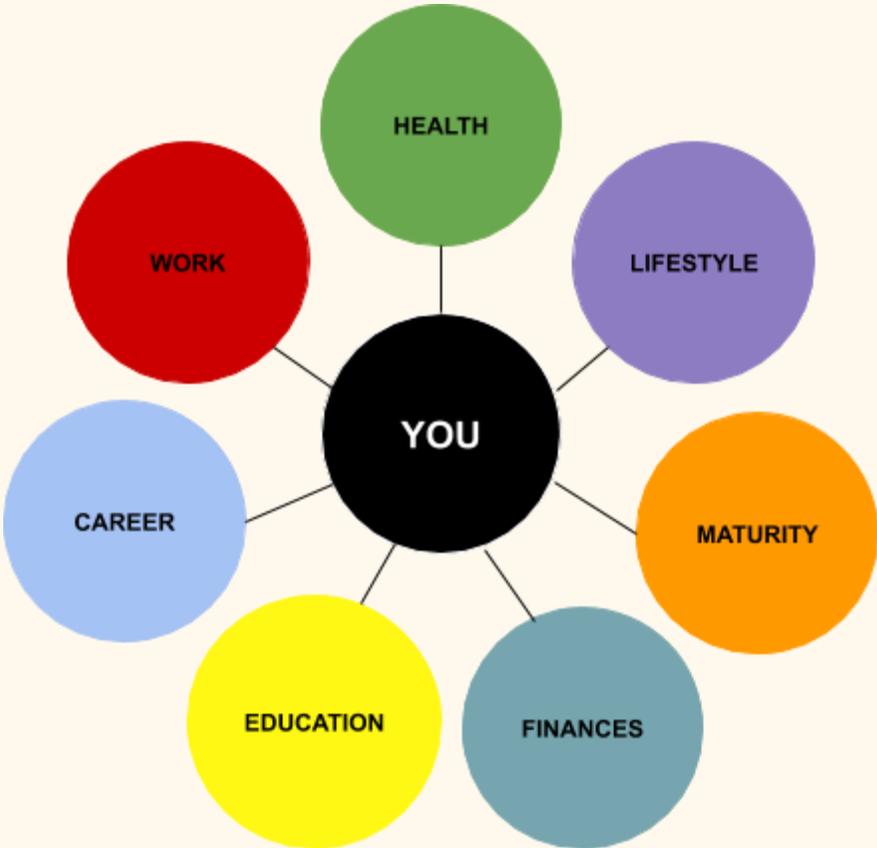


HCS 3000 - WORKPLACE SAFETY SYSTEMS



SECTION 1: HEALTH AND SAFETY MANAGEMENT SYSTEMS

In this module you will gain knowledge, skills, and attitudes pertaining to workplace health and safety, thereby preparing you for:

- workplace orientation to off-campus education learning experiences.
- future transitions to the world of work.
- working safely within the work site.



LESSON 1: SAFETY FROM PAST TO PRESENT

A hundred and fifty years ago, the plight of workers, especially those who were unskilled or immigrants, was horrible. Many faced extremely long hours, unsafe and unclean working conditions, exhausting labour, physical abuse, discrimination, as well as unfair bosses and exposure to hazardous materials and dangerous manufacturing processes. Many injuries, illnesses, and deaths occurred on the job. Pay was low. Children from poor families often worked daily in dim factories and dark mines, or they peddled items on the street.

Later, during the Industrial Revolution, people who objected to these conditions began the long fight to improve the situation of workers and to insist upon laws to regulate workplaces. In 1862, Joseph Dare, a minister concerned with the social conditions of the poor, wrote to draw attention to the way industrial conditions had a negative effect on workers' health.

Poor Working Conditions and Deteriorating Health

Joseph Dare's reports of working conditions included accounts of shops where men worked 14 to 16 hours a day in cold and darkness. Gas lights provided a dim light by which workers laboured. However, these gas lights produced great amounts of toxic smoke that was not vented. Despite occasionally rushing outdoors for breaths of fresh air, the men suffered damage to their health. Often, they coughed up large clots of black matter from their diseased lungs.

Nearly 50 years later, in 1906, Upton Sinclair published *The Jungle*, a book in which he exposed the horrifying working conditions of Chicago slaughterhouses in the early years of the twentieth century. The story recounts the horrors of the harsh conditions in which people were forced to live and work. Sinclair told of many men working in the bitter winter in cramped, dark, and unheated cellars and freezing their feet and fingers, even losing their ears to frostbite. Men working indoors were also in danger. Those in the fertilizer plants stood in chemicals that ate through their work boots. Their feet developed open, oozing sores that only became worse over time.

Generations later, many governments -- Canadian governments included -- are still working to improve workplace safety, working conditions, and employee/employer relations. Protective workplace health and safety legislation has greatly improved working conditions in the last century.

View the following video to learn about our grim past of workplace abuse.

"Industrial Revolution Working Conditions"

produced by Isaac Gotian

at bit.ly/2OynSgP



Learning from the Past

In the past, safety programs were designed solely to protect workers from injuries. Most people believed that injuries were caused by workers performing unsafe acts. Therefore, safety programs focused on training workers to practice safe work habits, in order to reduce the number of unsafe acts. The focus was on workers and the solution was often to find someone to blame. For this reason workers did not report incidents because they did not want to be blamed. Managers would provide safety programs for the workers, but were not responsible for the outcome. It was up to the workers to work safely.



Organizations often viewed safety programs as an expense, with the key outcome being a reduction in worker injuries. Based on this view, employers saw only the costs of providing safety programs and not the costs of having workers injured or killed on the job.

Comprehensive legislation, coupled with well-planned public education campaigns and on-site safety training programs, have made significant differences in Canada's workplaces. Because today's corporations quickly recognize factors that affect their bottom line, most realize that they cannot afford costly accidents and illnesses due to unsafe workplaces. Annually, millions of dollars are wasted in **direct costs**, such as medical and compensation costs; as well as **indirect costs**, such as the following:

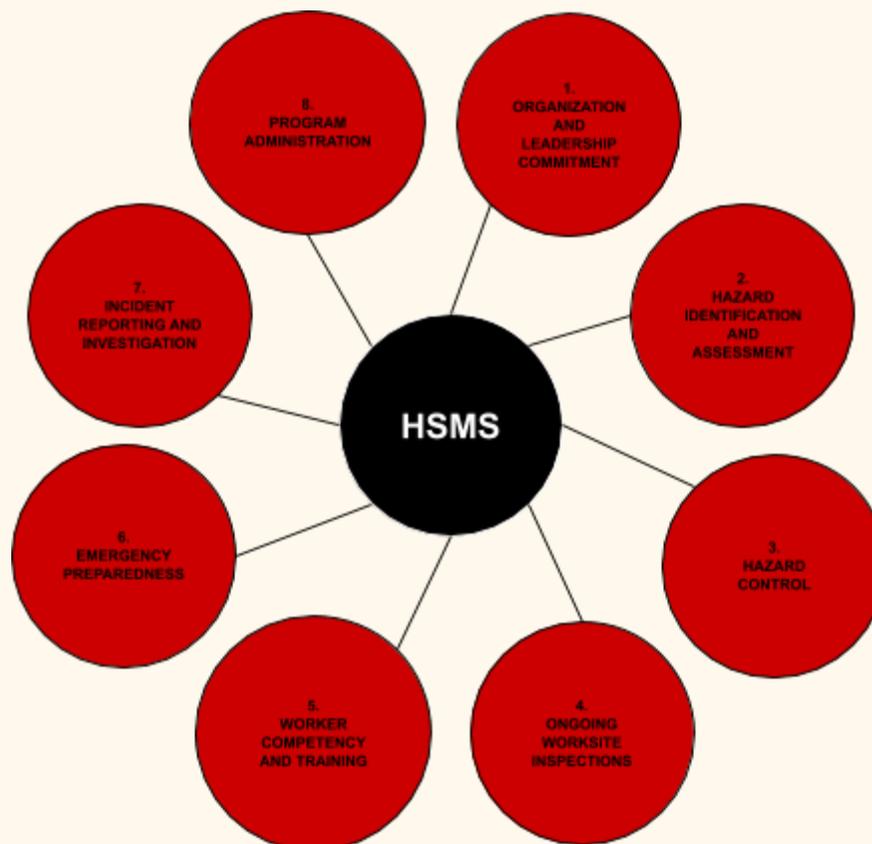
- time lost while work on a project has ceased (downtime)
- property and equipment damage
- missed deadlines
- production delays (loss of productivity)
- training of temporary replacement workers
- overtime costs
- investigation time
- environmental and insurance costs

In Canada and in every province, governments have written acts, regulations, codes, and guidelines to increase safety and decrease injury and fatality incidents in our workplaces.

LESSON 2: THE 8 ELEMENTS OF A HEALTH AND SAFETY MANAGEMENT SYSTEM

Current Alberta Employment and Immigration laws require all businesses, organizations, companies, and institutions to have a **Health and Safety Management System (HSMS)** in place. A HSMS is a series of processes put in place to protect workers and others. An effective HSMS includes the following elements:

1. Management commitment or policy
2. Hazard identification and assessment
3. Hazard controls
4. Ongoing inspections
5. Qualifications assessment and training
6. Emergency response planning
7. Incident reporting and investigation
8. HSMS administration



To be effective, the following eight components are considered to be essential and form the basis of the Health and Safety Management System. A comprehensive review of each employer's HSMS is carried out through a workplace safety audit. Alberta Employment and Immigration's *Partnerships* recognizes the efforts of employers who meet provincial standards by issuing a Certificate of Recognition (COR).

