



**Coast Mountains SD 82**  
**SSA Safety Awareness Package**



**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Reference & Worksite Safety Package**

- Online Work Safety Resources – pg 2
- “Work Site Safety – 8 Questions to ask your sponsor” pg 3
- “Tips to stay safe at work” - pg 4
- “6 Points on Worker Responsibilities”- pg 5
- WorkSafe BC - Rights and Responsibilities Program - pg 6&7
- WorkSafe BC - The Right to Refuse Unsafe Work (Reg. 3.12) – pg 8
- SSA Worksite Safety Checklist – to be completed at worksite & returned to Career Counsellor - pg 9&10

I certify that I have reviewed and completed the attached SSA Safety Awareness Package and Worksite Safety Checklist.

**Signature:** \_\_\_\_\_

**Note:** To be kept in student file – Page 1 and Safety Checklist



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### Online Work Safety Resources

1. **WorkSafe BC** – For worksite safety in British Columbia this is the best resource. WorkSafe BC has created a wealth of resources for the young worker. There are videos, interactive programs and outline brochures available on this site. Students can search topics by user group or industry.  
<http://www2.worksafebc.com/topics/youngworker/home.asp>
2. **Canadian Center for Occupational Health and Safety** – A federally funded website with resources for young workers in Canada. The website provides relevant information for young workers, teachers, employers and parents.  
<http://www.ccohs.ca/youngworkers/>
3. **TalkingSafety.org** – An Australian website with some very clear and concise information for young workers. This site has much the same information as our WorkSafe BC site, but presents it in a very user friendly fashion.  
<http://talkingsafety.org/>



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## **8 Questions to ask your sponsor**

1. What site-specific safety orientation and training will I receive before I start work?
2. Are there any hazards (such as noise or chemicals) that I should know about, and what are the appropriate steps to take to avoid these hazards?
3. Is there any safety gear that I am expected to wear, and who is responsible for providing the gear?
4. Will I be trained in emergency procedures for things like fire or chemical spills?
5. Where are the fire extinguishers, first aid kits, and other emergency equipment located?
6. Who do I talk to if I have a workplace health or safety question or if I feel that a job is unsafe for me to do (because of inexperience or conditions)?
7. What is the procedure if I am injured on the work site?
8. Who is the first aid attendant? How do I contact the attendant?



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### Tips to stay safe at work:

Workplace injuries are preventable. Here are a few tips to help you stay safe at work.

- **If you are asked to do a task that you think is unsafe – you have the right to say NO and refuse to do the work.**
  
- 1. Get some training and learn how to identify hazards, manage risks and do the job safely before you start.
- 2. Ask your supervisor to watch and check that you are doing the job the right way.
- 3. Speak up and let supervisors know if you think a task is too dangerous or difficult for you.
- 4. Ask questions and check with supervisors and co-workers when you aren't sure or can't remember how to do a job safety.
- 5. Learn what to do and where to get help in an emergency.
- 6. Always follow the safety rules and procedures.
- 7. Always wear any personal protective equipment provided by your employer.
- 8. Report all injuries (minor or major), OHS incidents and near-misses.
- 9. Look out for and report hazards.
- 10. Keep an eye on your co-workers, especially if they are new to the workplace and don't know all the OHS issues.
- 11. Try to get a good night's rest before heading into work. Feeling tired can lead to dangerous mistakes.
- 12. If you have a safety concern, talk with more experienced workers such as supervisors, co-workers and your family members to get advice.



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## 6 Points on Worker Responsibilities

1. Know and follow health and safety requirements affecting your job.
2. If you don't know how to do something safety, ask for training before you begin work.
3. Work safely and encourage others to do the same.
4. Correct any unsafe conditions or immediately report them to your supervisor.
5. Immediately report any injury to a first aid attendant or supervisor.
6. Take the initiative. Make suggestions to improve health and safety.



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## Student WorkSafe - Workplace Rights and Responsibilities

Workers have the right to

- Information, instruction, and training about safe work procedures and how to recognize hazards on the job
- Supervision to make sure they work without undue risk
- Equipment and safety gear required to do the job safely (workers are responsible for providing their own clothing to protect themselves against the natural elements, general purpose work gloves, safety footwear, and safety headgear)
- Refuse to perform tasks and work in conditions they think are unsafe, without being fired or disciplined for refusing
- Participate in workplace health and safety committees and activities.

As a worker, you are responsible for working without undue risk to yourself or others. To keep safe on the job,

- Don't assume you can do something you've never done before. Ask your supervisor to show you how to do it safely before you begin work. Ask your employer for safety training.
- Use all safety gear and protective clothing when and where required.
- Always follow safe work procedures and encourage your co-workers to do the same.
- Immediately correct unsafe conditions or report them right away to your supervisor.
- Know how to handle any hazardous materials or chemicals you use on the job.
- If you have any doubts about your safety, talk to your supervisor.
- Tell your supervisor of any physical or mental conditions that may make you unable or work safely.

## Employers' Health and Safety Responsibilities

One of the most important responsibilities of the employer is to ensure that workers are adequately trained in safe work procedures and properly supervised when carrying out their duties. Under the Workers Compensation Act, the employer has the legal responsibility to ensure that every worker receives adequate training. The employer must also follow up to see that the supervisor is carrying out all required training.

Employers are responsible for ensuring that all workers can do their jobs without unnecessary risk. Young and new workers in particular are often inexperienced and unable to recognize hazards. Many won't ask questions about workplace safety for fear of looking incompetent or simply because they don't know what to ask. The procedures employers have in place for workplace health and safety should take account of these and other facts about young and new workers.



