



LEADER GUIDE

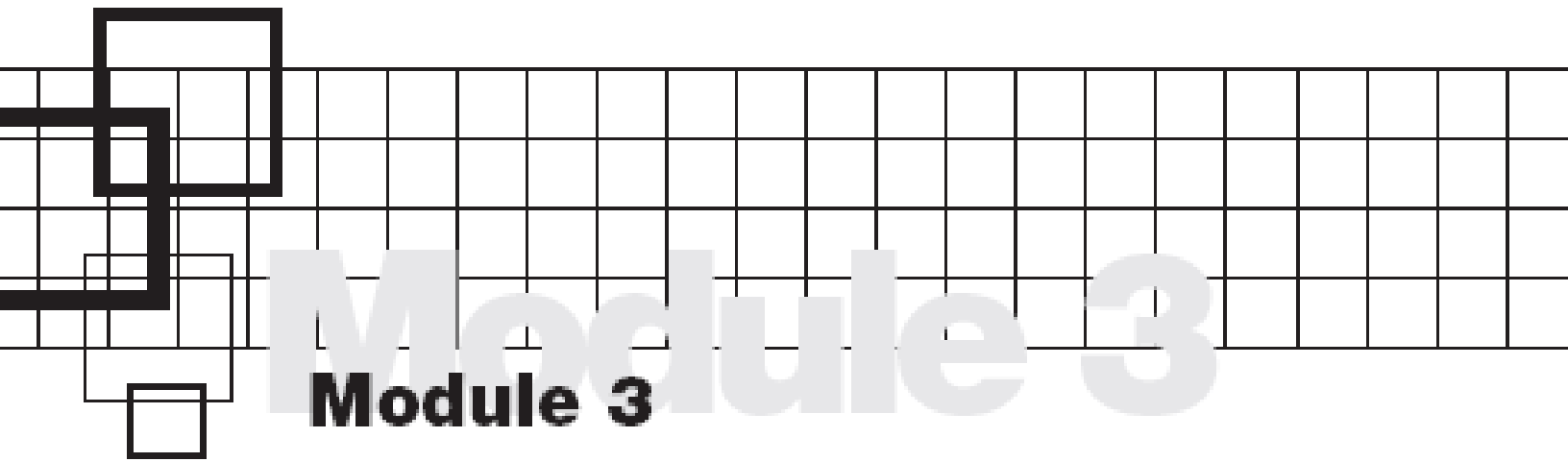
A SAFE IMMIGRANT

Workforce

FOR MANITOBA

AN EMPLOYER'S GUIDE FOR HEALTH AND SAFETY TRAINING





Module 3

Module 3



A Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 3: Safety and Health Orientation

Method	Training Resource	Explanation	Time
Presentation	<ul style="list-style-type: none"> • PP Slide #1 – <i>SIWM: Safety and Health Orientation</i> 	Welcome to <i>Module 3: Safety and Health Orientation</i> .	
Presentation	<ul style="list-style-type: none"> • PP Slide #2 – <i>Objectives of the Module</i> 	State objectives of the module.	5 mins.
Presentation	<ul style="list-style-type: none"> • PP Slide #3 – <i>What is S & H Orientation?</i> • PP Slide #4 – <i>Who Receives S & H Orientation?</i> 	Explain: <ul style="list-style-type: none"> • What a Safety and Health Orientation is • Who should receive a Safety and Health Orientation 	
Activity	<ul style="list-style-type: none"> • Flip Chart 	<ol style="list-style-type: none"> 1. Divide participants into working groups (or in pairs, or individually if a small group), and assign each group the following four (4) questions: <ul style="list-style-type: none"> • Who should receive safety and health orientation? • Who is responsible for safety and health orientation? • Why is a safety and health orientation important? • What topics should be included in a safety and health orientation? 2. Facilitate a discussion of small group answers/responses to the four questions about safety and health orientations. 3. Develop a summary of the suggestions provided by each group, on the flip chart. 4. Ask the participants if they have any questions/discussion. 	

