



LEADER GUIDE

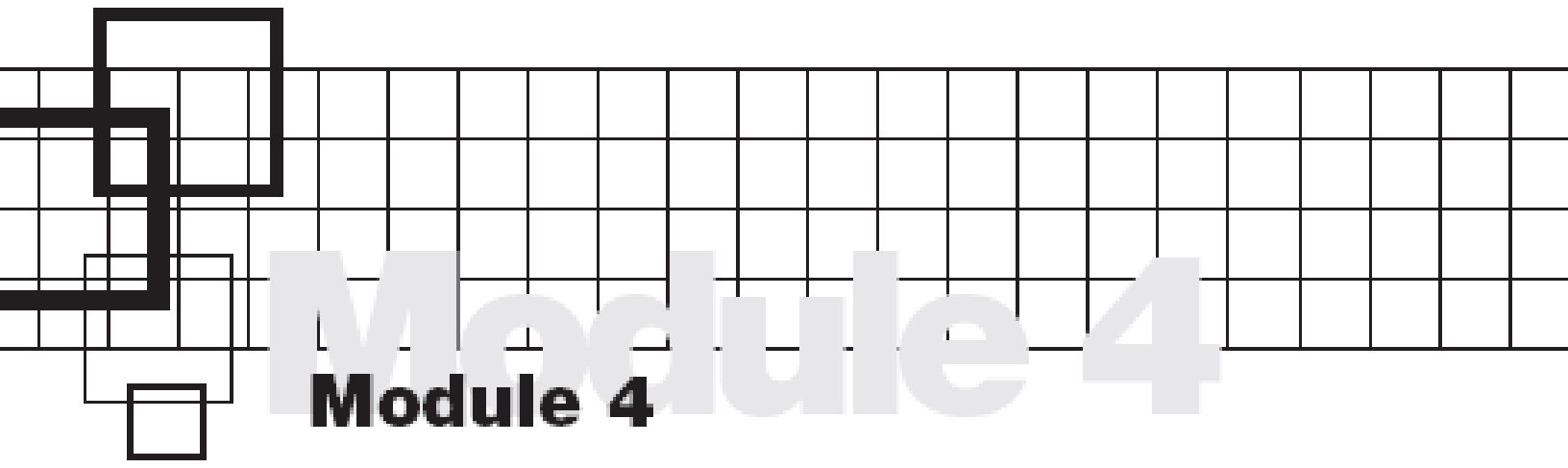
A SAFE IMMIGRANT

Workforce

FOR MANITOBA

AN EMPLOYER'S GUIDE FOR HEALTH AND SAFETY TRAINING





Module 4

Module 4



Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition

Method	Training Resource	Explanation	Time
Presentation	<ul style="list-style-type: none"> PP Slide #1 – <i>SIWM: Hazard Recognition</i> 	Welcome to <i>Module 4: Hazard Recognition</i> .	1 – 2 mins.
Presentation	<ul style="list-style-type: none"> PP Slide #2 – <i>Objectives of the Module</i> 	State the objectives of the module.	5 mins.
Presentation	<ul style="list-style-type: none"> PP Slide #3 – 4 – <i>What is a Hazard?</i> 	Explain the five (5) types of hazards.	5 mins.
Activity	<ul style="list-style-type: none"> Handout #1A – <i>Types of Hazards Cards Sheet</i> Handout #1B – <i>Types of Hazards</i> 	<ol style="list-style-type: none"> Copy Handout #1A – <i>Types of Hazards Cards Sheet</i> 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"> Physical Chemical Biological Ergonomic Psychological Distribute Handout #1B – <i>Types of Hazards</i>. Check the groups' work against the chart in Handout #1B. Ask the participants if they have any questions/discussion. 	10 mins.
Activity	<ul style="list-style-type: none"> Walkthrough Flipchart Handout #1B – <i>Types of Hazards</i> 	<ol style="list-style-type: none"> Walk through a part of the business or plant and ask the participants to make a list of the potential hazards they recognize. Once the walkthrough is complete, divide the participants into working groups and have each group identify the potential hazards. Categorize the hazards into the five (5) types of hazards on Handout #1B, and list them on the flipchart. Ask the participants if they have any questions/discussion. <p>Note: Although preferred, the walkthrough does not have to be done in a part of the business; it can be done in the classroom. Potential hazards in a classroom are: inadequate lighting, slippery rugs, wet spots on the floor (slipping hazard), chalk dust (slipping hazard), poor seating (for computer use), computer screens not lined up with eyes, desks too small for adult learners, etc.</p>	10 mins.