1. Management Commitment and Policies - A health and safety policy outlines the goals and objectives of the program and what the organization expects from all of its employees.

2. Hazard Identification and Assessment - The process of evaluating all equipment, machinery, work areas, and work processes to identify and assess possible hazards or illness.

3. Hazard and Risk Controls - Once a hazard is identified and assessed, the goal is to remove or control the hazard using a hierarchy of controls.

4. Workplace Inspection Program - The workplace is regularly inspected to look for hazards that may not have been noticed before or to make sure controls in place are still keeping workers safe.

5. Worker Competency and Training - Employees should receive orientation and training during the first week of employment, before work is started.

6. Emergency Response Planning - All employees should be trained in what to do during different types of emergency situations.

7. Incident Reporting and Investigation - The purpose of reporting and investigating incidents is to ensure that the incident does not happen again.

8. HSMS Program Administration - This element ensures everything within the HSMS is recorded, tracked, and maintained.

LESSON 3: THE OCCUPATIONAL HEALTH AND SAFETY ACT

Did you know that it is against the law for anyone to force you to do work that you think is unsafe? Did you also know that it is against the law for an employer to operate an unsafe business?

Each province in Canada has an Occupational Health and Safety (OH&S) Act. The Alberta OH&S Act specifies the safety standards designed to protect the health and safety of Albertan workers. It states the general rights and responsibilities of the government, the employer, and the worker.

The Alberta Occupational Health and Safety Act covers most workers, employers, business owners, consultants, and people who are self-employed. It does not apply to:

- Domestic workers (i.e. nannies or housekeepers)
- Federal government workers
- Workers in federally regulated industries (i.e. banks, television, transportation, broadcasting, etc.)

The OH&S Act now applies to farmers and other agricultural workers if they employ paid, non-family workers.

Workers and employers should be generally concerned about three things:

- Having safe and healthy workplaces
- Receiving and providing proper health and safety training
- Making sure everyone follows safety rules



What are the specific responsibilities of government?

Responsibilities of governments for occupational health and safety include:

- Workplace inspections
- Enforcement of occupational health and safety legislation
- Dissemination of information
- Promotion of training, education, and research
- Resolution of health and safety disputes

What are the employer's responsibilities?

Section 2(1) of the OH&S Act states that an employer must:

- Establish and maintain a Joint Health and Safety Committee
- Take every reasonable precaution to ensure the workplace is safe
- Train employees about any potential hazards; how safely to use, handle, store, and dispose of hazardous substances; and how to handle emergencies
- Supply personal protective equipment and ensure workers know how to use the equipment safely and properly
- Investigate accidents that cause serious injuries and any incidents that could have resulted in serious injuries
- Appoint a competent supervisor who sets the standards for performance and who ensures safe working conditions are always observed



What are the workers' responsibilities?

Section 2(2) of the OH&S Act states that workers' responsibilities include the following:

- Work in compliance with government acts and regulations
- Cooperate with the employer to protect the health and safety of self and other workers at the workplace
- Know the hazards of the job
- Use personal protective equipment and clothing as directed by the employer
- Report workplace hazards and dangers
- Be familiar with emergency equipment, knowing where it is and how to use it

What about workers' rights?

The OH&S Act informs workers about the following three basic rights:

- The right to refuse unsafe work
- The right to participate in workplace health and safety activities through a Joint Health and Safety Committee (JHSC)
- The right to know, or the right to be informed about, actual and potential dangers in the workplace

What do you do if you are told to do dangerous work while on the job?

Section 35(1) of the OH&S Act states that no worker shall do any work if he/she believes that there is an imminent danger to the health or safety of that worker or another worker. **Imminent danger** is considered to be any danger that is not normal for that job, or a danger under which a person doing that job would not normally carry out their work.

You must tell your employer right away if something is unsafe and that you refuse to do the work. The law supports you: Section 35(3) of the OH&S Act says if you refuse to carry out work, or use a tool or equipment because it is unsafe, you need to tell your employer that you refuse to do the work and the reason why. Section 35(4) then says that your employer shall investigate and take immediate action to eliminate the danger.



IT IS AGAINST THE LAW FOR YOU TO WORK IF YOU THINK THERE IS IMMINENT DANGER! YOU CAN'T BE FIRED FOR REFUSING TO PERFORM AN UNSAFE TASK!

Shared Responsibilities

Although identification of hazards, obtaining safety equipment, and implementation of proper safety procedures are up to the employer, the responsibility for awareness of potential dangers and promoting and maintaining workplace safety is shared by employers and employees.

Many young people are unaware of the life-threatening hazards present in many workplaces. Recent statistics show that approximately one in seven young workers is injured on the job. Overexertion injuries, such as strains and sprains, are the most common workplace injury among first time workers, as they try to make a good impression by doing more than they should. While car crashes and collisions are the leading causes of death among young people, workplace machine injuries and electrocutions are next. **As a young worker, you share the responsibility of ensuring a safe, healthy, and productive workplace.** By familiarizing yourself with government laws, codes, and regulations, you can make sure you are doing your part to prevent injuries and illnesses at your worksite.



SECTION 2: HAZARDS IN THE WORKPLACE

Hazard assessment, elimination, and control are at the foundation of health and safety programs. The Occupational Health and Safety Code requires employers to assess a work site and identify hazards before work begins. They must involve workers in that assessment as well as in controlling and eliminating potential hazards that are identified. Finally, they must inform workers of the results of the assessment.

LESSON 4: HEALTH AND SAFETY VOCABULARY

Before we begin studying hazard assessment, elimination, and control, it is important to clarify the meaning of a number of key safety terms.

Hazard vs Risk

A **hazard** is considered to be an activity, event or condition that could cause damage, injury or illness.

A **risk** is the chance of injury, harm or loss and is usually quantified by a percentage or rating (such as high, medium, low or negligible).



Once a **hazard** is identified, the **risk** for that hazard can be assessed by figuring out:

- How likely is it that an incident will occur? (probability)
- If an incident occurs, how bad will the injury, harm, or loss be? (severity)
- How often are workers exposed to the hazard? (frequency)

The risk is greater when the severity, probability, and frequency of a hazard is high. If a serious injury could result from the hazard; if the hazard is known to have caused harm, injury or loss in the past; and if a worker is exposed to the hazard on a regular basis; then the risk factor of that particular hazard would be high.

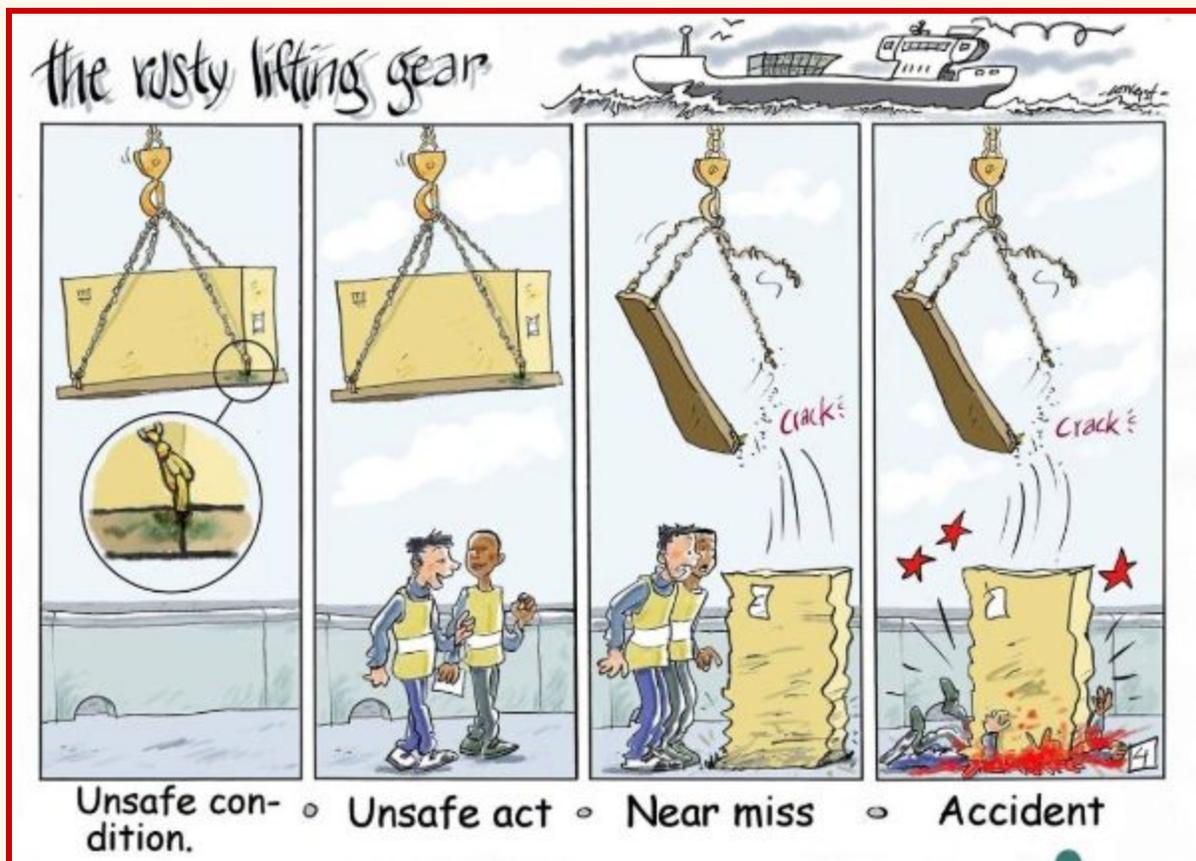
Accident vs Incident vs Near Miss

An **accident** is an unintended event that **causes** one or more of the following to occur:

- Injuries to workers
- Property damage
- Environmental damage
- Loss of product

A **near miss** is an unplanned event that **could have caused** injury, damage, or loss; but didn't.

