

Unit 7: Job Safety and The Law

- The Occupational Health and Safety Act (OH&S ACT) sets rules for ensuring workplace safety.
- The OH&S Act covers most occupations, workers and employers.
- Most farming operations are exempt under the OH&S Act, except for food processing; greenhouses; mushroom farms; nurseries; landscaping; sod farms; pet breeders which are covered.
- Employers must look after the safety of workers.
- It's against the law for:
 - anyone to force you to do work that you think is unsafe.
 - an employer to run an unsafe business.
 - you to work if you think there is imminent danger.
- You can't lose your job for refusing to do work you think is an imminent danger.



Unit 7: Job Safety and The Law

Fact Sheet 7

Did you know that it is against the law for anyone to force you to do work that you think is unsafe (i.e., if there is imminent danger to yourself or to other workers)?

Did you also know that it is against the law for an employer to operate an unsafe business?

Occupational Health & Safety Act

Each province in Canada has an Occupational Health and Safety (OH&S) Act.

Each OH&S Act specifies the safety standards designed to protect the health and safety of workers.

The OH&S Act includes the rights and duties of employers, workers and others with the workplace.

Key Terms

- **Employers:**
A person who hires one or more workers, or a person who works for themselves.
- **Imminent Danger:**
Any danger not normally found in the job, or a danger under which a person doing that job would not normally carry out the work.
- **Worker:**
Any person working in a job as defined by the OH&S Act.

It is important that you know the rights and responsibilities of both employers and workers.

Employers and Workers

The first step to knowing the OH&S Act is to know the meaning of the terms, “**Employers**” and “**Workers**” as defined in the OH&S Act.

An **employer** is a person who employs one or more workers, or a person who is self-employed.

A **worker** is any person working at a job.

Who is Covered by the OH&S Act?

The OH&S Act covers most workers and employers, except:

- Domestic workers, such as nannies or housekeepers
- Federal government workers
- Workers in industries regulated by the federal government (banks, national transportation companies, television and radio broadcasters)
- Farmers and other agricultural workers.

You May Be a Worker or an Employer?

The OH&S Act is important because:

- If you work for someone else, you are a worker. You need to know your rights and what can be expected of you.
- If you decide to start your own business and hire others, you are an employer.
- If you are paid for mowing lawns or painting a house, you are self-employed.

**In Alberta,
both employers and workers
are responsible for
safety in the workplace.**

What the OH&S Act Says About Employers

Section 2(1) of the OH&S Act states that every employer shall ensure, as far as it is reasonable for him/her to do so:

- a) the health and safety of workers engaged in the work of that employer, and
- b) that the workers are aware of their responsibilities and duties under this Act and the regulations.

In other words,

your employer must

look after your safety.

The OH&S Act also states that employers must:

- make sure workers are competent. In other words, they must make sure workers have the training to do their job well.
- provide safety equipment and training.
- ensure workers have personal safety equipment and that they know how to use it.
- tell workers about all safety hazards.
- make sure workers are trained to handle dangerous products.
- investigate accidents that cause serious injuries and any incidents that could cause serious injuries.

What the OH&S Act Says About Workers

Section 2(2) states that every worker shall:

- a) take reasonable care to protect his/her own health and safety as well as the other workers present while at work, and
- b) co-operate with the employer to protect the health and safety of self and other workers at the workplace.

**Each worker is responsible
for taking care of
both themselves and
other workers
in the workplace.**

The OH&S Act also states that workers must:

- use safety equipment and follow all safety procedures outlined by the employer.
- know the hazards of the job.
- make sure all equipment, including safety equipment, is working properly.
- wear personal protective equipment, when needed, and use it properly.
- be familiar with emergency equipment, know where it is and how to use it.



Refusing Unsafe Work

What do you do if you are told to do dangerous work?

Section 27(1) states, ***no worker shall:***

- a) do any work if he/she believes that there is an ***imminent danger*** to the health or safety of that worker,
- b) carry out any work if he/she believes that it will cause ***imminent danger*** to the health or safety of that worker or another worker present at the workplace, or
- c) operate any tool, appliance or equipment if he/she believes that it will cause an ***imminent danger*** to the health or safety of that worker or another worker.

IT IS
AGAINST THE LAW
FOR YOU TO WORK
IF YOU THINK
THERE IS
IMMINENT DANGER!

What is Imminent Danger?

The regulations say the *imminent danger* is any danger that is not normally found in the job, or a danger under which a person doing that job would not normally carry out his/her work.

You *must* tell your employer/supervisor right away that something is unsafe.

Section 27 (4) then states that the employer/supervisor must check your concern(s), and whenever necessary, fix the danger.

Tell your Employer

If you think that something at work is unsafe, what must you do?

Section 27(3) states that a worker who:

- b) refuses to carry out work, or
- c) refuses to operate a tool, appliance or equipment

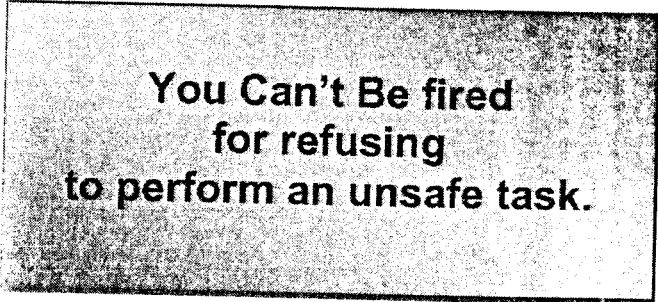
shall, as soon as possible, notify the employer at the workplace of the refusal and the reason for the refusal.

“Wait a minute!” You’re thinking, “If I tell my boss that I think a job is unsafe, I will get fired.”

Right?



WRONG!

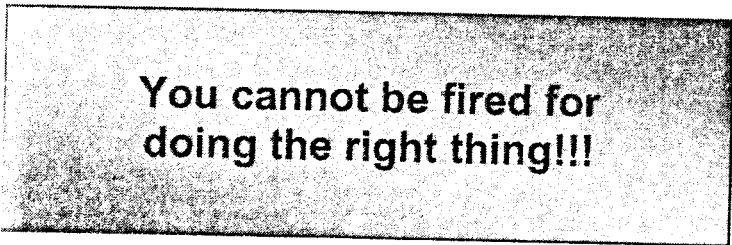


**You Can't Be fired
for refusing
to perform an unsafe task.**

The Act also has that covered!

