

C. WHAT YOU DON'T KNOW CAN HURT YOU

There are hazards in every workplace. A hazard is anything in the workplace that could hurt you or the people you work with. Examples include chemicals, wet or greasy flooring, electrical dangers, heavy lifting or workplace violence. To work safely, you need to be able to recognize hazards and take steps to prevent injuries. Your supervisor has a duty to provide you with training on the hazards associated with your work activities and safety training on any equipment you are required to use. Remember to report workplace hazards to your supervisor so that they can be fixed.

D. YOU HAVE RIGHTS!

As a worker, you have three basic rights under the OHSA:

TO KNOW: You have the right to be told about the hazards of the work you do and to be instructed on how to do your work safely. Your supervisor will ensure you have the proper training and information. If you are not sure about how to do a work task safely, ask!

TO PARTICIPATE: You have the right to discuss safety issues with your supervisor, as well as to participate in or have concerns addressed by one of Humber's Joint Occupational Health and Safety Committees.

TO REFUSE UNSAFE WORK: If you feel that you have been assigned work that is unsafe to yourself or others, you have the right to refuse to do the work. Let your supervisor know right away. A detailed refusal process is outlined in the OHSA and must be followed.

REMEMBER: Your rights are protected; employers are prohibited from taking action against workers who exercise their rights in accordance with the OHSA.



HUMBER RESOURCES:

HROE | Occupational Health and Safety Services
LRC, 6th Floor, Human Resources and Organizational Effectiveness, North Campus
hrs.humber.ca/safety.html
healthandsafety@humber.ca

Occupational Health and Safety (OHS) Services, part of the Human Resources & Organizational Effectiveness (HROE) Department, plays a role in a wide variety of health and safety activities at the College, and is committed to the ongoing development of a respectful workplace safety culture by:

- Advising on regulatory compliance;
- Developing health and safety policies and procedures;
- Conducting workplace health and safety assessments;
- Delivering workplace health and safety training;
- Coordinating hazardous waste disposal;
- Conducting incident investigations;
- Providing support to Humber's JOHSCs; and,
- Administering WSIB claims, sick leave, return to work and accommodation processes.

Centre for Human Rights, Equity & Diversity
hrs.humber.ca/human_rights_equity_diversity.html

Department of Public Safety
humber.ca/publicsafety

EXTERNAL RESOURCES:

Canadian Centre for Occupational Health and Safety
cchohs.ca

Ontario Ministry of Labour, Immigration, Training, and Skills Development
labour.gov.on.ca

Workplace Safety and Insurance Board
wsib.on.ca

Public Services Health and Safety Association
pshsa.ca



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STAY SAFE ON THE JOB



SAFETY AWARENESS for New & Young Workers at Humber

OCCUPATIONAL HEALTH AND SAFETY SERVICES
hrs.humber.ca/safety.html
✉ healthandsafety@humber.ca

A. YOUR HEALTH AND SAFETY AT WORK IS IMPORTANT!

Statistics show that new workers (who are less than six months on the job or have newly assigned duties) and young workers (14 to 24 years old) are more likely to be injured at work because they are less familiar with the safety hazards associated with their jobs. Humber employs many new and young workers, so this awareness brochure was created to help you stay safe in the workplace.

B. THE LAW PROTECTS YOU

Whether you work at Humber or with another employer, you are protected by health and safety laws and have the same rights as other workers in your workplace. Humber is governed by the Occupational Health and Safety Act (OHSA) of Ontario. Depending on the nature of your work and workplace, you may also be covered by other OHSA regulations such as Industrial Establishments, Construction Projects, or Designated Substances.

The OHSA:

- Sets out the duties of employers, supervisors and workers;
- Gives workers basic rights for their protection; and,
- Outlines minimum standards for health and safety in the workplace.

The main purpose of the OHSA and Regulations is to keep you from getting hurt or sick on the job. Inspectors from the Ministry of Labour, Immigration, Training, and Skills Development can inspect workplaces and investigate incidents. They enforce the OHSA and can issue orders or lay charges if they determine that the laws are not being followed.