An **incident** may be an accident or a near miss. Incidents are events that **have or could have caused** injury, damage, or loss.



LESSON 5: TYPES OF WORKPLACE HAZARDS

Hazards can be found everywhere: at home, in school, and in all workplaces. Hazards in the workplace can cause injuries, loss of income, property damage, environmental damage, loss of production, reduced profits, and even death. Most hazards can't be removed; they can only be controlled and the risk of injury reduced. If a hazard is not controlled, it's only a matter of time before someone is injured.



An important part of workplace safety is being able to identify hazards before someone gets injured. Identifying hazards is the first step in reducing risk or injury. View the following video to learn about the five main types of hazards.

"Types of Hazards for OSH"

produced by Azilea90

at bit.ly/2GLeSOX



CATEGORIES OF HAZARDS	
PHYSICAL HAZARDS -objects or workplace conditions that could cause injury	<ul style="list-style-type: none"> - Noise and temperature extremes - Moving parts, equipment, or machinery - Trips, slips, falls - Highly repetitive motions or static positions
CHEMICAL HAZARDS -exposure to dangerous chemicals in mists, vapours, gases, dust. or fumes	<ul style="list-style-type: none"> - Strong cleaning products - Paint materials - Exposure to hazardous chemicals - Dust from asbestos, wood, or grain - Exposure to chlorine or hydrogen gas
BIOLOGICAL HAZARDS -living organisms or their toxins that can affect health	<ul style="list-style-type: none"> - Viruses and bacteria found in blood and body fluids - Mould and fungi from wet or damp materials - Allergic reactions to insect stings or plants - Rodent or insect infestations
ERGONOMIC HAZARDS -conditions causing overexertion or overuse of body muscles	<ul style="list-style-type: none"> - Improper body mechanics when performing tasks - Improperly sized equipment or work space - Inappropriate lighting and chair height - Incorrect or awkward lifting technique
PSYCHOSOCIAL HAZARDS -mental, emotional, or personal issues that impact workplaces	<ul style="list-style-type: none"> - Work-related stress - Deadlines or sales targets - Harassment, bullying, or discrimination - Excessive work hours and over-tiredness

Spot the Hazard

Click on the link below to try WorkSafe BC's "Spot the Hazard" challenge. See if you can find all the hazards in each worksite.

"Spot the Hazard"

produced by WorkSafe BC

at bit.ly/2GJCHXt



LESSON 6: HAZARD ASSESSMENT AND CONTROL

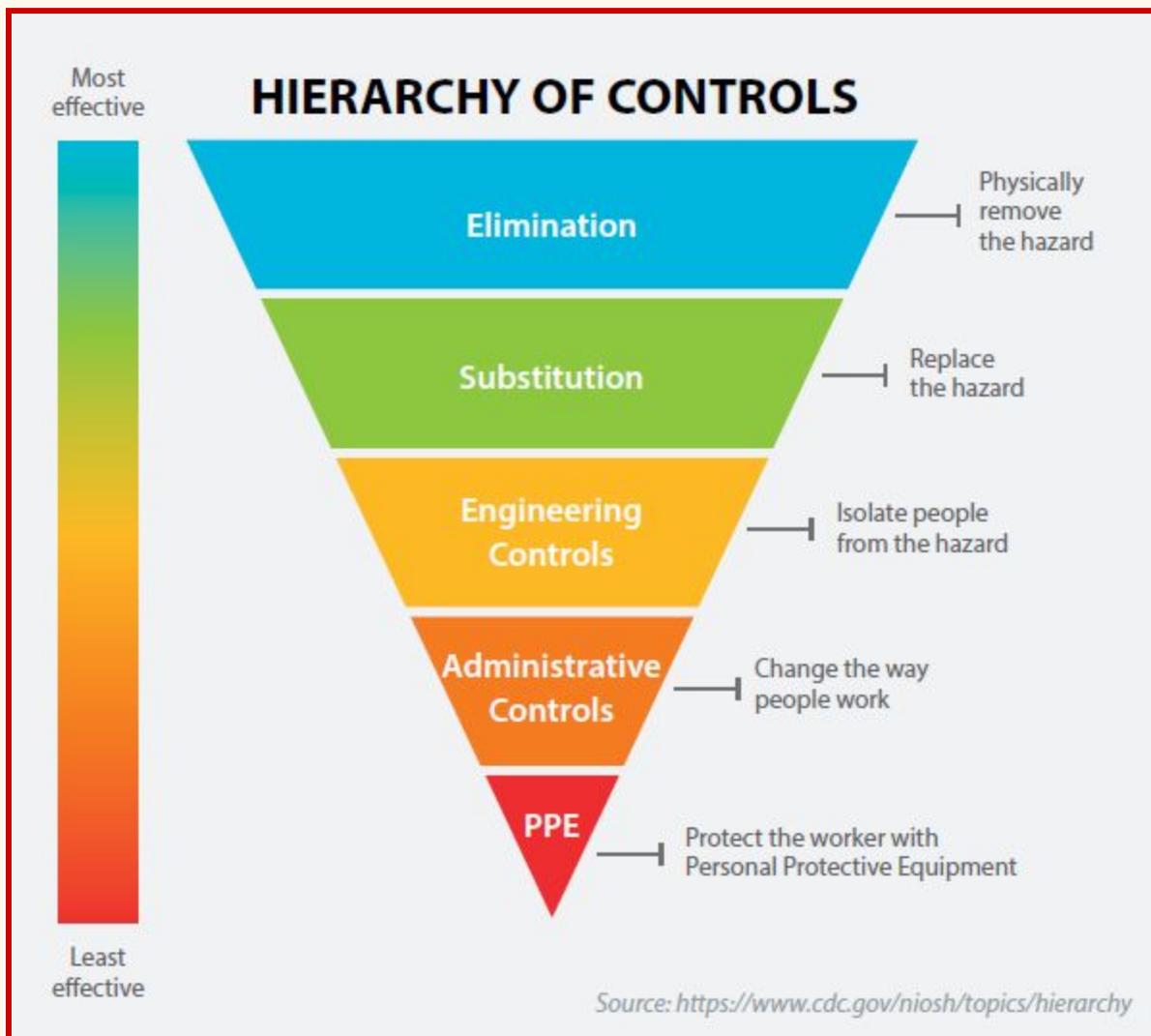
Wouldn't it be great if we were warned before an injury occurred? For example, if we knew that a worker was going to be badly cut while using a saw, we could give the worker safety training before the incident. In reality, we don't always know when incidents are going to happen; but we can reduce the number of incidents by assessing hazards and reducing the risk of injury.

Hazard assessment includes:

1. **Hazard identification:** finding hazards that could cause workplace accidents
2. **Hazard assessment:** judging the risk or degree of danger that the hazard poses
3. **Hazard control:** developing a plan to reduce or eliminate a hazard before it causes an incident or accident

There are three main types of hazard controls:

1. **Engineering controls** include changing the work conditions. Examples include:
 - Improve ventilation to remove bad air
 - Set up signs or barriers to keep workers from going into harmful areas
 - Adjusting work areas to better fit workers
2. **Administrative controls** direct the tasks of workers, but do not remove a hazard. They may reduce a worker's contact with the hazard. Examples include:
 - Training workers to work safely
 - Training workers to properly use equipment, tools, and materials
 - Adjusting unsuitable work demands
3. **Basic controls - Personal Protective Equipment (PPE)** do not reduce or eliminate hazards, but they reduce the risk of injury from certain hazards. Examples include:
 - Hard hats
 - Eye goggles
 - Hearing protection
 - Air-filter masks
 - Steel-toed boots
 - Specialty coveralls



Whenever possible, hazards should be eliminated or controlled at their **source** – as close to where the problem is created as possible – using engineering solutions such as replacing outdated equipment or changing the layout of a workplace.

If this is not possible, controls should be placed **between the source and the workers**. The closer a control is to the source of the hazard the better. Examples would include screens to block welding flash, baffles to block or absorb noise, and proper ventilation to remove toxic gases.

If this is not possible, hazards must be controlled at **the level of the worker** by providing support, supervision, and training in safe work practices and emergency procedures.

LESSON 7: INCIDENT INVESTIGATION AND PREVENTION

Incident reporting and investigations are an important part of a health and safety management system. When an incident occurs and a worker gets hurt on the job, it is important to learn from the incident and correct the causes that led to the injury in order to reduce the risk of it happening again.

Why is it important to report and investigate incidents?

- It's the LAW!
- To prevent recurrence

Emphasis should always be on understanding the causes of the incident and not on laying blame for why it happened.

Incident Reporting

Every work site should have a way for workers to report incidents. There is not a standard report form for all industries, so it may look different depending on where you are working. When you start a new job or work placement, be sure to find out what forms to fill out if you have an incident and where you can find them.