Safe Immigrant Workforce for Manitoba An Employer's Guide for Health and Safety Training

Method	Training Resource	Explanation	Time
Activity	<ul style="list-style-type: none"> Handout #2 – <i>Hazard Management Worksheet</i> 	<ol style="list-style-type: none"> Keep the participants in their working groups; distribute the hazards listed on the flipchart (collected in the walkthrough exercise). Ask each group to complete Handout #2 for each of the hazards assigned to them. Ask each group to present their work. Summarize each presentation on the flipchart by writing down the hazard. Ask the participants if they have any questions/discussion. 	
Activity	<ul style="list-style-type: none"> Handout #3A – <i>Who is Responsible for Hazard Recognition? Cards Sheet</i> Handout #3B – <i>Who is Responsible for Hazard Recognition?</i> 	<ol style="list-style-type: none"> Copy Handout #3A – <i>Who is Responsible for Hazard Recognition? Cards Sheet</i> and cut into individual 'cards'. Shuffle the cards so they are in random order. Divide the participants into working groups, and distribute one set of cards (in random order) to each group. Instruct each group to sort the cards by lining up each card under the appropriate heading: <ul style="list-style-type: none"> Employers and Supervisors Safety and Health Committees Workers Distribute Handout #3B – <i>Who is Responsible for Hazard Recognition?</i> and check the group's work against the chart on the handout. Ask the participants if they have any questions/discussion. 	10 mins.
Presentation	Hazard Reporting <ul style="list-style-type: none"> PP Slide #5 - <i>Hazard Reporting Procedures</i> PP Slide #6 –8 - <i>3 Steps a Worker Can Take to Report a Hazard</i> 	<ol style="list-style-type: none"> Present the information on PP Slide #4 – <i>Hazard Reporting Procedures</i>, and PP Slide #5 – <i>3 Steps a Worker Can Take to Report a Hazard</i>. Ask the participants if they have any questions/discussion. 	
Presentation	PP Slide #9 – <i>Critical Task Inventory</i>	<ol style="list-style-type: none"> Present the information on PP Slide #6 – <i>Critical Task Inventory</i>. Ask the participants if they have any questions/discussion. 	
Presentation	<ul style="list-style-type: none"> Handout #4 – <i>Sample Job Hazard Analysis Form</i> 	<ol style="list-style-type: none"> Distribute Handout #4 – <i>Sample Job Hazard Analysis Form</i>. Review the form, including the three (3) columns: <ul style="list-style-type: none"> Job Steps Hazards Corrective Actions Explain that the employer should have a <i>Job Hazard Analysis</i> form prepared for each hazard identified in the workplace. Ask the participants if they have any questions/discussion. 	

Safe Immigrant Workforce for Manitoba An Employer's Guide for Health and Safety Training

Method	Training Resource	Explanation	Time
Presentation & Activity	Summary <ul style="list-style-type: none"> • Handout #5A – <i>Quiz – Hazard Recognition</i> • Handout #5B – <i>Quiz – Hazard Recognition – Answer Sheet</i> 	<ol style="list-style-type: none"> 1. Distribute Handout #5A – <i>Quiz – Hazard Recognition</i>. 2. Have each participant complete the <i>Quiz</i>. 3. Distribute Handout #5B – <i>Quiz – Hazard Recognition – 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 #10 – <i>Additional Resources</i>	Additional resources that apply to this module are: <ul style="list-style-type: none"> • Job Hazard Analysis • Job Safety Analysis (CCOHS) <p>Note: The links to these articles, and others, are listed on page 24 of the manual.</p>	2 – 3 mins.
Presentation & Activity	<ul style="list-style-type: none"> • Handout #6 – <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