Section 28 states:

No person shall dismiss or take any other disciplinary action against a worker because that person did what this Act told them to do.



**You cannot be fired for
doing the right thing!!!**

The Law Works For You!!!

The purpose of the OH&S Act is to protect you at work.

Always remember:

**No one
can force you
to do something at work
that you think
is unsafe.**

If you refuse to do work that you think is unsafe and are fired, the following actions may be taken:

Section 28.1 (OH&S Act)

The worker files a complaint with a Workplace Health and Safety (WHS) officer at any Alberta Employment, Immigration and Industry office.

The WHS officer will obtain the facts from the worker and conduct an investigation that includes information from the employer. If the WHS officer determines, through the investigation, that the claim is valid, a report stating what action needs to be taken by the employer is written and copies go to both the employer and the complainant.

If either party wishes, they may request a review of the investigation by the Workplace Health and Safety Council within 30 days of receiving a copy of the investigating officer's report.

The WHS Council may choose not to review the claim or they may require re-instatement of the worker and/or cessation of disciplinary action and/or payment of money equivalent to what the worker would have received if the worker had not been dismissed and/or remove reprimand from the worker's work file.

Unit 7: Job Safety and The Law

Test 7

Use **Unit 7 – Job Safety and The Law – Fact Sheet 7** and other resources. Answer the following questions:

1. What is the OH&S Act? What is the purpose of the Act?

___/2

2. The OH&S Act names two main groups of people. Who are they?

□

□

___/2

□ Name 3 groups of workers NOT covered by the OH&S Act.

1.

2.

3.

___/3

4. Can learners be employers? How?

___/3

5. You see a co-worker using a tool unsafely. What does the OH&S Act tell you to do?

___/4

6. You work for a roofing company. Your employer wants you to wear a shirt at all times and to wear long pants and steel-toed boots. Other workers like to take off their shirts and wear shorts and sneakers. Do you have to listen to your employer? Why or why not?

___/4

7. What is *imminent danger*? Give one example of imminent danger.

___/2

8. Why can't an employer fire you for refusing to do work that you think is dangerous?

___/2

9. You and two friends decide to start a lawncare company. You are the boss. You find the work and they do the lawncare. The OH&S Act makes you responsible for your workers' safety. List 4 things you should do to keep your workers safe.

___/4

10. You are working at a lumber yard. Your supervisor has asked you to use the table saw to cut some boards. You have never used a table saw. You heard some other workers saying that the blade was getting dull and that boards were being thrown by the blade while they were being cut. According to the OH&S Act:

a) Do you have to cut the board? _____

b) What should you do? _____

c) What does your employer have to do? _____

____/6

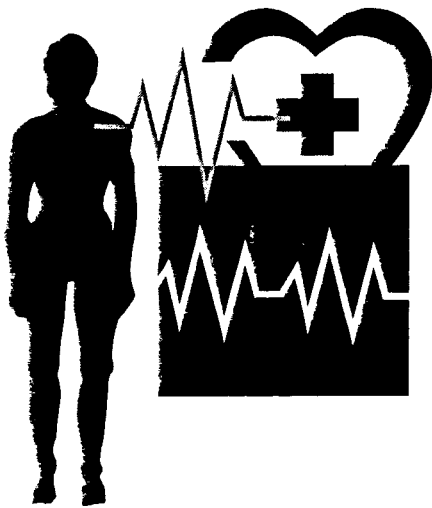
Total: Job Safety and The Law Test 7:

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Key Ideas

Fact Sheet 8: The Workers' Compensation Act

- ❑ The Workers' Compensation Act enabled the Workers' Compensation Board (WCB) to be established.
- ❑ The WCB offers no-fault insurance to employers.
- ❑ When insured by the WCB, neither the worker or the employer can sue each other.
- ❑ WCB insurance covers costs, if necessary, of medical treatments, lost wages, job re-training, pension.
- ❑ If you are injured on the job:
 - a Worker's Report of Injury form must be completed by you.
 - an Employer's Report of Injury form must be completed by your employer.
- ❑ Both forms must be sent to the WCB within 72 hours of the injury.



The WCB...
insures your health and safety

Unit 8: The Workers' Compensation Act

Fact Sheet 8

W

hat would happen if you were badly injured at work.
How would you pay special medical bills?

Who would pay your salary?

Who will pay if you need training for a new job?

If you can no longer work, can you get a pension?

Injured Workers in the Past

The industrial revolution occurred during the 19th century.

Inventions like the steam engine let industries and businesses grow very quickly.

There were many jobs in these new industries. Workers faced very poor working conditions. For the first time, workers used power-driven machinery.

Accidents were very common.

When workers were injured they received little or no help.

Many employers thought workplace injuries and deaths were not their concern.

To get help from employers, injured workers and their families had to go to court to prove the employer was at fault.

Few could afford to go to court. Many injured workers were forced to rely on public charity.

Key Terms

- **Industrial Revolution:**
A time in history when new machines were developed and used.
- **Invention:**
A new "tool" created to perform a task.
- **No-Fault Insurance:**
The blame for an injury is not placed on either the employer or the worker.

Neither the injured worker nor the employer cannot sue each other.
- **Premiums:**
Money paid each year to buy an insurance policy.

In the early 20th Century, Canadian law makers realized that workers needed to be protected.

They knew some form of pay had to be available for injured workers and for the families of workers killed on the job.

The first Workmen's Compensation Act was passed in Ontario in 1915. It gave protection to workers and employers through insurance.

Several other provinces passed their own Acts soon after.

Workers' Compensation Act

Each Canadian province has a similar Workers' Compensation Act.

**Each Act permits the setting up of a
Workers' Compensation Board (WCB);
an organization that manages
the workers' compensation insurance business
to protect employers and workers
when workplace injuries happen.**

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 does not 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 (e.g., Canada Pension Plan).
- **Exclusive jurisdiction:** Across Canada, each WCB governs, manages and decides matters related to its province's Workers' Compensation Act.

Because of the Workers' Compensation Act, employers must pay workers for work-related injuries. Most Canadian workers are protected by this law.



What Should You Do If You Are Injured At Work?