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Method	Training Resource	Explanation	Time
Presentation & Activity	<ul style="list-style-type: none"> • PP Slide #5 – <i>Who Should Receive...?</i> • PP Slide #6 – <i>Why Are S & H Orientations Important?</i> • PP Slide #7 -8, - <i>Who is Responsible for Providing...?</i> • PP Slide #9 – 10 - <i>What Topics Are Usually Covered...?</i> 	Use these slides to present the content from the manual. Once the information is presented, ask the participants if they have any questions/discussion.	10 mins.
Activity	<ul style="list-style-type: none"> • Handout #1A – <i>Orientation Cards Sheet</i> • Handout #1B – <i>A Step-by-Step Approach to Safety & Health Orientations</i> 	<ol style="list-style-type: none"> 1. Copy Handout #1A – <i>Orientation Cards Sheet</i> and cut out individual 'cards'. Shuffle the cards so they are in random order. 2. Divide the participants into working groups, and distribute one set of cards (in random order) to each group. 3. Instruct each group to sort the cards by arranging them in sequence. <ul style="list-style-type: none"> • For example: if they were to conduct a safety and health orientation what would they do first? Second? Etc. 4. Distribute a copy of Handout #1B – <i>A Step-by-Step Approach to Safety & Health Orientations</i> to each group. 5. Check the groups' work against the chart in Handout #1B. 6. Ask the participants if they have any questions/discussion. 	5 mins.
Presentation	<ul style="list-style-type: none"> • PP Slide #11 – 13 - <i>A Step-by-Step Approach to S & H Orientation</i> 	Review the steps in how to approach providing a safety and health orientation.	
Presentation & Activity	<p>Summary</p> <ul style="list-style-type: none"> • Handout #2A – <i>Quiz – Health and Safety Training</i> • Handout #2B – <i>Quiz – Health & Safety Training – Answer Sheet</i> 	<ol style="list-style-type: none"> 1. Distribute Handout #2A – <i>Quiz – Health and Safety Training</i>. 2. Have each participant complete the <i>Quiz</i>. 3. Distribute Handout #2B – <i>Quiz – Health and Safety Training – Answer Sheet</i>. 4. Review the answers using the <i>Answer Sheet</i>. 5. Ask the participants if they have any questions/discussion. 	

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Method	Training Resource	Explanation	Time
Presentation	<ul style="list-style-type: none"> • PP Slide #14 – <i>Additional Resources</i> 	<p>Additional resources that apply to this module are:</p> <ul style="list-style-type: none"> • Safety and Health Orientation • Seasonal Worker Safety and Health Orientation – Leader's Guide <p>Note: The links to these articles, and others, are listed on page 18 of the manual.</p>	2 – 3 mins.
Presentation & Activity	<ul style="list-style-type: none"> • Handout #3 – <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 3: Safety and Health Orientation – Handout #1A

Orientation Cards Sheet

<p>Decide who should receive orientation (or re-orientation).</p>	<p>Develop and/or collect the required materials for each part of the orientation.</p>
<p>List what orientation and training you will provide.</p>	<p>Provide the training.</p>
<p>Use a checklist to track what training has been delivered, when it was delivered, and by whom.</p>	<p>Check off each item as it is delivered, note who delivered, on what date and to whom.</p>
<p>Assign who will provide what parts of the orientation.</p>	<p>Designate a person(s) responsible to ensure the orientation is provided and that it is done in a timely fashion. Ensure all senior managers and supervisors are aware that this is a requirement that is supported by company senior management.</p>

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<p>Write down expected timelines for delivery of each part of the orientation.</p>	<p>Keep copies of the training in individual personnel files.</p>
	<p>Develop a system to “refresh” or review policies and procedures are introduced to the workplace and on a regular basis even if no changes are made.</p>

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Module 3: Safety and Health Orientation – Handout #1B

A Step-by-Step Approach to Safety and Health Orientation Answer Sheet

1. Decide who should receive orientation (or re-orientation).
2. List what orientation and training you will provide.
3. Use a checklist to track what training has been delivered, when it was delivered, and by whom.
4. Assign who will provide what parts of the orientation.
5. Write down expected timelines for delivery of each part of the orientation.
6. Develop and/or collect the required materials for each part of the orientation.
7. Provide the training.
8. Check off each item as it is delivered, note who delivered, on what date and to whom.
9. Designated a person(s) responsible to ensure the orientation is provided and that it is done in a timely fashion. Ensure all senior managers and supervisors are aware that this is a requirement that is supported by company senior management.
10. Keep copies of the training in individual personnel files.
11. Develop a system to “refresh” or review policies and procedures are introduced to the workplace and on a regular basis even if no changes are made.