Safe Immigrant Workforce for Manitoba
An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition – Handout #1A

Types of Hazards Cards Sheet

Cut	Gasses	Bacteria	Lifting Procedures	Stress
Crush	Liquids	Viruses	Posture at Computer	Emotional Trauma
Burn	Solids	Insects	Work Surface Too Low	Violence
Break	Asbestos	Animals	Repetitive Motion	Culture Shock
Sharp Point	Fire		Forceful Exertions	Harassment
Moving Machinery				Tight Time Deadlines
Noise				Violence

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition – Handout #1B

Types of Hazards

Physical	Chemical	Biological	Ergonomic	Psychological
Cut	Gasses	Bacteria	Lifting Procedures	Stress
Crush	Liquids	Viruses	Posture at Computer	Emotional Trauma
Burn	Solids	Insects	Work Surface Too Low	Violence
Break	Asbestos	Animals	Repetitive Motion	Culture Shock
Sharp Point	Fire		Forceful Exertions	Harassment
Moving Machinery				Tight Time Deadlines
Noise				Violence

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition – Handout 2

Hazard Management Worksheet

Hazard – What is Unsafe?	Assess the Risk – Why is it Unsafe?	Find a Safer Way – What Can be Done to Make it Safe?

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition – Handout #3A

Who is Responsible for Hazard Recognition? Cards Sheet

<p>Review the Critical Task Inventory, all hazards and level of risk identified for their workplace.</p>	<p>Review incident reports and provide recommendations to improve workplace safety where appropriate.</p>	<p>Report all hazards they find to their supervisor.</p>
<p>Review incidents that caused injury, dangerous occurrences (near misses) or violence.</p>	<p>Communicate to supervisors and workers the steps taken to respond to all hazard concerns raised by workers.</p>	<p>Know the identified hazards and control measures that are present, including safe work procedures.</p>
<p>Develop and put in place hazard control methods to reduce and eliminate workplace injuries.</p>	<p>Take appropriate training to identify, assess and control hazards in the workplace.</p>	<p>Know the reporting process and response protocols for hazards in the workplace.</p>
<p>Make sure a job hazard analysis is conducted when new equipment, tools or procedures are introduced into the workplace, and develop safe work procedures.</p>		<p>Make the best use of all training opportunities to learn more about hazard recognition and safe work procedures.</p>

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

<p>Notify the Safety and Health Committee of any serious workplace incidents or injuries.</p>		
<p>Take training to learn how to identify, assess and control hazards in the workplace.</p>		
<p>Tell workers about all known hazards in the workplace and measures that have been taken to eliminate or reduce the risk of each hazard.</p>		

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition – Handout #3B

Who Is Responsible for Hazard Recognition?

Employers and Supervisors	Safety and Health Committees	Workers
Review the Critical Task Inventory, all hazards, and level of risk identified for their workplace.	Review incident reports and provide recommendations to improve workplace safety, where appropriate.	Report all hazards they find to their supervisor.
Review incidents that caused injury, dangerous occurrences (near misses) or violence.	Communicate to supervisors and workers the steps taken to respond to all hazard concerns raised by workers.	Know the identified hazards and control measures that are present, including safe work procedures.
Develop and put in place hazard control methods to reduce and eliminate workplace injuries.	Take appropriate training to identify, assess and control hazards in the workplace.	Know the reporting process and response protocols for hazards in the workplace.
Make sure a job hazard analysis is conducted when new equipment, tools or procedures are introduced into the workplace, and develop safe work procedures.		Make the best use of all training opportunities to learn more about hazard recognition and safe work procedures.
Notify the Safety and Health Committee of any serious workplace incidents or injuries.		
Take training to learn how to identify, assess and control hazards in the workplace.		
Tell workers about all known hazards in the workplace, and measures that have been taken to eliminate or reduce the risk of the hazard.		