1. **Tell your employer.** Give details about the injury as soon as possible. After you report the injury, your employer has 72 hours to send an Injury Report Form to the WCB.
2. **Tell your doctor** that you were injured at work. Your doctor has 48 hours to file a report with the WCB.
3. **Tell the WCB.** Complete and send a Worker's Report of Injury form to the WCB as soon as possible. You can get these forms from your employer, doctor or the WCB.

WCB staff review the forms to see what benefits and services you may be able to receive.

If you aren't satisfied with the WCB's decision about your benefits or services, you can appeal the decision.

How does Workers' Compensation Help Workers?

WCB helps workers when they are injured on the job by providing benefits including:

▣ **Wage replacement:**

Injured workers get money to replace lost pay due to injury.

For example, disabled workers can receive up to 90 per cent of their net pay up to a maximum amount.

This benefit is based on the amount of money workers earned at the time they were injured.

▣ **Medical expenses:**

All medical costs related to the workplace accident are paid by the WCB.

▣ **Return to work planning:**

WCB case managers talk to injured workers, their employers and health care providers.

The managers then make decisions about:

- the type of work injured workers can do
- whether or not workers can return to the job they were going before being injured.

If a worker can perform the same job, the case manager arranges treatment to help the injured worker recover.

A case manager can also ask an employer if an injured worker can:

- work less hours
- perform fewer or different tasks
- return to work earlier.

▣ **Vocational services:**

If injured workers cannot return to their jobs because of their injuries, the WCB helps these workers learn other types of work.

Workers may get job search training, academic and job training.

▣ **Fatality benefits:**

If a worker dies from workplace injuries, the WCB will help pay funeral costs.

The dead worker's family will also get the money that the worker would have received if still living.

How does Workers' Compensation Work For Employers?

Most industries are required by law (Workers' Compensation Act) to have workers' compensation coverage for their workers.

Compulsory Coverage

All employers in compulsory industries must open a WCB or similar account within 15 days of employing their first worker(s).

The WCB charges employers **premiums** based on the total wages of their workers for the year and the risk of injury in their industry.

For example, forestry companies usually pay higher WCB **premiums** than engineering firms because forestry workers have a higher risk of accidents than do engineers.

Voluntary Coverage

Employers in industries not covered by the WCB Act can apply to have workers' compensation insurance protect their workers. For example, most farmers are not required to have workers' compensation coverage but may decide to provide Voluntary Coverage for workers.

Personal Coverage

Business owners (individuals, partners, and directors) are not covered automatically by the WCB for work-related injuries.

Business owners can buy workers' compensation insurance. This type of insurance is called **Personal Coverage**.

Personal Coverage gives business owners the same insurance benefits workers get when they are injured on the job.

For example, a business owner with 10 workers, covered by workers' compensation, pays premiums for 10 workers and can also choose to buy Personal Coverage for him/herself.

What Should You Do About Workers' Compensation Insurance If You Are An Employer?

1. Call the WCB to find out if you are working in an industry that is required by law to have workers' compensation insurance coverage. If so, open an account with the WCB. The WCB will determine the cost of your premiums. You must do this within 15 days of hiring your first worker.
2. If your business is not required by law to have workers' compensation insurance, you can choose Voluntary Coverage for your workers.
3. If you are a business owner, you must decide if you would like to purchase Personal Coverage for yourself.
4. If you have an account with the WCB and one of your workers is injured, write down all possible information about the accident. Complete and submit an Employer's Report of Injury form to the WCB. You must send this form to the WCB within 72 hours of becoming aware of the injury.

Unit 8: The Workers' Compensation Act

Test 8

Use **Unit 8 – The Workers' Compensation Act** – Fact Sheet 8 and other resources. Answer the following questions:

1. What benefits did injured workers receive during the Industrial Revolution? Why?

____/2

2. What do the letters WCB stand for? What does this organization do?

____/4

3. Why was the first Workmen's Compensation Act created in 1915?

____/1

4. **No-fault insurance** and **collective liability** are two basic principles of workers' compensation. Explain the meaning of each term.

No-fault insurance _____

Collective liability _____

____/4

5. Describe 3 steps workers must take if they are injured on the job.

- 1) _____
- 2) _____
- 3) _____

___/3

6. List 5 benefits injured workers can get from the WCB.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

___/5

7. What should a new employer do when starting a business?

___/1

8. Who should consider purchasing Voluntary Coverage from the WCB?

___/1

9. Who may need Personal Coverage? Why?

___/4

10. What should employers do if an worker is injured on the job?

___/2

11. You have been working for Rightway Trucking for two years. For the last three weeks you have been unloading tires at a local tire store. Near the end of a shift, you felt a sharp pain in your lower back. You finished your shift and went home to rest. The next day your back felt worse so you went to see a doctor. The doctor tells you to "take it easy for a few days" and to stay away from lifting. To protect your rights to possible benefits, what should do?

___/6

12. Follow your instructor's advice and complete each of these forms:

- a) Workers' Report of Injury Form
- b) Employers' Report of Injury Form

___/12

Do not complete

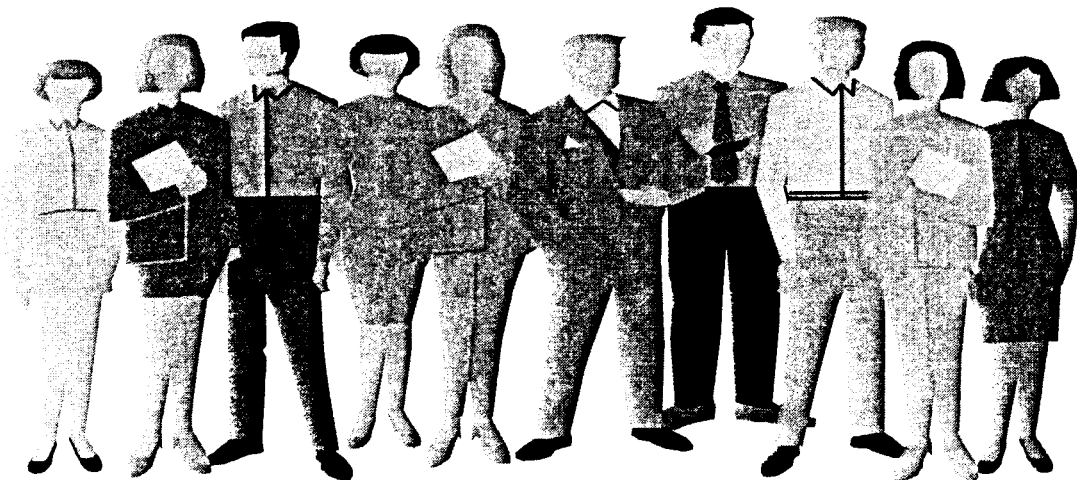
Total: The Workers' Compensation Act Test 8:

___/33

Key Ideas

Fact Sheet 9: Workplace Injuries: Are You Covered?

