



Rights and Responsibilities

Session 1

Facilitator

Date

Company



Responsibilities

Canadian Workplace Expectations

Rights and Responsibilities

Harassment

Safe Work Practices & Procedures

Incidents and Injuries



Share Stories

*It's your first day on the job.
You need to follow directions.*

Canadian Workplace Expectations

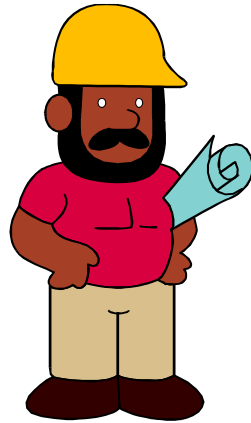


Why do you need language ability to communicate in the workplace?

What can you do if you don't understand?

Canadian Workplace Expectations

What do employers want?



Onsite Orientation Quiz (1)

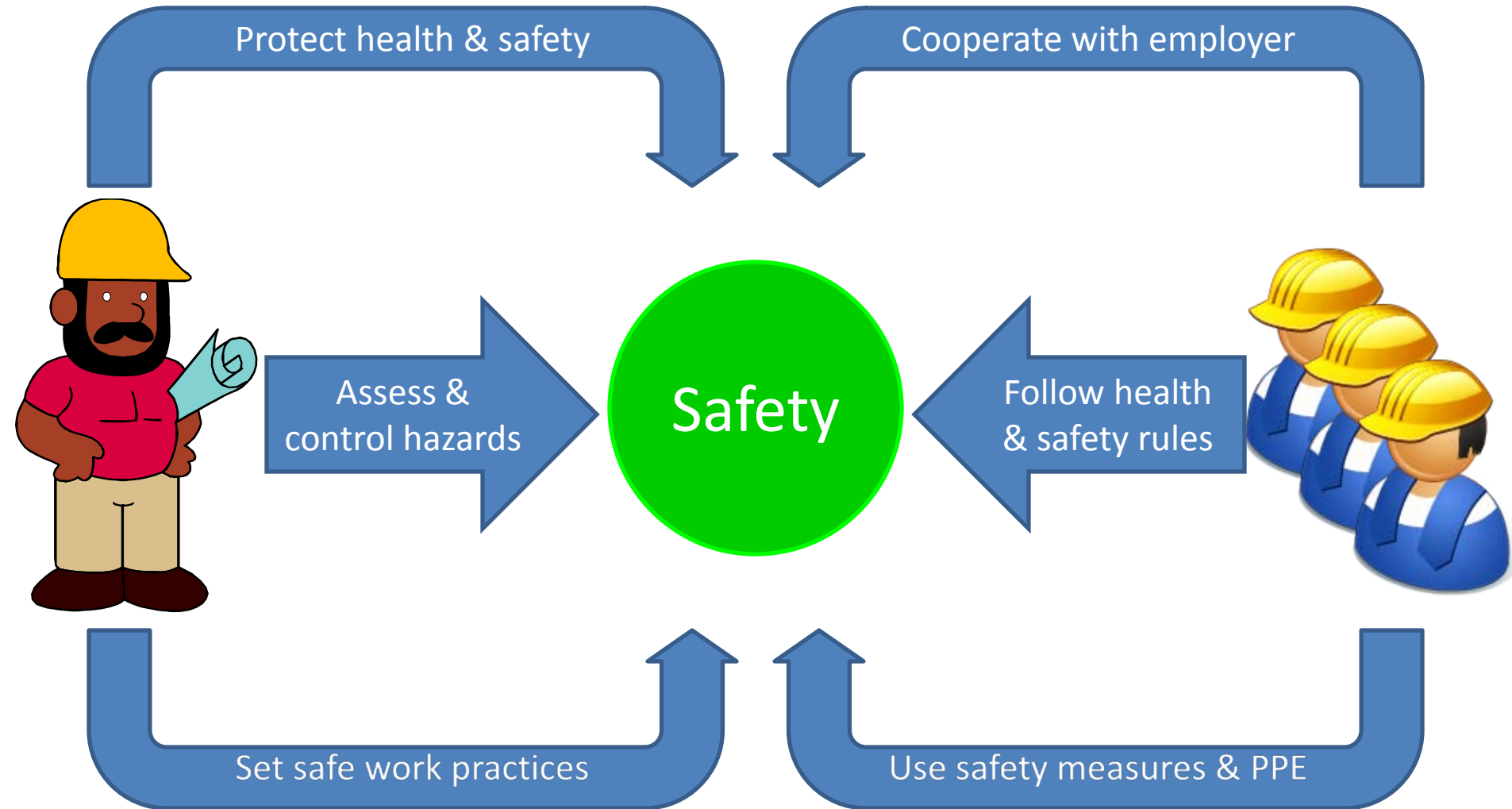
What?