The report should include:

1. Name of the worker(s) involved
2. Department and job titles
3. Location, date and time of incident
4. Description of incident
5. Identification of substandard practices and conditions
6. Identification of causes
7. What worked well in the emergency response plan
8. Recommended actions to prevent recurrence

Incident Report Template

REPORTED BY: _____ DATE OF REPORT: _____
TITLE / ROLE: _____ INCIDENT NO.: _____

INCIDENT INFORMATION

INCIDENT TYPE: _____ DATE OF INCIDENT: _____
LOCATION: _____
CITY: _____ STATE: _____ ZIP CODE: _____
SPECIFIC AREA OF LOCATION (if applicable): _____

INCIDENT DESCRIPTION

NAME / ROLE / CONTACT OF PARTIES INVOLVED

1. _____
2. _____
3. _____

NAME / ROLE / CONTACT OF WITNESSES

1. _____
2. _____
3. _____

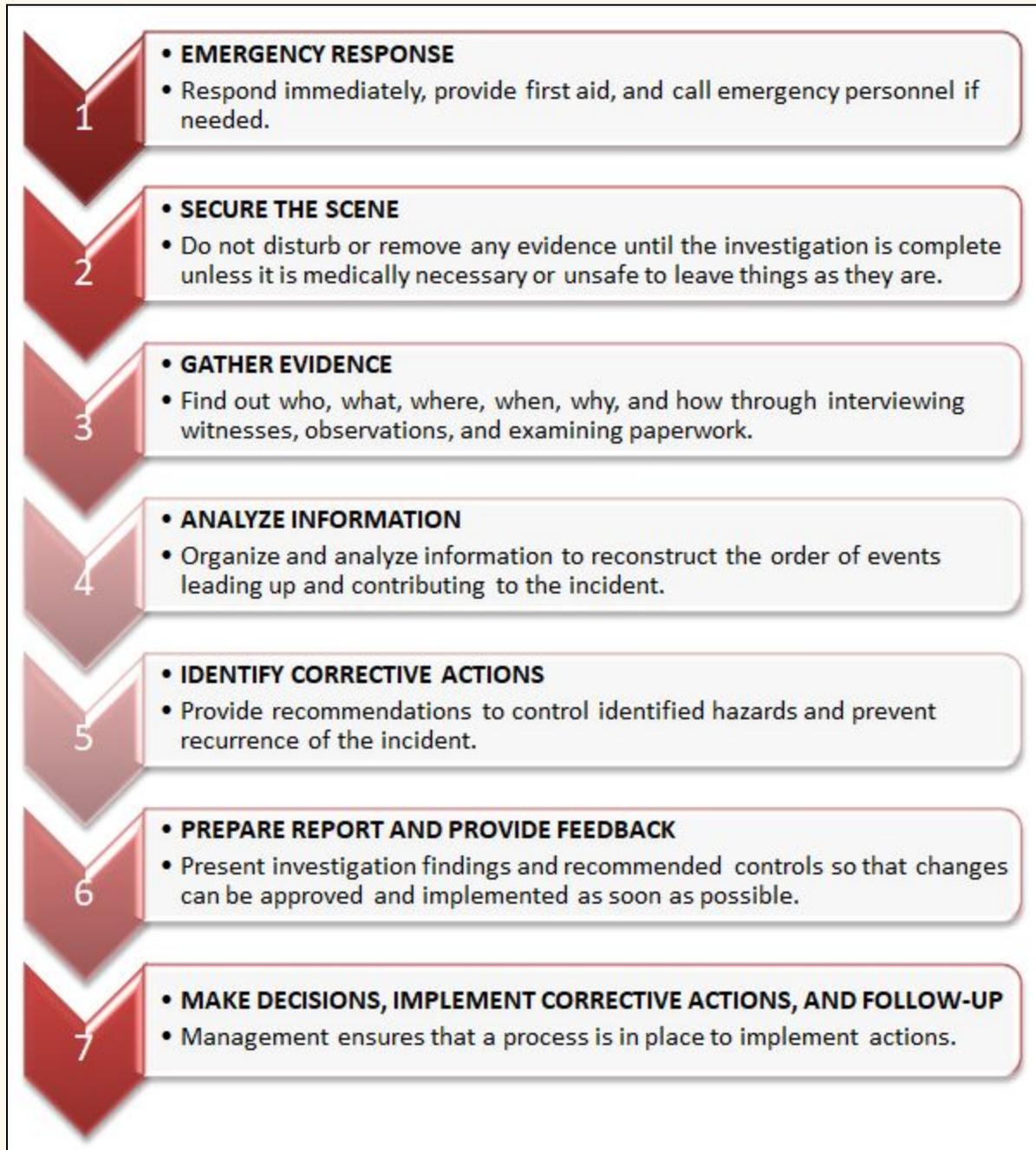
POLICE REPORT FILED?: _____ PRECINCT: _____
REPORTING OFFICER: _____ PHONE: _____

FOLLOW UP ACTION

SUPERVISOR NAME: _____ SUPERVISOR SIGNATURE: _____ DATE: _____

Incident Investigation

By law, employers must investigate all reported incidents. While the tasks may vary with each situation, investigations should follow these steps:



SECTION 3: UNDERSTANDING WHMIS

Workers in some fields regularly deal with hazardous materials. Many of these materials are classed as controlled products. When not handled properly, these materials can result in illness, injury, or death. The Workplace Hazardous Materials Information System known as WHMIS (pronounced *whi-mis*) makes health hazard information available to anyone using such materials. WHMIS laws require essential information on labels of containers of hazardous materials. This system originated in Canada. In 2015, WHMIS was aligned with the worldwide hazard communication system known as GHS – the Globally Harmonized System of Classification and Labelling of Chemicals. Aligning with GHS provided many benefits, including:

- Hazard classification criteria are more comprehensive which improves the ability to indicate severity of hazards.
- New hazard classes are included.
- Physical hazard criteria are consistent with the Transport of Dangerous Goods.

WHMIS has three major parts:

- WHMIS Pictograms
- Product Labels
- Safety Data Sheets (SDS)



View the following video for a general introduction to the WHMIS 2015 upgrade.

Video	URL	QR Code
WHMIS 2015 For Workers	https://goo.gl/dvN7RQ	

LESSON 8: WHMIS PICTOGRAMS

The Workplace Hazardous Materials Information System - or **WHMIS** - is a system of easy-to-see warning symbols on hazardous materials.

Look at the WHMIS label below. It provides a lot of information. This is an example of a label that could be attached to hazardous materials in the workplace. Anyone in the workplace would be able to read this label and know exactly what they were working with. As well, they would know what First Aid steps to take in case of emergency.

Chemical Name	n-Propyl Alcohol	 <p>— Pictograms</p>
Product Identifier	UN 5548 Cas# 55-45-8	
Signal Word	DANGER	
Hazard Statement	Highly flammable liquid and vapor. Causes serious eye damage. May cause drowsiness and dizziness.	
Precautionary Statement	Keep away from heat/sparks/open flames/hot surfaces. No smoking. Avoid breathing fumes/mist/vapors/spray. Wear protective gloves/protective clothing/eye protection/face protection. IF IN Eyes: Rinse cautiously with water for several minutes. Remove contact lenses if present. Continue rinsing.	
	Fill Weight: 14.65 lbs. Lot Number: B56222434 Gross Weight: 15lbs Fill Date: 8/10/2014 Expiration Date: 6/10/2021	See SDS for further information.
Supplier Identification	EPI Chemical Company • 342 Jones Road • Dover, PA 17315 • www.epichem.com • 987-555-4444	

WHMIS 2015 updated the old WHMIS symbols to include nine warnings:



FLAMMABLE MATERIAL

This symbol is placed on products that could start on fire if a spark or flame is near them. Some examples of flammable and combustible materials are butane, propane, gasoline, kerosene, aerosols, and even some special types of metals.



OXIDIZING MATERIAL

This symbol is placed on products that increase the risk of fire if they are in contact with flammable or combustible materials. Some materials that have this label include hydrogen peroxide (used in the pulp and paper industry), compressed oxygen (used in hospitals), and some acids.



COMPRESSED GAS

Some common materials that have this WHMIS symbol on the container include propane as well as oxygen and acetylene in cylinders used for welding. These cylinders might explode if exposed to heat or if dropped.



CORROSIVE MATERIAL

This label is found on chemicals that can burn through skin or other materials. Some examples are hydrochloric acid (used in processing steel, making batteries, and in many other processes), and nitric acid (found in fertilizers).



DANGEROUSLY REACTIVE MATERIAL

Products with this label may explode or emit toxic gas. Cyanide (used in manufacturing paper, textiles, and plastics) is a product that has this label.



ACUTE TOXICITY

Products with this label can kill or cause serious illness very quickly, even in small amounts. Examples of this type of product are sodium cyanide (used in extracting precious metals from ore) and hydrogen sulphide (used in manufacturing chemicals, dyes, rubber, rayon, etc.)



SERIOUS HEALTH HAZARD

Products with this label can cause serious long-term health problems such as cancer as well as more immediate problems such as irritation of the eyes and skin. Products that have this label include asbestos (used in some insulation) and xylene (used in cleaners and paint thinners).



OTHER HEALTH HAZARD

These products can cause less serious health hazards or damage to the ozone layer. Exposure may cause respiratory, skin, or eye irritation.