- ❑ A worker is anyone who works for an employer: full-time or part-time.
- ❑ People who hire others to work for them are employers.
- ❑ Self-employed people who do not hire others are not employers according to the WCB.
- ❑ Employers can be fined for not reporting a worker's injury.
- ❑ Injured workers can receive WCB benefits as long as they cannot return to work.
- ❑ A worker is still insured by the WCB if an employer does not pay the premiums.



Work together and Work safe

Unit 9: Workplace Injuries: Are You Covered?

Fact Sheet 9

To understand how workers' compensation coverage works, it is important to understand how the WCB defines the terms:

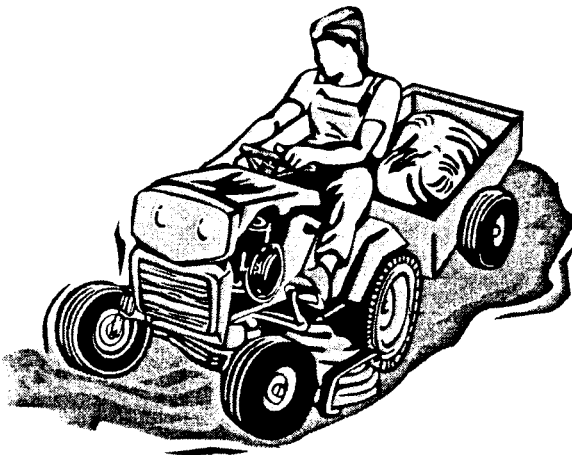
- worker
- employer
- accident.

Worker

A worker is anyone who works for an employer:

- full time
- part time
- on a temporary or casual basis
- on contract, unless they are operating under a limited company or they have their own WCB account.

Is this worker being safe?



No! This worker should be using **Personal Protective Equipment (PPE)**.
See **Optional Unit 12: Personal Protective Equipment**.

Key Terms

- **Labour Sharing:**
Two or more people sharing the same job, e.g., one works 2 days a week, the other works 3 days.
- **Voluntary Coverage:**
Insurance an employer chooses to take for workers.

The WCB does not have an age limit for coverage.

If workers are injured, they will be covered no matter what their age. The WCB also covers workers no matter how they are paid.

If wages are paid in cash, goods or labour sharing (barter) instead of by cheque or direct bank deposit, the WCB will cover workers if they can show they reported this pay to the Canada Revenue Agency in the tax year they earned it.

Employer

An employer is an individual, firm, association or company that has one or more workers in his/her or its service.

In other words, if people are working for another person or for a company, the person or company is an employer.

People who are working for themselves and hire no other workers are NOT employers. They are self-employed.

For example, if a person starts their own painting company but does not hire anyone, they are not an employer.

Under the Workers' Compensation Act, employers in some industries are required by law to provide workers' compensation coverage for their workers. This is known as **compulsory coverage**.

If employers do not pay their premiums for their workers are still covered when a workplace injury happens.

Workers do not have to suffer if their employers do not get workers' compensation insurance. All injured workers still receive benefits until they are fit to return to some type of work.

The WCB will make employers pay premiums they owe.

It is illegal for employers that must have coverage to refuse to file an injury claim with the WCB.

Employers can be fined if they tell and reward a worker to not report an injury.

Workers employed in industries that do not require coverage are NOT covered by the WCB. If workers are injured in a non-covered workplace, they will not receive benefits from the WCB unless their employers buy **Voluntary Coverage**.

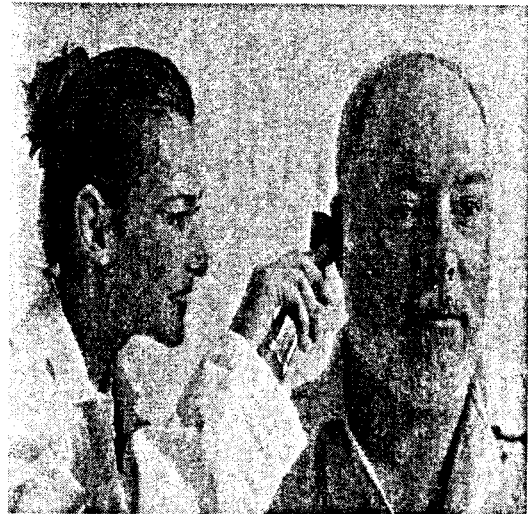
Most industries and businesses must open an account with the WCB.



For example:

- **Primary Industries:**
Forestry, mining, petroleum development, logging, oil well drilling
- **Processing and packaging:**
Light fixture assembly, meat processing, bakeries
- **Manufacturing:**
Metal work, sawmills, concrete mixing plants
- **Construction Trades:**
Oil field maintenance, water well drilling, residential construction

- **Transportation, communication and utilities:**
Trucking services, warehousing, movie theatres
- **Wholesale and retail:**
Grocery stores, clothing stores, book stores, car dealers
- **Retail trade services:**
Hardware stores, service stations, car repair shops
- **Government departments and agencies**
- **Business, personal and professional services:**
Staffing agencies, veterinary clinics, hair salons, restaurants, hotels



Businesses that do not require workers' compensation coverage include:

- Animal grooming services
- Museums
- Baby sitting services
- Banks
- Accounting services
- Domestic help
- Golf courses
- Modeling agencies
- Telemarketing
- Farming (exempt from OH&S)
- Real estate agencies
- Travel agencies
- Medical offices



To learn more about industries covered and not covered, call the WCB's Contact Centre at (780) 498-3999 or email contactcentre@wcb.ab.ca

Accident

Under the Workers' Compensation Act, an accident is defined as an incident injury caused by:

- Physical or natural causes (e.g., a logger is killed by lightning)
- Willful and intentional acts by someone other than the worker (e.g., a worker pulls a chair out from under a co-worker on purpose)
- Disablement (e.g., a worker has a seizure on the job and injures his/her head)
- Conditions caused by occupational diseases (e.g., health care worker is pricked by a dirty needle)

The WCB considers these definitions to determine whether workers will be able to receive benefits when they are injured and to help employers decide what type of workers' compensation coverage is needed.