- 10 – 15 multiple choice questions
- Taken from real workplace quizzes

Why?

- To learn what you will be expected to know
- As a starting point to measure what you learn in the workshop
- To indicate your reading and vocabulary skills

By **working together** employers and workers can have healthy and safe workplaces.



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Physical violence if threatened or carried out is a workplace hazard.



Workplace Rights

Jim's story

Workplace Rights

SAFE WORK PRACTICE

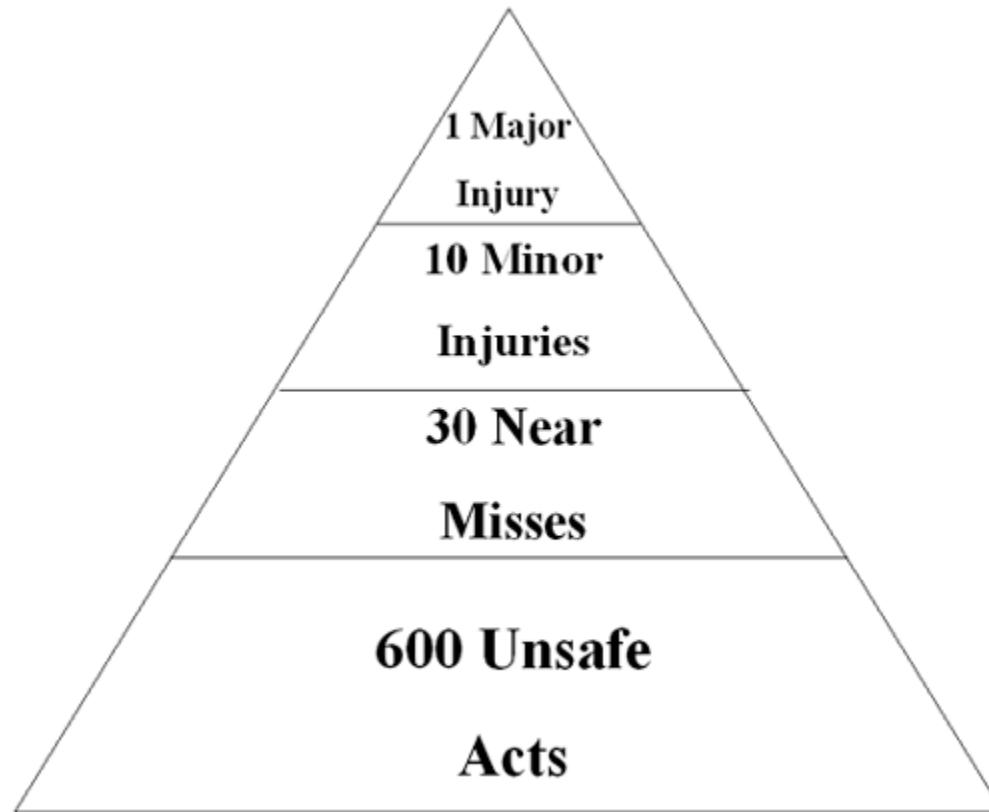
| | |
|---|--|
| TITLE | |
| GENERAL | |
| APPLICATION | |
| PROTECTIVE MECHANISMS | |
| SELECTION AND USE | |
| SUPERVISOR RESPONSIBILITY | |
| WORKER RESPONSIBILITY | |
| The Alberta Construction Safety Association | |