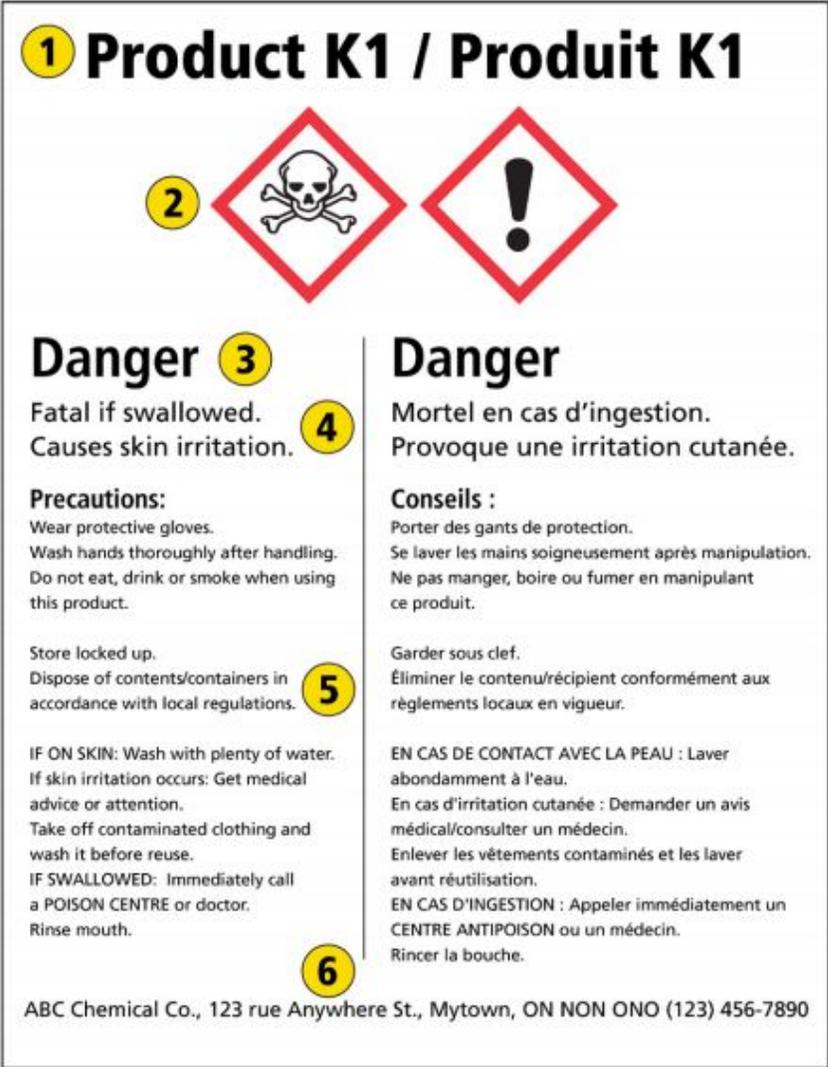
BIOHAZARDOUS INFECTIOUS MATERIAL

Products with this label contain microorganisms that can cause illnesses such as hepatitis or salmonella (food poisoning).

LESSON 9: PRODUCT LABELS

In Canada, WHMIS legislation requires all products that are classified as hazardous products to be labelled. Labels are the first alert to the user about the major hazards associated with that product and outline the basic precautions or safety steps that should be taken.

There are two main types of WHMIS labels: supplier labels and work site labels. Suppliers of hazardous products are required to apply a **supplier label** that meets the requirements of the Hazardous Products Regulations. In WHMIS 2015, supplier labels for hazardous workplace products must display the information elements shown below.

 <p>1 Product K1 / Produit K1</p> <p>2  </p> <p>3 Danger Fatal if swallowed. Causes skin irritation.</p> <p>4 Danger Mortel en cas d'ingestion. Provoque une irritation cutanée.</p> <p>5 Precautions: Wear protective gloves. Wash hands thoroughly after handling. Do not eat, drink or smoke when using this product.</p> <p>Store locked up. Dispose of contents/containers in accordance with local regulations.</p> <p>IF ON SKIN: Wash with plenty of water. If skin irritation occurs: Get medical advice or attention. Take off contaminated clothing and wash it before reuse. IF SWALLOWED: Immediately call a POISON CENTRE or doctor. Rinse mouth.</p> <p>6 ABC Chemical Co., 123 rue Anywhere St., Mytown, ON NON ONO (123) 456-7890</p>	<ol style="list-style-type: none">1. Product Identifier The product name exactly as it appears on the container and on the Safety Data Sheet (SDS).2. Hazard Pictogram3. Signal Word “Danger” or “Warning” indicates the severity of the hazard4. Hazard Statements Brief standardized statements of all hazards based on their hazard classification5. Precautionary Statements Describe recommended measures to minimize adverse effects from exposure to product6. Supplier Identifier Contact information for the company who made, packaged, or imported the product
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Work site labels are used in the workplace when it is not practical to use a supplier label or when a supplier label is not available. A work site label is required when:

- a hazardous product is produced at the workplace and used in that workplace,
- a hazardous product is transferred or poured into another container, or
- a supplier label becomes lost or unreadable.

The following information must be present on a work site label:

1. name of the hazardous product
2. information for the safe handling of the hazardous product and
3. a reference to the SDS

The following is an example of a compliant work site label.



There are two situations when a work site label is not necessary. When a hazardous product is:

- poured into a container and it is going to be used immediately, or
- *"under the control of the person who decanted it"*. For example, when the person who poured the product into another container will be the only person who will use it or the product will be used during one shift, a work site label is not required.

However, the container must still be identified with the product name.

If the product is not used right away or if more than one person will be in control of the product, a full work site label is required.

LESSON 10: SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDSs) are an essential component of WHMIS 2015. SDSs tell users:

- what the hazards of the product are
- how to use the product safely
- what to expect if the recommendations are not followed,
- how to recognize symptoms of exposure
- what to do if emergencies occur

SDSs must have sixteen sections of information, as shown in the following table:

	SDS Section	Information Requirements (partial list)
1	Identification	Product identifier, recommended use and restrictions on use, supplier contact information, emergency phone number.
2	Hazard identification	Classification (hazard class and category), label elements (including hazard pictogram, signal word, hazard statement and precautionary statements) and other hazards (e.g. thermal hazards).
3	Composition/information on ingredients	For a hazardous product that is a substance: the chemical name, synonyms, CAS No. and the chemical name of impurities, stabilizing solvents and stabilizing additives where classified and that contribute to the classification of the product. For a hazardous product that is a mixture: for ingredients that present a health hazard, the chemical name, synonyms, CAS No. and concentration. Note: Confidential Business Information Rules may apply.
4	First-aid measures	First-aid measures by route of exposure as well as most important symptoms/effects.
5	Fire-fighting measures	Suitable (and unsuitable) extinguishing media, specific hazards, special equipment and precautions for fire fighters.
6	Accidental release measures	Protective equipment, emergency procedures, methods and materials for containment and clean up.
7	Handling and storage	Precautions for safe handling, conditions for storage, including any incompatibilities.
8	Exposure controls/personal protection	Exposure limits, engineering controls, personal protective equipment.
9	Physical and chemical properties	Appearance, odour, odour threshold, pH, melting/freezing point, boiling point and range, flash point, upper and lower flammable or explosive limits.
10	Stability and reactivity	Reactivity, chemical stability, possible hazardous reactions, conditions to avoid, incompatible materials, hazardous decomposition products.
11	Toxicological information	Description of various toxic effects by route of entry, including effects of acute or chronic exposure, carcinogenicity, reproductive effects, respiratory sensitization.
12	Ecological information*	Aquatic and terrestrial toxicity (if available), persistence and degradability, bioaccumulative potential, mobility in soil.
13	Disposal considerations*	Safe handling and methods of disposal, including contaminated packaging.
14	Transport information*	UN number and proper shipping name, hazard classes, packing group.
15	Regulatory information*	Safety, health and environmental regulations specific to the product.
16	Other information	Other information, including date of the latest revision of the SDS.

Suppliers of controlled and hazardous products must supply Safety Data Sheets for their product. Employers and workers should use the information on an SDS to protect themselves from hazards and for safe handling and use.

An employer must have an SDS for every hazardous product included under WHMIS that is used in the workplace and must make SDSs readily available to workers. A worker cannot use a product if there is no Safety Data Sheet available.

WHMIS 2015 (GHS)

Workplace Hazardous Materials Information System


Oxidizers


Flammables
Self-Heating
Pyrophorics
Self-Heating
Self-Flammable Gas
Organic Peroxides


Self-Reactives
(Types A and B)
Organic Peroxides
(Types A and B)


Acute Toxicity (severe)


Biohazardous


Corrosives


Gases Under Pressure


Carcinogen
Respiratory Sensitizer
Reproductive Toxicity
Target Organ Toxicity
Mutagenicity
Aspiration Toxicity


Irritant
Dermal Sensitizer
Acute Toxicity (Harmful)
Neurotoxic Effects
Respiratory Tract
Irritation


Environmental Hazards

WHAT IS ON A SDS:

- Section 1: Identification
- Section 2: Hazard Identification
- Section 3: Composition/Information on Ingredients
- Section 4: First-Aid Measures
- Section 5: Fire-Fighting Measures
- Section 6: Accidental Release Measures
- Section 7: Handling and Storage
- Section 8: Exposure Controls/ Personal Protection
- Section 9: Physical and Chemical Properties
- Section 10: Stability and Reactivity
- Section 11: Toxicological Information
- Section 12: Ecological Information (non-mandatory)
- Section 13: Disposal Considerations (non-mandatory)
- Section 14: Transport Information (non-mandatory)
- Section 15: Regulatory Information (non-mandatory)
- Section 16: Other Information (non-mandatory)

