluation Form</i></li> <li>• Flipchart</li> </ul>	<ol style="list-style-type: none"> <li>1. Distribute Handout #3 – <i>Module Evaluation Form</i> to each participant.</li> <li>2. Have each participant complete Handout #3, and hand them in.</li> <li>3. Ask the participants what they found most useful about the module.</li> <li>4. Record the responses on the flipchart.</li> <li>5. Ask if anyone has any questions/discussion.</li> </ol>	Presentation & Activity

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### Module 2: How to Resolve Safety and Health Concerns – Handout #1A

#### *The Role of Management, the Health & Safety Committee and Worker Representative, and Worker Cards Sheet*

<b>Encourage staff to bring health and safety concerns forward.</b>	<b>Make recommendations to control and eliminate hazards.</b>	<b>Report hazards to the supervisor.</b>
<b>Recommend solutions to control hazards when they are brought to their attention.</b>	<b>Provide a route for communication between the employer and workers.</b>	<b>Report safety and health concerns to the supervisor.</b>
<b>Eliminate or control the hazard when it is identified.</b>	<b>Conduct regular inspections.</b>	<b>If the supervisor is unable to control the hazard, talk to a member of the workplace Safety and Health committee, or the worker representative.</b>
	<b>Talk with workers about their safety and health concerns.</b>	<b>If the hazard is not being controlled by the supervisor or the health and safety committee, notify the Manitoba Workplace Safety and Health Division to report the hazard.</b>

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	<p><b>Make recommendations to improve workplace safety.</b></p>	
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### Module 2: How to Resolve Safety and Health Concerns – Handout #1B

#### *The Role of Management, the Health & Safety Committee and Worker Representative, and Worker*

Management's Role	Health & Safety Committee and Worker Representative's Role	Worker's Role
Encourage staff to bring health and safety concerns forward.	Make recommendations to control and eliminate hazards.	Report hazards to the supervisor.
Recommend solutions to control hazards when they are brought to their attention.	Provide a route for communication between the employer and workers.	Report safety and health concerns to the supervisor.
Eliminate or control the hazard when it is identified.	Conduct regular inspections.	If the supervisor is unable to control the hazard, talk to a member of the workplace Safety and Health committee, or the worker representative.
	Talk with workers about their safety and health concerns.	If the hazard is not being controlled by the supervisor or the health and safety committee, notify the Manitoba Workplace Safety and Health Division to report the hazard.

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### Module 2: How to Resolve Safety and Health Concerns – Handout #2A

#### *Quiz – How to Resolve Safety and Health Concerns*

1. What are the three (3) steps for the worker to follow to report a hazard?
2. Can you be fired for reporting a workplace health and safety hazard?
3. Who is responsible for ensuring that hazards (or dangers) are eliminated or controlled?
4. Who is responsible for conducting regular inspections?
5. An effective Safety Orientation program can help prevent hazardous conditions and behaviours in the workplace. True or False?
6. Unreported incidents are one of the biggest hurdles to improving workplace health and safety. True or False?
7. “Near misses” are incidents too – they need to be addressed before they cause injury. True or False?
8. Immigrant workers may be reluctant to report an incident because they are new to the company and do not want to be seen as a “troublemaker” or “complainer”. True or False?

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9. An immigrant worker may be from a culture where speaking against authority figures is not acceptable or safe. True or False?
  
10. It is a good idea to ignore cultural differences of immigrant workers and just concentrate on making sure they follow the rules of the workplace. True or False?
  
11. If workers just followed the health and safety rules it would reduce the need for constant communication on the job, and would therefore increase efficiency. True or False?

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### Module 2: How to Resolve Safety and Health Concerns – Handout #2B

#### Quiz – How to Resolve Safety and Health Concerns – Answer Sheet

1. What are the three (3) steps for the worker to follow to report a hazard?

- i. *Report the hazard to your supervisor. Your supervisor will take steps to control the hazard.*
- ii. *If you are uncomfortable speaking to your supervisor, or are unable to control the hazard with your supervisor, talk to a member of your workplace Safety and Health committee or your worker representative. The committee/representative will take steps to control the hazard.*
- iii. *If the hazard cannot be controlled by the committee/representative, or if you feel the issue is urgent and not getting enough attention, you may notify the Manitoba Workplace Safety and Health Division (945-6848; toll free 1-866-888-8186) to report the hazard. The division will take steps to control the hazard as appropriate.*

2. Can you be fired for reporting a workplace health and safety hazard?

*No. Under the Manitoba Workplace Safety and Health Act (W210), workers who raise workplace safety and health concerns or report hazards are protected from discriminatory action including job termination and loss of wages.*

3. Who is responsible for ensuring that hazards (or dangers) are eliminated or controlled?

*Management is responsible for ensuring that hazards (or dangers) are eliminated or controlled.*

4. Who is responsible for conducting regular inspections?

*The employer must ensure that regular workplace inspections are conducted, and that a safety and health committee member or worker representative is involved in them.*

5. An effective safety orientation program can help prevent hazardous conditions and behaviours in the workplace. True or False?

*True.*

6. Unreported incidents are one of the biggest hurdles to improving workplace health and safety. True or False?

*True.*

7. “Near misses” are incidents too – they need to be addressed before they cause injury. True or False?

*True.*

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8. Immigrant workers may be reluctant to report an incident because they are new to the company and do not want to be seen as a “troublemaker” or “complainer”. True or False?

*True.*

9. An immigrant worker may be from a culture where speaking against authority figures is not acceptable or safe. True or False?

*True.*

10. It is a good idea to ignore cultural differences of immigrant workers and just concentrate on making sure they follow the rules of the workplace. True or False?

*False. It is important to understand cultural differences and how they might impact health and safety in the workplace.*

11. If workers just followed the health and safety rules it would reduce the need for constant communication on the job, and would therefore increase efficiency. True or False?

*False. Communication is vital to workplace safety and health.*

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### Module 2: How to Resolve Safety and Health Concerns – Module Evaluation – Handout #3

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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.

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