Unit 9: Workplace Injuries: Are You Covered?

Test 9

Use Unit 9 – Workplace Injuries: Are You Covered? – Fact Sheet 9 and other resources. Answer the following questions:

1. Define the terms:

□ worker _____

□ employer _____

□ accident _____

____/3

2. Do workers have to be a certain age to be covered by workers' compensation insurance?

____/1

3. Are workers covered by workers' compensation insurance if they are paid in cash, work for goods, or share labour in exchange for another person's labour?

____/1

4. Which of the following businesses do **NOT** require WCB coverage under OH&S legislation? (Circle the correct answers)

Babysitting

Medical offices

Service stations

Modeling agencies

Bakeries

Oil field maintenance

Farming operations

Grocery stores

Banks

Veterinary services

____/5

5. A company that must have WCB insurance does not open an account and make any payments. Are injured workers of that employer covered? Why or Why not?

___/2

6. Read the following two case studies and answer the questions.

- a) You are a learner. During the summer, you work for your father who owns a cabinet-making factory. You are paid \$700 per week in cash. On July 15th the saw guide jams. Your right index finger is cut off. It takes two operations to put your finger back. As a result, you spend the rest of the summer in the hospital.

Are you covered for workers' compensation insurance? Why or why not?

___/3

- b) You work part time (20 hours a week) at McDougall's Burgers. While cleaning the grill, you touch it with your left wrist and get a severe burn. Your boss pays you for the time you miss from work and offers you a \$1.00 an hour raise if you don't report the injury to the Workers' Compensation Board.

Is this the right thing to do? Why or why not?

___/3

7. Read each case study below. Each case study is about learners becoming employers. For each one, circle "Yes" if WCB coverage is required and "No" if it is not required. Explain why it is or is not required.

a) You are a college learner starting your own painting business for the summer. Twenty of your friends are looking for jobs. You hire them at \$10.00 per hour. Homeowners are your customers.

_____ Yes _____ No _____

____/3

b) You are short of money. You have lawn equipment, such as a lawn mower, hedge trimmer, and a weed eater. You decide to go into business. Using your computer, you make a flyer advertising your business. You deliver the flyers to local homes. Soon, you are very busy. You charge between \$10.00 and \$20.00 per lawn.

_____ Yes _____ No _____

____/3

c) You own a 1979 truck and advertise in the local newspaper that you are willing to haul garbage to the dump. Your first job is to haul old beds from the Goodwill Hospital. Since the job would be too difficult to do on your own, you get your brother to help. You are not paying your brother any wages.

_____ Yes _____ No _____

____/3

d) You are enrolled in business education courses and start a temporary service to help businesses with staff on summer holidays. You hire several people and offer: receptionist, typist, filing clerk, and other office services.

_____ Yes _____ No _____

____/3

e) You and your friend offer babysitting services in your house during the summer months and on weekends. You baby-sit four to six children. You and your friend share the money at the end of each week.

_____ Yes _____ No _____

____/3

____/33

Total: Workplace Injuries: Are You Covered Test 9:

Key Ideas

Fact Sheet 10: Employment Standards Code and Regulations

(The following information has been accessed and modified from <http://employment.alberta.ca/SFW/996.html>)

- Employment Standards identify the minimum standards of employment for adults, adolescents and young persons.
 - An adult is anyone over the age of 18 years.
 - A young person is anyone aged 15 – 17 years.
 - An adolescent is anyone aged 12 – 14 years.
- Know the minimum wage for each age group.
- Know their rights to holidays, holiday pay, and leave.
- Jobs in construction, heavy lifting occupations and working with moving equipment are not considered appropriate for adolescents.
- Persons under 16 years of age cannot be employed during normal school hours.



Unit 10: Employment Standards Code and Regulations

Fact Sheet 10

Employment standards define minimum standards of employment for employers and workers in the workplace.

In Alberta, our employment standards are contained in the *Employment Standards Code* and the *Employment Standards Regulation*. Through these laws, minimum standards of employment have been established.

Workers under age 18 and their employers share rights and responsibilities under Alberta's employment standards and occupational health and safety laws.



Minimum standards such as general holidays, vacations, minimum wage and termination apply to all workers regardless of age. There are some restrictions placed on workers under 18 years old.

Under the legislation, **Adolescents** are persons aged 12, 13, and 14.

Under the legislation, **Young Persons** are those aged 15, 16 or 17.

Persons 18 years or older are classified as Adults.

Where legislated standards do not fit the unique circumstances of a workplace, it may be necessary to obtain a permit for a variation or relief from a standard.

Key Terms

- ▣ **Employment Standards:**
Minimum standards of employment for employers and workers in the workplace.
- ▣ **Adolescents:**
Persons aged 12, 13, 14
- ▣ **Young Persons:**
Persons aged 15, 16 or 17
- ▣ **Adults:**
Persons 18 or older

Employment Standards Guide

(The information below has been accessed from

http://employment.alberta.ca/documents/WRR/WRR-ES-PUB_ESGuide.pdf)

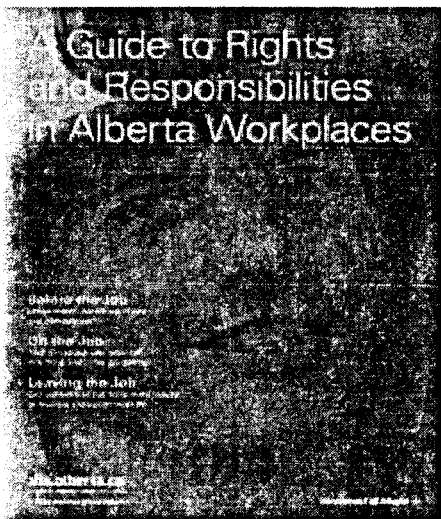
The Employment Standards Code can be accessed at the following website:

http://www.qp.alberta.ca/574.cfm?page=E09.cfm&leg_type=Acts&isbncln=9780779725663

Alberta Standards Regulation may be accessed at the following website:

http://www.qp.alberta.ca/574.cfm?page=1997_014.cfm&leg_type=Regs&isbncln=9780779733927

Alberta's Employment Standards Code sets out the minimum standards that apply to workers and employers under provincial jurisdiction.