REPORT ALL INCIDENTS AND NEAR MISSES

An incident is any event or situation associated with the course of work that resulted in, or could have resulted in, an injury, illness, and/or property damage. If you are involved in a workplace incident, inform your supervisor right away, even if you are not hurt (this is called a near miss incident). Your supervisor will review the incident and see whether any safety measures need to be put in place.

E. HUMBER'S DUTIES

1. Post a copy of the Occupational Health and Safety Act (OHSA) in the workplace.
2. Develop and implement workplace health and safety policies and procedures.
3. Make sure all workplace parties are aware of and comply with the OHSA and Regulations, and Humber's policies and procedures.
4. Make sure supervisors are aware of their duties under the OHSA.
5. Make sure workers know about workplace hazards and how to work safely.
6. Make sure that proper protective equipment and devices are provided, used and maintained.
7. Support Humber's Joint Occupational Health and Safety Committees (JOHSCs).
8. Take every precaution reasonable for the protection of workers.

F. YOUR SUPERVISOR'S DUTIES

1. Make sure workers comply with the OHSA and Regulations, and Humber's policies and procedures.
2. Make sure workers use or wear protective equipment and devices as required by Humber or the OHSA and Regulations.
3. Inform workers of actual or potential dangers in the workplace and show them how to work safely.
4. Where prescribed, provide workers with written instructions for safe work procedures.
5. Report all incidents, including those not associated with an injury (near miss incidents), to Occupational Health and Safety Services.
6. Take every precaution reasonable to keep workers from getting hurt or sick on the job.

G. YOUR DUTIES AS A WORKER

1. Attend safety training.
2. Follow the law and Humber's safe work policies and procedures.
3. Use equipment and machinery safely.
4. Always wear the required personal protective equipment (PPE) applicable to the task or job.
5. Report all workplace hazards, injuries or illnesses, and near misses to your supervisor right away.
6. Work and act in a way that will not hurt you or others.

REMEMBER: You can't be disciplined for performing your duties.

H. IF YOU ARE INJURED OR BECOME ILL ON THE JOB

1. Get first aid or medical attention immediately through one of the following:
 - For a medical emergency, contact **911** and Public Safety at **416-675-6622 ext. 4000**. Public Safety can assist in contacting EMS, directing them to the specific campus location, securing the site and controlling local activities.
 - For an injury that requires first aid or non-emergency medical attention:
 - » Contact Public Safety at **416-675-8500**. Security guards are trained in first aid.
 - » Go to one of Humber's Health Centres (during regular work hours):
 - » North Campus: LRC 2nd Floor
 - » Lakeshore Campus: WEL 2nd Floor
 - » Seek care from your doctor or an Urgent Care Clinic. If care is sought from an outside clinic or health centre, inform the doctor that the injury happened at work.
2. Inform your supervisor about the injury or illness as soon as possible (within 24 hours).
3. Your supervisor will submit an incident report to Occupational Health and Safety Services. If needed, a claim will be submitted to the Workplace Safety and Insurance Board (WSIB).
4. During your recovery period, keep in touch with your supervisor, Occupational Health and Safety Services and, if necessary, the WSIB.

I. JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC)

Humber's Joint Occupational Health and Safety Committees (JOHSCs) play an important role in helping to keep our workplaces safe. Humber has established a JOHSC at each campus (North, Lakeshore, and International Graduate School) and Community Employment Centre. Each JOHSC meets regularly to discuss health and safety issues, conduct workplace inspections of all Humber workplaces, and make recommendations to management for improving health and safety. With members from faculty, support staff and administration, everyone has a say in identifying and resolving health and safety issues. For further information on JOHSCs, go to hrs.humber.ca/safety.html.

J. IF YOU WORK WITH CHEMICALS

The Workplace Hazardous Materials Information System (WHMIS) provides you with essential information to work safely with chemicals. WHMIS provides information on labelling of chemical containers and how to safely handle chemicals. Safety data sheets (SDS) are available for all chemicals and provide information about the hazards of a product and advice regarding safety precautions. Ask your supervisor for more information, or if you are required to attend WHMIS-specific training. For further information, go to hrs.humber.ca/safety.html.

K. IN CONCLUSION

Remember that workplace health and safety is a shared responsibility and everyone has an important role in keeping the workplace safe. If you have any questions or concerns about your safety at work, bring them to your supervisor's attention immediately.