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#### **Student WorkSafe - Workplace Rights and Responsibilities continued...**

Employers should

- Know and comply with workplace health and safety regulations that apply to their workplaces.
- Create a workplace culture that encourages young and new workers to ask questions about any health and safety concerns they may have.
- Involve supervisors and experienced workers in identifying potential health and safety problems and developing prevention programs to eliminate these hazards.
- Give supervisors and young and new workers all the training they need to do their jobs and to recognize hazards.
- Provide the required safety gear and protective and protective clothing. (Workers are responsible for providing their own clothing to protect them against the natural elements, general purpose work gloves, safety footwear, and safety headgear.)
- Evaluate equipment that young workers might be required to operate to ensure that it is safe for their use. Make sure workers know how to use any equipment safely.
- Make sure that young workers are appropriately supervised to prevent injuries and exposure to hazardous materials.
- Create an environment where “safe” behaviour is rewarded and recognized in the workplace.
- Provide supervisors with knowledge of how to train new and young workers. Check back with supervisors frequently to ensure they are following up with new staff answering questions, and observing if the work is being done safely.

Specific requirements for new and young workers state that employers should provide orientation and training that includes

- The name and contact information for the young or new worker’s supervisor
- The employer’s and young or new worker’s rights and responsibilities under the Workers Compensation Act
- Workplace health and safety rules
- Specific hazards to which the young and new worker may be exposed, including risks from robbery, assault, or confrontation
- Procedures for working alone or in isolation
- How to deal with violence in the workplace
- Personal protective equipment (PPE)
- Location of first aid facilities
- Emergency procedures, including how to access first aid and to report injuries
- Instruction and demonstration of the young or new worker’s work tasks
- The employer’s health and safety program, where applicable
- WHMIS information requirements, where applicable
- Contact information for the occupational health and safety committee or the worker health and safety representative, where applicable to the workplace



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#### Student WorkSafe - Workplace Rights and Responsibilities continued...

#### Refusing Unsafe Work

According to the Occupational Health and Safety Regulation

1. A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
2. A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
3. A supervisor or employer receiving a report made under subsection(2) must immediately investigate the matter and
  - Ensure that any unsafe condition is remedied without delay, or
  - If in his or her opinion the report is not valid, must so inform the person who made the report.
4. If the procedure under the Regulation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of:
  - A worker member of the occupational health and safety committee,
  - A worker who is selected by a trade union representing the worker, or
  - If there is no occupational health and safety committee of the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
5. If the investigator under the Regulation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor or the employer and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

**You have the right to refuse work** if you (a) have reasonable cause and (b) follow all procedures in the Regulation.

If you refuse to do work you consider unsafe, you should consider the following steps

1. You must discuss the situation with your supervisor or employer.
2. If the matter is not resolved, then a worker representative must be involved.
3. If the matter is still unresolved, a WorkSafeBC field officer is called in by both worker and management representatives.
4. While the matter is being resolved, you will be temporarily reassigned to another job.

If you feel you must refuse work, be sure to follow the procedures in the regulations and any other policies that the employer may have. **Don't just stop work and go home!** If you don't follow the procedures, you may be subject to disciplinary action by your employer.



**Coast Mountains School District 82**  
 District Career Programs  
 3211 Kenney Street, Terrace BC V8G 3E9  
 cmsd.bc.ca



## Secondary School Apprenticeship Worksite Safety Checklist

Employee Name: \_\_\_\_\_

Position (tasks): \_\_\_\_\_

Date hired: \_\_\_\_\_ Date of orientation: \_\_\_\_\_

Person providing orientation (name & position): \_\_\_\_\_

Company name: \_\_\_\_\_

#	Task	Initials (Supervisor)	Initials (Worker)
1.	I was given an orientation regarding workplace safety and general risks of this job.		
2.	Hazards and risks specific to this workplace were identified during this orientation. (physical, chemical, biological etc.) They are: _____		
3.	I have reviewed the emergency procedures (fire, earthquake) with my employer. The muster station is: _____		
4.	I know the location of the fire extinguisher and fire alarm. Describe location: _____		
5.	I am working with a skilled worker abiding by safe-work practices.		
6.	I have been informed of the WHIMIS procedures at my worksite		
7.	I know where the incident report forms are stored. Describe the location: _____ _____		
8.	I have been informed that Personal Protective Equipment (PPE) IS/IS NOT required: List PPE: _____		
9.	I have reviewed worksite policies on dealing with robberies and/or shoplifting, if applicable.		

\*\*\* Secondary School Apprenticeship Worksite Safety Checklist continued on next page\*\*\*



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#	Task	Initials (Supervisor)	Initials (Worker)
10.	I have requested that I will be trained on any machinery or equipment prior to use.		
11.	I have been taught proper techniques for working from heights, if applicable.		
12.	I am aware of any potential safety issues, such as air quality, noise levels, tripping hazards, etc.? They are: _____ _____ _____		
13.	I have discussed the WorkSafeBC accident or injury procedure with my supervisor. The site WorkSafeBC # is: _____		
14.	I know who I should report workplace hazards/injuries to. Their names are: _____ _____		
15.	I know where the First Aid Station is located. Describe location: _____ _____		
16.	I have been informed of who the health and safety committee members are. They are _____ _____		

I, \_\_\_\_\_ (supervisor's signature), certify that,  
 \_\_\_\_\_ (student's name), has completed the attached Worksite  
 Safety Checklist.