The Employment Standards guide was prepared to highlight key employment standards.

Minimum Wages (as of August, 2010)

- The general minimum wage is \$8.80 per hour.
- For certain salespersons the minimum wage is \$352.00 per week.

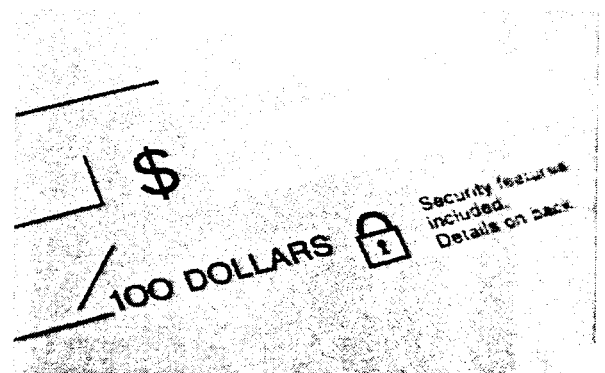
- An adolescent (12, 13 or 14 years old) employed on a day when required to attend school, part-time workers in certain non-profit recreation or athletic programs, and school bus drivers are entitled to not less than 2 hours pay at the minimum wage if they are employed for less than 2 hours.

All other workers are entitled to not less than 3 hours at the minimum wage if they are employed for less than 3 hours and they are available to work for the full 3 hours.

- A deduction for a meal or lodging cannot reduce the minimum wage by more than the following amounts:
\$2.89 per meal consumed and \$3.82 per day of lodging.

Payment of Earnings

Workers must be paid not later than 10 days after the end of each pay period.



When employment ends:

1. If the employer terminates an worker's employment:

- a) with notice and/or pay in lieu of notice - pay is due not later than 3 days after the last day of work;
- b) and no termination notice is required to be given - pay is due not later than 10 days after the last day of work.

2. If the worker terminates their own employment:

- a) by giving a termination notice - pay is due not later than 3 days after the last day of work;
- b) and no termination notice is required to be given - pay is due not later than 10 days after the last day of work;
- c) and fails to give the required termination notice - pay is due not later than 10 days after the date on which the notice would have expired had it been given.

Statement of Earnings and Deductions

Workers must receive a detailed written statement of earnings and deductions for their retention each pay period. An employer may deduct from a worker's earnings amounts permitted by an Act, regulation, judgment, order of a court or amounts personally authorized in writing by a worker.

No deduction can be made from a worker's earnings for

- (i) faulty workmanship, or
- (ii) cash shortages or loss of property if anyone other than the worker had access to the cash or property.



Hours of Work

Hours of work must be within a period of 12 consecutive hours in any one day. An exception to this requirement exists for workers in the geophysical exploration and oil well servicing industries.

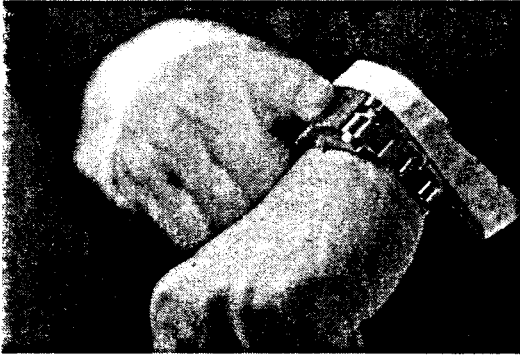
Hours of Rest



An employer must provide at least one day of rest in each week. Rest days may be accumulated for up to 4 weeks and given as consecutive days off within this 4 week period.

Workers must receive a 1/2 hour rest period, paid or unpaid, during each shift in excess of 5 consecutive hours of work. Some exceptions apply.

Overtime and Overtime Pay



In each week, hours worked in excess of 8 per day must be totaled and the number of hours worked in excess of 44 must be calculated. The greater of the two numbers is the number of hours to be paid at the overtime rate.

An employer must pay a worker overtime pay of at least 1.5 times the worker's wage rate for overtime hours.

Note: Some exceptions apply. Refer to the Employment Standards Regulation.

Overtime Agreements

Workers and employers may enter into a written overtime agreement. With an agreement, instead of overtime pay, workers receive time off with regular pay equal to the number of overtime hours worked.

Vacations and Vacation Pay

Workers are entitled to a minimum of 2 weeks' vacation with pay after 1 year of employment and 3 weeks' vacation with pay after 5 years of employment with an employer.

Monthly paid workers are entitled to vacation pay based on their current salary. Workers paid other than by the month are entitled to 4% of their regular wages for vacation pay. After 5 years this increases to 6%.

Workers employed less than 1 year receive 4% of their regular wages for vacation pay on termination of employment. Vacation pay may be paid at any time, but not later than the next scheduled pay day after the worker starts vacation.

On written request of a worker, the employer may grant a worker's annual vacation in periods of not less than 1 day. The employer has final say over the time when the annual vacation is to be taken. Workers in the construction or brush clearing industries are subject to different rules.

For more information contact:
Alberta Employment and Immigration,
Employment Standards.



General Holidays and General Holiday Pay

In Alberta the following are general holidays:

- New Year's Day;
- Alberta Family Day;
- Good Friday;
- Victoria Day;
- Canada Day;
- Labour Day;
- Thanksgiving Day;
- Remembrance Day;
- Christmas Day; and
- any other day designated as a general holiday by the employer.

Workers who have worked for an employer 30 days in the 12 month period before the holiday are entitled to general holidays and general holiday pay.

If a worker works an irregular schedule and there is doubt about whether a general holiday falls on a day that would normally have been a work day, review the 9-week period preceding the work week in which the general holiday occurs. If the worker worked on the same day of the week as the day that the general holiday falls in at least 5 of the 9 weeks, the general holiday is to be considered a day that would normally have been a work day for the worker.

When the holiday falls on a regular work day and the worker is not required to work, the worker will receive a regular day's pay. If workers are required to work on the holiday and the holiday is a normal day of work, they must receive 1.5 times their regular rate of wages for each hour worked in addition to receiving a regular day's pay.

Alternatively, they may be paid their regular rate for each hour worked on the holiday and receive another regular working day off with pay. If a worker is on a regular day off and is required to work on the holiday, the worker will receive 1.5 times the regular rate of pay for all hours worked.