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Module 3: Safety and Health Orientation – Handout #2A

Quiz – Safety and Health Orientation

1. Who is responsible for doing safety and health orientation?
2. Who needs to receive safety and health orientation?
3. What are three (3) topics covered in safety and health orientations?
4. Why is safety and health orientation important?
5. Effective safety and health orientations for all workers reduce injuries, and the human and financial impact of these injuries. True or False?
6. Safety and health orientations are not a legislated requirement for all workers, but it is strongly recommended that all employers develop a safety and health orientation for their employees. True or False?
7. Providing safety and health orientation sessions for all workers demonstrates responsibility on the part of the employer. True or False?
8. New workers usually want to try to make a good impression, and may indicate – sometimes inaccurately – that they understand safety rules and information. True or False?

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9. It is more important to deliver a safety message clearly and consistently than it is to determine the language and literacy of the workers. True or False?

10. When designing safety-related training resources, make sure the resources are in simple language, and use pictures and diagrams where possible. True or False?

11. To be consistent, always use safety-related training resources that are written in English. True or False?

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Module 3: Safety and Health Orientation – Handout #2B

Quiz – Safety and Health Orientation – Answer Sheet

1. Who is responsible for doing safety and health orientation?

The Workplace Safety and Health Act requires employers and supervisors to acquaint workers with the hazards in their workplace, and the procedures for doing the job safely.

2. Who needs to receive safety and health orientation?

Safety and health orientation is required for:

- *New workers*
- *Temporary or seasonal workers*
- *Full-time workers returning after a long absence*
- *Outside contractors*
- *Visitors*
- *Workers who are assigned to new work or equipment*

3. What are three (3) topics covered in safety and health orientations?

Responses can include any of the following:

- *Safety and health policies*
- *Roles and responsibilities of everyone in the workplace, including new workers*
- *Emergency procedures (first aid, fire, evacuation, etc.)*
- *Personal protective equipment*
- *Joint Safety and Health Committee (or Worker Representative)*
- *Work refusal procedures*
- *Incident and hazard reporting and investigation*
- *Specific hazard information*
- *Safe work procedures for each specific task a worker will perform*

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4. Why is safety and health orientation important?

By providing safety and health orientation we:

- *Reduce injuries and the human and financial impact of these injuries*
- *Meet our legislated requirement for safety and health training*
- *Demonstrate due diligence*

5. Effective safety and health orientations for all workers reduce injuries, and the human and financial impact of these injuries. True or False?

True.

6. Safety and health orientations are not a legislated requirement for all workers, but it is strongly recommended that all employers develop a safety and health orientation for their employees. True or False?

False. Safety and health orientation for all workers is a legislated requirement.

7. Providing safety and health orientation sessions for all workers demonstrates responsibility on the part of the employer. True or False?

True.

8. New workers usually want to try to make a good impression, and may indicate – sometimes inaccurately – that they understand safety rules and information. True or False?

True.

9. It is more important to deliver a safety message clearly and consistently than it is to determine the language and literacy of the workers. True or False?

False. Be sure to know the cultural differences and language and literacy levels of new workers.

10. When designing safety-related training resources, make sure the resources are in simple language, and use pictures and diagrams where possible. True or False?

True.

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11. To be consistent, always use safety-related training resources that are written in English. True or False?

False. Use resources in the workers' first language, or in a language in which they are fluent. You may be able to find these resources ready-made. You can also get existing training material translated. Partner with a translator or interpreter to assist in delivering training, or ask other workers who speak the same language but have greater English fluency, to translate.

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Module 3: Safety and Health Orientation – 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.