SAFE WORK PRACTICE

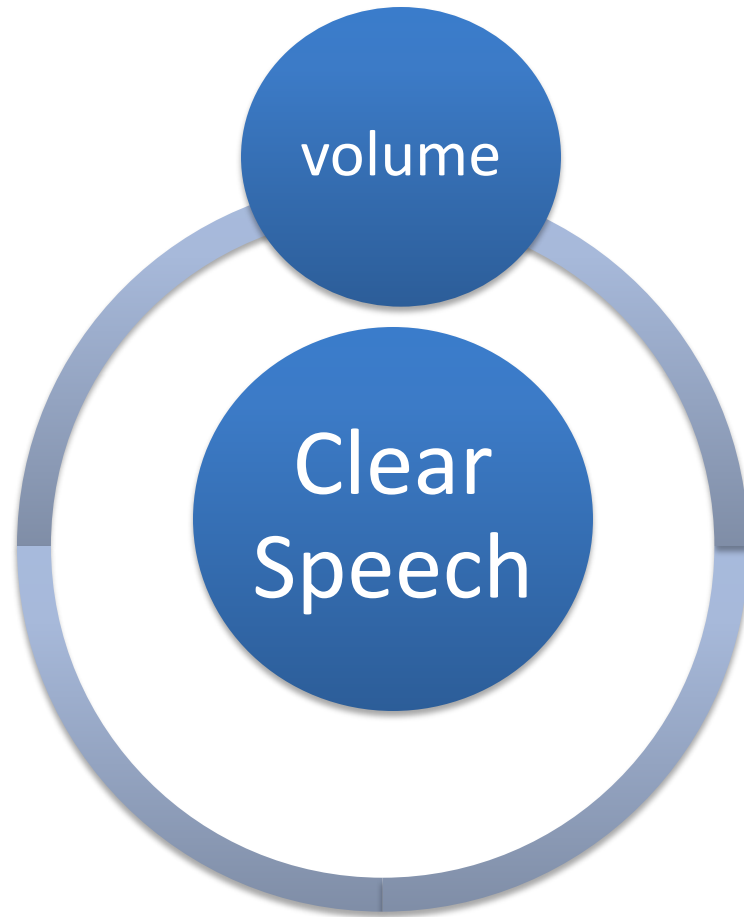
| | |
|----------------------------------|---|
| TITLE | Confined Space Entry |
| GENERAL | Protecting workers from injuries associated with working in confined spaces |
| APPLICATION | Primary function is something other than human occupancy; and – has restricted entry and exit; and may contain potential or known hazards. |
| PROTECTIVE MECHANISMS | Safe job procedure Permit system PPE Site specific entry program ERP (Emergency Response Plan) |
| SELECTION AND USE | As per job requirement and site specific entry |
| SUPERVISOR RESPONSIBILITY | To facilitate and/or provide proper instruction to their workers on protection requirements including Confined Space Entry and Emergency Egress procedures |
| WORKER RESPONSIBILITY | <ol style="list-style-type: none"> 1. Must be competent in confined space entry to identify the work procedures required to enter the confined space. 2. Ensure there is reasonable means exit from all parts of the confined space. 3. Ensure that ventilation and purging is established and allows acceptable air levels to be achieved and maintained. 4. Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system. 5. Must be trained in H2S Alive or equivalent (if required). 6. Before entry, the vessel or confined space must be tested by a competent worker wearing breathing apparatus, for oxygen content, combustible gas (L.E.L.) and hydrogen sulfide. 7. Continuous monitoring may be required of the vessel or confined space atmosphere. 8. Must be conversant with Rescue Procedures. |

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A major injury can be prevented.



Clear Speech





Words To Know

| | |
|------------------|---|
| Unsafe work | means imminent danger |
| Imminent danger | danger that can happen soon (about to happen) |
| Refuse | say no |
| Refuse work | reject or say no to doing the work |
| Remain | stay |
| Check | safety test or inspection |
| Hazard | something potentially very dangerous |
| File a complaint | report a complaint |

Words To Know

| | |
|--------------|--|
| Unsafe act | Dangerous actions |
| Near miss | Unplanned event that did NOT end in injury |
| Injuries | physical damage to body |
| Minor injury | Small damage to body |
| Major injury | Big damage to body |
| Practices | custom or habit |
| Policy | program of action |
| Procedures | correct way of doing something |

Acronyms

- **PPE** (personal protective equipment)
- **WHMIS** (workplace hazardous materials information system)
- **AWHS** (Alberta workplace health and safety)



For More Information

- Work Safe Alberta: <http://employment.alberta.ca>
- Alberta Learning Information Service: www.alis.gov.ab.ca
- English Express Special – Be Safe at Work
<http://alis.alberta.ca/pdf/cshop/engexpsafework.pdf>
- Jim's Story
<http://www.thewclc.ca/edge/issue7/HealthSafety/HealthSafetyIndex.html>