If a general holiday falls during an worker's annual vacation, the employer must extend the worker's vacation by one day with pay. Alternatively, by agreement, the employer must provide an additional day off with pay before the worker's next annual vacation.

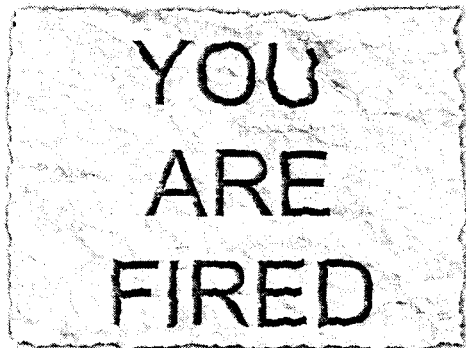
Workers in the construction or brush clearing industries are subject to different rules.



Termination of Employment

Workers wishing to terminate their employment must give the employer a written termination notice of at least:

- 1 week, if employed more than 3 months but less than 2 years
- 2 weeks, if employed 2 years or more.



Employers wishing to terminate the employment of a worker must give the worker a written termination notice of at least:

- 1 week, if employed more than 3 months but less than 2 years
- 2 weeks, if employed 2 years but less than 4 years
- 4 weeks, if employed 4 years but less than 6 years
- 5 weeks, if employed 6 years but less than 8 years
- 6 weeks, if employed 8 years but less than 10 years
- 8 weeks, if employed over 10 years, OR the wages the worker would have earned for the applicable period of notice, OR a combination of written notice and the wages the worker would have earned for the applicable period of notice. Some exceptions apply.

Note: Employers and workers are not required to provide notice if the worker is employed for 3 months or less.

Maternity and Parental Leave

The Employment Standards Code provides mothers, fathers and adoptive with parental leave. In addition, birth mothers are eligible for maternity leave.



Eligibility Requirements

Workers must have 52 weeks of continuous employment with their employer to be eligible for maternity or parental leave. This applies both to full and part-time employment.

If a pregnant worker has less than 52 consecutive weeks of employment, and is therefore not entitled to maternity leave, an employer cannot arbitrarily lay her off, terminate her employment, or require her to resign because of pregnancy or child birth.

Under human rights law, employers are required to accommodate the health-related consequences of a worker's pregnancy and childbirth up to the point of undue hardship, regardless of how long she has worked for the employer. Contact the Alberta Human Rights and Citizenship Commission for further information on these rights and responsibilities.

Length of Leave

- Birth mothers can take up to 52 weeks of unpaid, job-protected leave from employment, made up of 15 weeks of maternity leave and 37 weeks of parental leave.
- Fathers and adoptive parents are eligible for 37 weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave when they adopt a child under the age of 18.

If both parents are workers, the 37 weeks of parental leave may be taken entirely by one of the parents, or can be shared between the mother and father. If the leave is to be shared, the employer must be notified.

Notice Requirements

- Workers must give their employers at least six weeks' written notice to start maternity or parental leave.
- Workers must provide at least four weeks' written notice to return to work or to change the date they will be returning to work. This notice must be provided at least four weeks before the end of the leave to which workers are entitled.
- If a worker fails to provide the required notice or fails to report to work the day after the leave ends, the employer does not have to reinstate the worker unless the failure to notify the employer is due to unforeseen or unpreventable circumstances.

Employment of Adolescents and Young Persons

Adolescents are 12, 13 and 14 years old.

They may be employed to:

- make deliveries for a retail store,
- deliver newspapers or flyers,
- be a clerk in an office or retail store, or
- perform some jobs in the restaurant and food services industry, if the employment is not injurious to the adolescent's life, health, education or welfare.



The parent or guardian of any adolescent must agree to the employment and provide written consent to the employer.

Adolescents can only work 2 hours on a school day and a maximum of 8 hours on a non-school day.

They cannot work between the hours of 9:00 pm and 6:00 am.

Young persons are 15, 16 and 17 years old.

They must work with one or more adults between 9:00 pm and midnight and cannot be employed between midnight and 6:00 am at, or in connection with:

- any retail store selling food or beverages or any other merchandise,
- a retail business selling gasoline or other petroleum products, or
- a motel, hotel, inn, etc.

Young persons can be employed in any other business between midnight and 6:00 am but must be in the continuous presence of one or more adults and the employer must have the written permission of the young person's parent or guardian.

Alberta's Employment Standards Frequently asked Questions

(The information below was accessed and modified from
<http://www.employment.alberta.ca/SFW/1476.html>)

Questions	Answers
How old must a person be to work?	Workers ages 15, 16 and 17 are allowed to work in any jobs. These workers are called young persons in the legislation. Workers ages 12, 13 or 14 are allowed to work in approved jobs. These workers are called adolescents in the legislation.
Do workers under age 18 have the same rights as other workers?	Yes, workers under age 18 have the same rights and the same responsibilities as adult workers. They are entitled to vacation pay, overtime, minimum wage, general holiday pay and all other rights under the <i>Employment Standards Code</i> and <i>Employment Standards Regulation</i> .
Why do workers under age 18 need to know about their rights and responsibilities at work?	<p>All employers and workers need to know their rights and obligations before they agree to an employment arrangement. Young people can be vulnerable in a new job and knowing their rights stops them from being taken advantage of in the workplace.</p> <p>Employers have certain responsibilities, but employment agreements also put responsibilities on workers. The legislation protects workers and it also protects employers when workers do not meet their obligations. Coming to work when scheduled, following instructions at work and giving proper notice to end a job are all worker obligations.</p>
Can people under age 18 be employed during normal school hours?	People under 16 years old are required to attend school and may not be employed during normal school hours, unless they are enrolled in an off-campus education program provided under the School Act.
Are there restrictions on where and when young persons (ages 15 to 17) can work?	<p>Young persons may work at any type of job, but if they are employed at:</p> <ul style="list-style-type: none"> • any retail business selling food or beverages, whether alcoholic or not, • any retail business selling any other commodities, goods, wares or merchandise, • any retail business selling gasoline, diesel fuel, propane or any other product of petroleum or natural gas, or any hotel, motel or other place that provides overnight accommodation to the public, they must be in the continuous presence of at least one individual aged 18 or older between 9:00 p.m. and 12:01 a.m. <p>Young people are not allowed to work at all in these businesses between 12:01 a.m. and 6:00 a.m.</p> <p>If a young person is working in a business that is not listed above, they may only work between 12:01 a.m. and 6:00 a.m. if:</p> <ul style="list-style-type: none"> • Their parent/guardian provides written consent to the employment, and • The young person is in the continuous presence of at least one other individual 18 years old or older.
Where can adolescents (ages 12 to 14) work?	<p>Adolescents may work in the following approved jobs:</p> <ul style="list-style-type: none"> • Delivery person for flyers, newspapers and handbills • Delivery person for small goods and merchandise for a retail store • Clerk or messenger in an office • Clerk in a retail store • Certain jobs in the restaurant and food services industry (there are specific restrictions for these jobs)