WHMIS WORKPLACE LABEL

Product Name

METHANOL

- Toxic
- Do not drink
- Do not smoke
- Keep container closed
- Wear PPE

SEE SDS
for Safety Data Sheet

Safe Handling Procedures Reference to the SDS

WHMIS 2015 LABEL

Hazard Statement	Product Identifier	Signal Word
	Methanol Méthanol Toxic if Swallowed, Flammable Liquid and Vapour	 Danger!
<p>Danger! Toxique en cas d'ingestion. Liquide et vapeurs inflammables.</p> <p><i>Do not drink or eat when using this product. Wash hands thoroughly after handling. Keep container tightly closed. Keep away from heat/sparks/open flame. No smoking. Wear protective gloves and eye/face protection. Band and ground containers and equipment when using explosion-proof electrical equipment. Take precautionary measures against static discharge. Use only non-sparking tools. Store in cool well-ventilated place.</i></p> <p><small>Ne pas boire ni manger lorsque vous utilisez ce produit. Lavez soigneusement vos mains après avoir manipulé ce produit. Gardez le récipient bien fermé. Évitez le feu, les étincelles et les sources de chaleur. Ne fumez pas. Portez des gants de protection et une protection pour les yeux et le visage. Utilisez des outils non étincillants. Prenez des mesures préventives contre les décharges électrostatiques. Utilisez uniquement des outils non étincillants. Stockez dans un endroit frais et bien ventilé.</small></p> <p>IF SWALLOWED: Immediately call the POISON CONTROL CENTRE. EN CAS D'INGESTION Appelez immédiatement le CENTRE ANTIDROGUE.</p> <p>In case of fire, use water-fog, dry chemical, CO₂ or alcohol foam. En cas d'incendie, utilisez un brouillard d'eau, un extincteur à poudre chimique, CO₂ ou de la mousse alcoolique.</p> <p style="text-align: center; font-size: 0.7em;">Safety Data Sheet Fiche de données de sécurité Supplemental Information Informations supplémentaires</p> <p style="text-align: center; font-size: 0.7em;">XYZ Chemical Co., 345 Jones Rd, Big City, AB, V3T 6R0 Tél: 1-800-555-1234</p>		
Precautionary	Supplier Identifier	Pictogram

SECTION 4: WORKPLACE LEGISLATION

In the first section of this module, you were introduced to one of the important pieces of legislation that govern workplaces in Alberta - The Occupational Health and Safety Act.

This section covers three other types of workplace legislation:

- **The Employment Standards Code** - which sets minimum standards that apply to employees and employers in Alberta
- **The Workers' Compensation Act** - that regulates the workers' compensation system and the assistance workers receive following a workplace accident
- **The Alberta Human Rights Act** - that protects workers from discrimination and harassment



LESSON 11: THE EMPLOYMENT STANDARDS CODE

Employment standards set minimum rules for conditions of employment in our province. The Code covers a variety of work-related issues including: minimum pay, hours of work, time off, notice and severance pay upon termination, vacation pay, maternity/paternity leaves, and other basic terms and conditions of employment.

The Alberta Employment Standards Code was last updated on June 11, 2018. It can be found in pdf format by clicking on the following link. A document update is expected soon as there have been a number of recent changes to several sections of the code.

["Employment Standards Code"](#)



You will be guided through an exploration of several pertinent sections of the Alberta Employment Standards Code in the section summaries on the following pages. For now,

just examine the table of contents to get an idea of the employment topics that are covered in this legislation.

Employment of Adolescents and Young Persons (Section 65)

Unique employment standards and restrictions apply to people under the age of 18.



Basic Rules

- There are restrictions on the jobs that young workers can do.
 - Some jobs for youth require a government permit. This varies by age group and type of work.
 - Youth aged 14 and under need to get a parent or guardian's permission to work.
- There are restrictions on the hours that young workers are allowed to work.
- There are some important exceptions:
 - Rules for youth employment only apply to employees, not self-employed contractors or volunteers.
 - Students engaged in off-campus education programs or high school work experience programs are exempt from the minimum wage requirement.
 - The rules listed on this page don't apply to farm and ranch workers. Youth follow the same rules as other farm and ranch employees.

- Regardless of age, all employees under 18 years of age are entitled to the minimum standards of employment – such as general holidays, vacations, minimum wage, and termination notice or pay.

Employees 12 Years of Age and Under

- May only be employed in an artistic endeavour such as film, radio, video or television entertainment, voice recording for video and computer gaming, and live performances in the entertainment industry.
- A permit and parent or guardian consent is required.

Employees 13 to 14 Years of Age

- May be employed in any of the following jobs without a permit
 - clerk or messenger in an office or retail store
 - delivery person for small goods and merchandise for a retail store
 - delivering flyers, newspapers, and handbills
 - certain duties in the restaurant/food services industry such as host/hostess, cashier, dishwasher, bussing or cleaning tables, server/waiter, providing customer service, assembling food orders, and sweeping/mopping. Youth who are 13 or 14 cannot use deep fryers, slicers, grills or other potentially dangerous equipment; work with or near any moving vehicles; or work in areas where smoking is permitted
- Employees between 13 and 14 years have the following restrictions on hours of work:
 - can't work between 9 pm and 5 am
 - can't work during school hours, unless they're enrolled in an off-campus education program
 - can only work up to 2 hours outside of regular school hours, on school days
 - can work up to 8 hours on non-school days
- Employers of youth who are 13 or 14 years of age must ensure that young workers are under continuous adult supervision.



Employees Aged 15 to 17

May be employed in any type of work:

- No permits are required
- Parent or guardian consent is only required to work during restricted hours

Employees who are 15 years of age can never work during regular school hours unless enrolled in an off-campus education program.

Employees 15 to 17 years of age who work

- in retail (selling any food, beverage, gasoline, diesel fuel, propane, or other commodities, goods, wares or merchandise) or
 - hospitality (including hotels, motels, or any public overnight accommodation)
- can only work between 9 p.m. and 12 a.m. with adult supervision. They can't work between 12:01 a.m. and 6 a.m.

Employees 15 to 17 years of age who work in jobs that are not in retail or hospitality can work between 12:01 am and 6:00 am. However, they require:

- parental or guardian consent
- adult supervision

Self-employed or Contractors

As with all other workers, young workers are only covered by the Employment Standards Code if they are employees. This means that the rules don't apply to youth who are self-employed, working as independent contractors, or who are volunteering.

This may include, but is not limited to, casual work such as:

- Babysitting
- Snow shovelling



- Lawn cutting

“Job Creation” Student Wage Rates

There has been recent changes to the minimum wage requirement for student workers under the age of 18. A new \$13/hour “job creation” wage for students came into effect June 26, 2019.

The minimum wage for students under 18 was reduced from \$15/hour to \$13/hour. Employers can still choose to pay students more than this minimum wage.

This new rate applies to the first 28 hours worked in a week when school is in session. Students must be paid the general minimum wage of \$15/hour for any hours exceeding 28 hours in one week.

- For example, a student who worked 30 hours in a week can be paid as low as \$13/hour for the first 28 hours, but must be paid no less than \$15/hour for the 2 additional hours they worked.
- The new job creation student wage of \$13/hour will apply to all regular hours worked when school is not in session, such as during spring break, Christmas break, or during the summer vacation period.



General Employment Standards for All Workers

MINIMUM WAGE (Section 8.1)

Employers must pay at least the minimum wage. The current general minimum wage of \$15.00/hour applies to all employees, with the exception of students under 18.

Wages don't include tips or expense money.

There are separate weekly and monthly minimum wages for some salespersons and domestic employees.

EARNINGS AND DEDUCTIONS (Section 12 and 14)

Workers must receive a detailed written statement of earnings and deductions for their own records each pay period.

No deductions can be made from a worker's earnings for faulty workmanship or cash shortages/loss of property if anyone other than the worker had access to the cash or property.

HOURS OF WORK (Section 16)

Daily Hours of Work

An employee's work must be confined within a period of 12 consecutive hours per day.

3-Hour Minimum

Employees must be paid for at least 3 hours of pay at the minimum wage each time they're required to report to work or come to work for short periods. This 3-hour minimum doesn't apply if the employee isn't available to work the full 3 hours.

If an employee works for fewer than 3 consecutive hours, the employer must pay wages that are at least equal to 3 hours at minimum wage.

If an employee's regular wage is greater than the minimum wage, the employer may pay them for less than 3 hours of work at this higher rate.

2-Hour Minimum

The following employees must be paid minimum compensation for at least 2 hours at not less than minimum wage:

- school bus drivers
- home care employees
- adolescents (13, 14 and 15 years of age) who work on a school day

RESTS AND BREAKS (Sections 18 and 19)

An employer must provide at least one day of rest in each week. Work weeks can be combined so the employee receives the following days of rest:

- 2 consecutive days of rest in each period of 2 consecutive work weeks
- 3 consecutive days of rest in each period of 3 consecutive work weeks
- 4 consecutive days of rest in each period of 4 consecutive work weeks

Every employer must allow each employee at least 4 consecutive days of rest after each period of 24 consecutive work days.

Workers must receive a 30-minute rest period within every 5 hours of consecutive work. If agreed upon, the break can be two 15-minute breaks. Breaks can be paid or unpaid at the employer's discretion. However, if the employer places restrictions on an employee's activities during a break, such as prohibiting the employee from leaving the premises, the break must be paid.

OVERTIME AND OVERTIME PAY (Sections 21 and 22)

Most employees are entitled to overtime pay. There are some exemptions for certain industries and professions.

Overtime is all hours worked over 8 hours a day or 44 hours a week, whichever is greater (8/44 rule).

An employer must pay an employee overtime pay of at least 1.5 times the employee's regular wage rate for all overtime hours worked.

Sometimes, instead of paying overtime pay, an employer may give an employee time off work with pay (banked overtime) at a straight-time rate. Employees must use up banked overtime within 6 months of the end of the pay period in which they earned it.

VACATIONS AND VACATION PAY (Section 34)

Employers must provide an annual vacation to most employees based on length of service to make sure they can rest from work without loss of income.

Employers must give vacation time and employees must take the vacation to which they're entitled.

Employees must work for one year before they're entitled to vacation time.