Safe Immigrant Workforce for Manitoba An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition - Handout #4

SAMPLE JOB HAZARD ANALYSIS FORM

Company Name: _____

Date: _____

Job Name	Facility:	Conducted By:
-----------------	------------------	----------------------

Job Steps	Hazards	Corrective Actions

(This information was taken from the Safe Work Bulletin #249, 2 of 3)

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition – Handout #5A

Quiz – Hazard Recognition

1. What is a hazard?
2. What are the five (5) types of hazards? Give an example of each type.
3. What are the workers' responsibilities for recognizing and reporting hazards?
4. What are some of a supervisor's responsibilities for recognizing and reporting hazards?
5. Identifying hazards can reduce workplace incidents. True or False?
6. Most injuries occur from unrecognized or unreported hazards. True or False?
7. Hazards can take all forms, from environmental to personal. True or False?
8. Many aspects of Canadian workplaces will be familiar to any immigrant worker who has had previous work experience in their own country. True or False?
9. Workers from other cultures are usually quite familiar with equipment such as smoke alarms, heat sensors and fire extinguishers. True or False?

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition – Handout #5B

Quiz – Hazard Recognition – Answer Sheet

1. What is a hazard?

A hazard is anything that can cause harm to workers or the workplace.

2. What are the five (5) types of hazards? Give an example of each type.

The five (5) types of hazards are:

- *Physical (cut, crush, burn, break)*
- *Chemical (gasses, liquids, solids, asbestos)*
- *Biological (bacteria, viruses, insects, animals)*
- *Ergonomic (the relationship of the worker to the work)*
- *Psychosocial (stress, emotional trauma, violence, etc.)*

3. What are the workers' responsibilities for recognizing and reporting hazards?

The worker's responsibility is to:

- *Report all hazards they find to their supervisor*
- *Know the identified hazards and control measures that are present, including safe work procedures*
- *Know the reporting process and response protocols for hazards in the workplace*
- *Make the best use of all training opportunities to learn more about hazard recognition and safe work practices*

4. What are some of a supervisor's responsibilities for recognizing and reporting hazards?

Employers and supervisors are responsible to:

- *Review the Critical Task Inventory, all hazards and level of risk identified for their workplace. (A Critical Task Inventory is a list of tasks or jobs necessary to complete core business. For example: A forklift in a shipping department would be considered a task in a Critical Task Inventory.)*
- *Review incidents that caused injury, dangerous occurrences (near misses), or violence.*
- *Develop and put in place hazard control methods to reduce and eliminate workplace injuries.*
- *Make sure that a job hazard analysis is conducted when new equipment, tools or procedures are introduced into the workplace and develop safe work procedures.*

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

- *Make sure that all hazard control procedures are reviewed periodically and add to those procedures when necessary, including when new equipment, tools or procedures are introduced into the workplace.*
- *Notify the Safety and Health Committee of any serious workplace incidents or injuries.*
- *Take training to learn how to identify, assess and control hazards in the workplace.*
- *Tell workers about all known hazards in the workplace and measures that have been taken to eliminate or reduce the risk of hazard.*

5. Identifying hazards can reduce workplace incidents. True or False?

True.

6. Most injuries occur from unrecognized or unreported hazards. True or False?

True.

7. Hazards can take all forms, from environmental to personal. True or False?

True.

8. Many aspects of Canadian workplaces will be familiar to any immigrant worker who has had previous work experience in their own country. True or False?

False. Many general aspects of Canadian workplaces will be totally unfamiliar to some immigrant workers.

9. Workers from other cultures are usually quite familiar with equipment such as smoke alarms, heat sensors and fire extinguishers. True or False?

False. Workers from some other cultures may be unfamiliar with equipment that is well-known to Canadians, such as smoke alarms, heat sensors and fire extinguishers.

10. The use of colours, signs and symbols to represent hazards is universal across different countries and cultures. True or False?

False. The use of colours, signs and symbols to represent hazards or dangers varies among different cultures.

11. It is essential to repeat information in plain language and to provide demonstrations for workers who have limited English skills. True or False?

True.

Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

Module 4: Hazard Recognition – Module Evaluation – Handout #6

A Safe Immigrant Workforce for Manitoba

An Employer's Guide for Health and Safety Training

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
---	---	---	---	---

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