Employees are entitled to these minimum paid vacations:

- 2 weeks with pay after each of the first 4 years of employment
- 3 weeks with pay after 5 consecutive years of employment

TERMINATION OF EMPLOYMENT (Sections 54 to 58)

Employees and employers must give each other notice of their intention to end the employment.

Notice period length is based on how long the employee has been working for the employer.

- Less than 90 days of employment, no notice is required
- Between 90 days and 2 years, the notice period is one week
- Longer than 2 years of employment, the notice period is two weeks

When proper notice is given, the employee's earnings must be paid within 3 days after their last day of employment. If an employer or employee ends employment and no termination notice or termination pay is required, earnings must be paid within 10 days after the last day of employment.

Neither earnings nor other terms or conditions of employment may be reduced during the notice period.

MATERNITY AND PARENTAL LEAVE (Sections 45 to 51)

Employees are eligible for maternity and parental leave if they have been employed at least 90 days with the same employer. Eligible employees can take time off work without pay for maternity or parental leave without risk of losing their job. Employers must grant maternity or parental leave to eligible employees and give them their same, or equivalent, job back when they return to work. If both parents work for the same employer, the employer is not required to grant leave to both employees at the same time.

The length of maternity leave is 16 weeks and the maximum length of standard parental leave is 36 weeks.

Starting in 2017, parents could opt to access Extended Parental Leave Benefits up to an additional 26 weeks, instead of the standard 36 weeks, but at a lower benefit rate during the entire duration of the parental leave. The maximum amount of extended parental leave is 62 weeks.

In 2018, the Government of Canada announced the creation of the Parental Sharing Benefit. To access the Parental Sharing Benefit each parent must take at least five weeks of parental leave. By doing so, they are granted additional weeks of parental leave:

- If the family has opted for the standard parental leave (36 weeks), then the parental leave is extended to 40 weeks shared between the parents, or
- If the family has opted for extended parental leave (62 weeks), then the parental leave is additionally extended to 69 weeks shared between the parents.

UNPAID JOB-PROTECTED LEAVES (Division 7)

The Fair and Family-Friendly Workplaces Act became effective on January 1, 2019. It allows employees to be eligible for a number of new unpaid leaves after 90 days of employment with the same employer. The following chart outlines the maximum length for each unpaid job-protected leave available to employees in Alberta:

Maternity leave	16 weeks
Parental leave	62 weeks
Reservist leave	as needed
Compassionate care leave	27 weeks per year
Bereavement leave	3 days per year
Domestic violence leave	10 days per year
Citizenship ceremony leave	half day – once in a lifetime
Critical illness leave	36 weeks for a child 16 weeks for an adult
Long-term illness and injury leave	16 weeks per year
Personal and family responsibility leave	5 days per year
Death or disappearance of a child leave	52 weeks or 104 weeks



Turn to your Assignment Booklet and complete Questions 10 to 13 in Section 3: Lesson 11 - The Employment Standards Code.

LESSON 12: THE WORKERS' COMPENSATION ACT

Even with safety regulations and precautions, injuries and accidents occur. Each Canadian province has a Workers' Compensation Act. These acts allow for the set-up of

a Workers' Compensation Board (WCB); an organization that manages the workers' compensation insurance to protect employers and workers when workplace injuries happen. Employees who are injured at work receive compensation for lost income and coverage of all healthcare costs related to that injury.

Watch the following video for an introduction to the services provided by the Workers' Compensation Board of Alberta.

"Your Workers' Compensation Board"

produced by WCB Alberta

at bit.ly/2KCFqmT



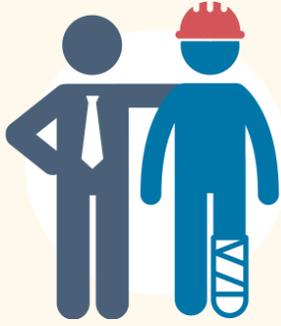
Workers' Compensation is based on the following principles:



- **No-fault insurance:** A worker injured while at work and employed in an industry protected by the Act can get benefits. It doesn't matter who caused the incident. The injured worker and employer cannot sue each other.
- **Collective liability:** All employers who operate in industries covered by the Act, pay the cost of the insurance. The provincial government does not fund the WCB; employers pay all premiums.
- **Fair compensation:** Workers receive benefits based on the type of work-related injury, the seriousness of the injury, and how it affects their ability to earn wages.
- **First payer:** The WCB is responsible for compensating injured workers for work-related injuries even though they may receive benefits from other sources (i.e Canada Pension Plan's Disability Insurance).

How does Workers' Compensation help workers?

WCB helps workers when they are injured on the job by providing the following benefits.

<p>WAGE REPLACEMENT</p> <ul style="list-style-type: none"> ● Injured workers will receive money to replace lost pay due to injury. ● This benefit is based on the amount of money workers earn at the time they were injured. ● Injured workers get 90% of their net pay, up to a maximum amount. 	
<p>MEDICAL EXPENSES</p> <ul style="list-style-type: none"> ● All medical expenses related to the workplace accident are paid by WCB. 	
<p>RETURN TO WORK PLANNING</p> <ul style="list-style-type: none"> ● WCB case managers talk to the employer, employee, and health care providers to assess the nature of the injury. ● If the injured worker will be able to return to the same job they were doing before the injury, the case manager arranges for treatment to aid recovery. ● Case managers can also arrange for modified duties including working less hours, performing fewer or different tasks, or returning to work earlier. 	
<p>VOCATIONAL SERVICES</p> <ul style="list-style-type: none"> ● If workers cannot return to their pre-accident job, WCB will help them retrain for other types of work. ● Workers may get job search training, academic upgrading, and/or job skills training. 	
<p>FATALITY BENEFITS</p> <ul style="list-style-type: none"> ● If a worker dies from a workplace injury, WCB will help pay for funeral costs. ● The worker's family will get money that the worker would have received if still living. 	

How does Workers' Compensation work for employers?

Most industries are required by the Workers' Compensation Act to have workers' compensation coverage for their employees. A worker is anyone who works for an

employer either full-time, part-time, on a temporary or casual basis, on contract (unless they have their own WCB account), or as a volunteer or unpaid worker in a compulsory industry.

TYPE OF COVERAGE	INDUSTRY EXAMPLES
<p>Compulsory Coverage All employers in compulsory industries must open a WCB account within 15 days of employing their first worker(s). The WCB charges employers premiums based on the total annual wages of their workers and the risk of injury in their industry.</p>	<p>Primary Industries Processing & Packaging Manufacturing & Construction Transportation, Communication, Utilities Wholesale and Retail Services Government Agencies Business and Personal Services</p>
<p>Voluntary Coverage Employers in industries not covered by the WCB Act can apply to have workers' compensation insurance to protect their workers.</p>	<p>Medical Offices Farms employing only family members Accounting Services and Banks Museums and Golf Courses Domestic Help and Babysitting Services Others Are Listed Here</p>
<p>Personal Coverage Business owners are not covered automatically by the WCB for work-related injuries. Business owners can buy workers' compensation insurance that gives them the same insurance benefits as other workers who get injured on the job.</p>	<p>Entrepreneurs Self-Employed Individuals Contractors</p>
<p>Work Experience & Off-Campus Coverage Students who are participating in a work experience program or the practical experience part of a work-related program are supported by Workers' Compensation. In the event of an injury requiring compensation, they will be supported at the rate of employees/apprentices in that particular business/trade.</p>	<p>Work Experience students Green Certificate students Registered Apprenticeship Programs Off-Campus Programs</p>

What are considered work-related injuries, diseases, or conditions?

Typically, the WCB **WILL** cover work-related injuries such as:

- **Traumatic Injuries**
 - Usually happen suddenly and can include broken bones, burns, and internal tissue damage
- **Overuse Injuries**
 - Can include sprains and strains from repetitive movements
- **Occupational Diseases**
 - Caused by conditions at the workplace such as firefighters who are exposed to asbestos or hearing loss from loud sites
- **Re-injury**
 - When you re-injure an old work-related injury

Typically, the WCB **WILL NOT** cover work-related injuries such as:

- **Pre-existing or underlying health problems**
 - e.g. old sports injuries, diabetes, etc.
- **Injuries arising from serious or willful misconduct**
 - If you disregard policy and procedure or do something that you were told not to, then WCB may not cover you.
- **Injuries that happen outside of work**



What do you do if you are injured at work?

1. Tell your employer.

After receiving notice, your employer **must** report your injury to the WCB within 72 hours **if** you need medical treatment other than first aid **or** you cannot do your job beyond the day of the accident.

2. Tell your doctor.

Your doctor, chiropractor, or other medical provider **must** report your injury to the Workers' Compensation Board within 48 hours.

3. Tell the WCB

You **must** complete and send a "Report of Injury" form to the WCB right away.

You can get these forms from your employer, doctor, or the WCB website at

<https://www.wcb.ab.ca/assets/pdfs/workers/c060.pdf>

 Workers' Compensation Board - Alberta	P.O. BOX 2415 EDMONTON AB T5J 2S5 Phone 780-498-3999 (in Edmonton) 1-866-922-9221 (toll free in Alberta) 1-800-661-9608 (outside Alberta) Fax 780-427-5863 or 1-800-661-1993	November 2018 WORKER REPORT of Injury or Occupational Disease C060 Seven digit claim #:																																			
	<table border="1"> <tr> <td colspan="2">Worker Details</td> <td>Past the date of injury: Have you been off work? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td>1 Have your work duties been modified? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2">Last name:</td> <td>First name:</td> <td>Initial:</td> </tr> <tr> <td colspan="2">Mailing address: Apt# _____</td> <td colspan="2">Social Insurance #:</td> </tr> <tr> <td>City:</td> <td>Province:</td> <td>Postal code:</td> <td>Personal health #:</td> </tr> <tr> <td>Phone number:</td> <td colspan="2">Date of birth: (Year / Month / Day)</td> <td>Gender: <input type="checkbox"/> M <input type="checkbox"/> F</td> </tr> <tr> <td colspan="4">Occupation and job description:</td> </tr> <tr> <td colspan="2">Are you an apprentice? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td colspan="2">If yes, date you would have obtained journeyman status: (Year / Month / Day)</td> </tr> <tr> <td colspan="2">Date hired: (Year / Month / Day)</td> <td colspan="2">Are you a partner or director in the business? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2">Do you have personal coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td colspan="2">If yes, coverage number:</td> </tr> </table>		Worker Details		Past the date of injury: Have you been off work? <input type="checkbox"/> Yes <input type="checkbox"/> No	1 Have your work duties been modified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Last name:		First name:	Initial:	Mailing address: Apt# _____		Social Insurance #:		City:	Province:	Postal code:	Personal health #:	Phone number:	Date of birth: (Year / Month / Day)		Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Occupation and job description:				Are you an apprentice? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, date you would have obtained journeyman status: (Year / Month / Day)		Date hired: (Year / Month / Day)		Are you a partner or director in the business? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have personal coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, coverage number:
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Do you have personal coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, coverage number:																																			

4. Contact your Off-Campus Coordinator

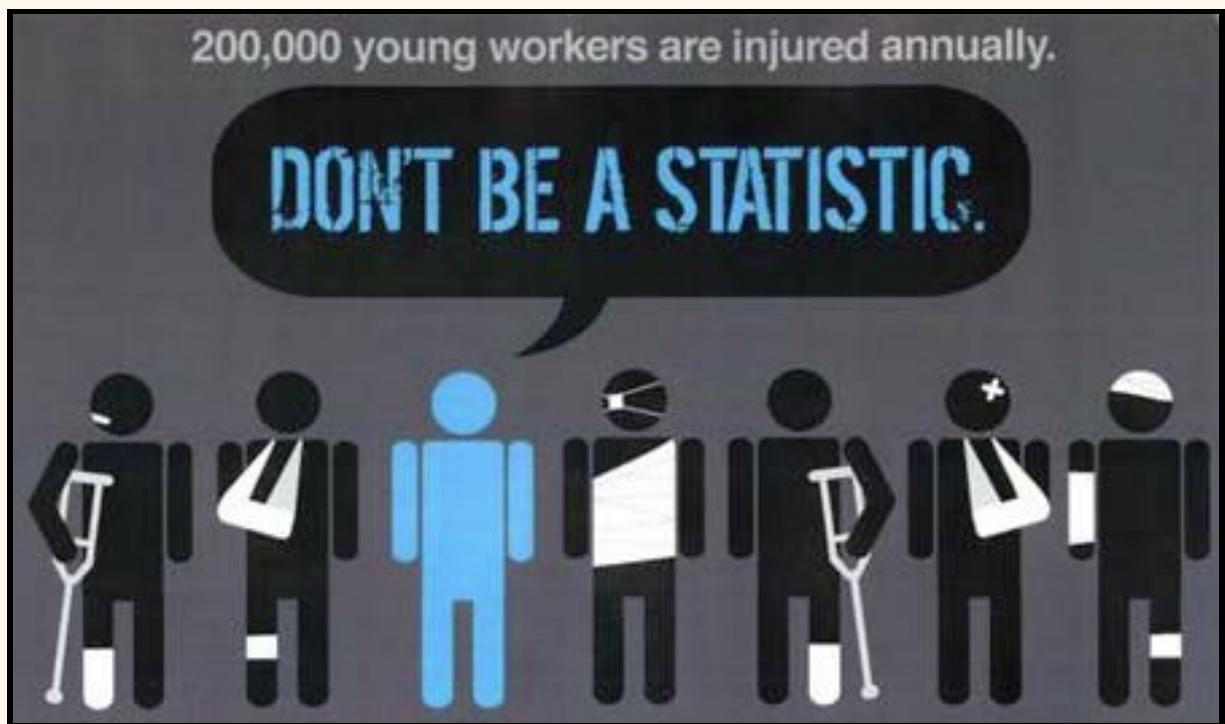
If you are enrolled in any off-campus program, contact your Off-Campus Coordinator as soon as possible for help processing your WCB claim.

The WCB and Your Employer

Workers do not have to suffer if their employers do not get workers' compensation insurance. Even if employers do not pay their WCB premiums, their workers are still

covered when a workplace injury or illness happens if they are employed in a compulsory industry or business. The WCB will ensure these delinquent employers pay what they owe.

It is illegal for employers with compulsory coverage to refuse to file an injury claim with the WCB. Employers can be fined if they tell and reward a worker for not reporting an injury.



Turn to your Assignment Booklet and complete Questions 14 and 15 in Section 4: Lesson 12 - Workers' Compensation Act.

LESSON 13: DISCRIMINATION AND HARASSMENT

Canadian human rights laws stem from the **Canadian Charter of Rights and Freedoms**. These laws protect job applicants and employees from discrimination. Some laws are

federal and cover all provinces and territories. Some human rights laws are provincial. To find out about employment-related Alberta human rights laws, visit the following website.

"Alberta Human Rights: Employment-Related"

produced by the Alberta Government

at bit.ly/2LZZFhc



Employment Discrimination

In Canada, protection against employment discrimination usually includes protection against discrimination based on race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income and sexual orientation.

Forms of discrimination that are punishable under the law include actions such as

- uninvited and unwelcome remarks, insults, or taunts
- unwelcome invitations or requests which cause intimidation or fear such as obscene telephone calls, messages, or email
- unwelcome/undesired/unnecessary touching such as patting or pinching
- telling or showing inappropriate jokes, teasing, innuendoes
- posting offensive material such as pornographic or racist materials or pictures
- offering or preventing promotions or salary increases
- verbal abuse or threats
- leering or other gestures
- physical assault

Unfortunately, harassment and discrimination do occur. Human rights legislation provides a means of recourse for individuals who have been harassed or have experienced discrimination.

Can my boss treat me differently from how s/he treats my coworkers?

If your boss is treating you differently it could be **discrimination**.

The Alberta Human Rights Act protects you from discrimination based on your race, colour, gender, gender identity, gender expression, religion, ancestry, where you were born, age, physical or mental disability, family status, marital status, source of income, or sexual orientation.



In addition, on June 1, 2018, **Bill 30: An Act to Protect the Health and Well-being of Working Albertans** came into effect. This Bill provides that:

Employers and supervisors are required to ensure that none of the employer's workers experience or participate in harassment or violence at the work site. Employers are not permitted to engage in harassment or violence at work.

Harassment is defined as follows: any single incident or repeated incidents or objectionable or unwelcome conduct, comment, bullying, or action by a person that will or would cause offence or humiliation to a worker; or negatively affects the worker's health and safety. Harassment includes:

- conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place or origin, marital status, source of income, family status, gender, gender identity, gender expression, and sexual orientation, and
- a sexual solicitation or advance

Can my boss yell at me or bully me?

If the bullying you are experiencing includes or threatens behaviour such as physical assault, aggression, or harm, it may fall under the provisions of **Alberta's Occupational Health and Safety Act** regarding harassment and violence in the workplace (which you learned about in Section 1 of this module). If the yelling or bullying you experience is based on one of the protected grounds listed on the previous page, then you may make a complaint against your employer under **The Alberta Human Rights Act**.



If your workplace bullying is putting your personal health or safety in danger, leaving you with no choice but to resign, you may be able to claim constructive dismissal.

Sexual Harassment

The Canada Labour Code defines sexual harassment as any conduct, comment, gesture, or contact of a sexual nature that is likely to cause offence or humiliation to any employee or that might, on reasonable grounds, be perceived by that employee as placing a sexual condition on employment or on any opportunity for training or promotion. This means that every person has a right to be free from:

- sexual advances made by a person who is in the position to give or deny a promotion or benefit to the employee, and
- threats or reprisals when sexual advances from such a person are rejected.

Basically, sexual harassment is abuse of power. Some harassment is very direct – the giving or withholding of benefits or promotions based on the rejection of sexual advances. Some harassment is more indirect – creating a “poisonous” work environment – and includes leering, teasing, insulting, and sexual remarks and jokes.



Every employee is entitled to work without sexual harassment. **The Alberta Human Rights Act** prohibits sexual harassment in the workplace.

Dealing with Discrimination, Harassment, and Bullying

1. Write down what happened.

It's a good idea to write down everything you remember about the harassment. You could write the information in an email and send it to yourself. That way you have a record of what occurred, when it happened, and who was involved.

2. Talk to your employer about the harassment.

Your employer must give you information and training so that you know what to do if you're being harassed. You should follow the steps in the workplace harassment policy as much as possible.

3. Find out if you can make a complaint to the Alberta Human Rights Commission.

If your employer isn't following the law or their own harassment policy, you can make a complaint to the Alberta Human Rights Commission. The Human Rights Complaint Form and Guide is available upon request from the Commission.

4. If you have to leave your job because of harassment, get legal advice.

If you have to leave your job because of harassment, that may be "constructive dismissal". Your employer has to keep you safe from harassment, just like they have to pay you for your work. If they don't, then it may be a cause for "constructive dismissal".



This resource is an adaptation of information and materials developed by Black Gold Regional School Division, Alberta Education Tools4Teachers, Worksafe Alberta, ramshcs3000weebly.com and numerous other websites as acknowledged throughout the



materials.