<p>What about jobs not on the approved list?</p>	<p>If a proposed job is not on the approved list the adolescent must have a permit before they can begin work. The employer, worker and the worker's parent or guardian may jointly apply for a permit from Employment Standards.</p> <p>The employer must obtain the parent or guardian's written consent to the employment before the adolescent may begin work. The employer must make sure the employment is not, or is not likely to be, harmful to the life, health, education or welfare of the adolescent.</p>
<p>Are there restrictions on when adolescents can work?</p>	<p>Adolescents may not work:</p> <ul style="list-style-type: none"> • More than two hours on a school day • More than eight hours on a non-school day • Between 9:00 p.m. and 6:00 a.m.
<p>What are the restrictions on employing adolescents in the restaurant and food service industry?</p>	<p>Adolescents may only perform the following duties in a restaurant or food service business: host/hostess duties, cashier duties, dish washing, bussing tables, waiting tables, providing customer service, assembling orders or cleaning. Adolescents may not use deep fryers, grills, sharp knives, or slicers.</p> <p>They may not work in areas where this equipment is in operation or where smoking is allowed. The employer must make sure adolescent workers are in the continuous presence of another worker aged 18 or over.</p> <p>The Safety Checklist for Adolescent Workers in Restaurant or Food Services has to be completed and signed by the employer, worker and the parent or guardian. A copy of the form must be kept at the worksite and another copy must be submitted to Employment Standards.</p>
<p>Why do some jobs require an employment permit?</p>	<p>The permit system gives parents or guardians, employers, and Employment Standards a chance to investigate if the employment could harm the life, health, education or well-being of the adolescent, before the employment starts.</p>
<p>What types of jobs are usually considered potentially harmful to adolescents?</p>	<ul style="list-style-type: none"> • Jobs in the construction industry • Jobs requiring heavy lifting • Jobs working with or near moving vehicles and equipment (including forklifts), • Jobs working with potentially hazardous equipment, such as pneumatic drills, conveyors for bulk materials, hand grinders, welding equipment, hammers, blowtorches, deep fryers, grills, slicers, or sharp knives, etc. <p>Historically, permits have not been granted for these types of jobs.</p>
<p>How do I apply for a permit to employ an adolescent?</p>	<p>Complete and submit an Application for a Permit to Employ an Adolescent. The application requires information from the applicant, the parent or guardian, and the employer. The application will be reviewed and a response will be sent to both the employer and the worker. The adolescent may not begin work unless the application is approved and a permit is received. The permit may include conditions such as always working with an adult, or receiving specific training.</p>
<p>What happens to the permit if the job changes?</p>	<p>The permit specifies the job duties the adolescent worker is allowed to do. In some cases, job duties may change after the employment begins. The employer must call Employment Standards to update the information on the permit.</p> <p>Because permits are approved for a specific job with a specific employer, workers looking for a new job with a new employer must apply for a new permit, even if the job tasks and hours will be the same.</p>

Unit 10: Employment Standards Code and Regulations

Test 10

Use **Unit 10 – Employment Standards Code and Regulations – Fact Sheet 10** and other resources. Answer the following questions:

1. Describe the purpose of the Employment Standards Code and Regulations.

____/4

2. List 3 key items found in the Employment Standards Code and Regulations.

____/3

3. List the number of hours a 12-14 year old can work on:

- a) A school day _____
- b) A non-school day _____

____/2

4. List 3 types of work considered potentially harmful to adolescents.

____/3

5. Complete the following sentences:

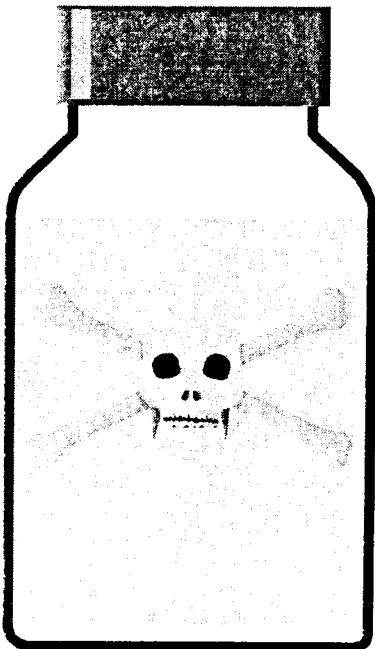
- a) "Young persons" are those aged _____ to _____.
- b) "Young persons" are allowed to work _____ types of jobs.
- c) "Young persons" have the _____ rights as adult workers.
- d) An adult is any person _____ years of age or older.

____/2
____/2
____/1
____/1

Key Ideas

Fact Sheet 11: Hazardous Materials (WHMIS)

- WHMIS stands for the Workplace Hazardous Materials Information System.
- Every Canadian province has WHMIS legislation.
- WHMIS protects workers from materials, if not properly handled, that can cause harm, injury or death.
- WHMIS consists of:
 - Labels.
 - Material Safety Data Sheets (MSDS).
 - Education and training in handling hazardous/controlled materials.



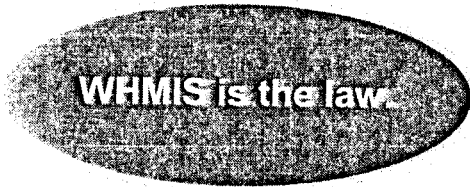
WHMIS...
works as well as you do!!

Unit 11: Hazardous Materials (WHMIS)

Fact Sheet 11

WHMIS stands for the Workplace Hazardous Materials Information System.

WHMIS is a Canadian hazard information system. It was started to help workers know about hazardous materials and to help them use and handle these materials safely.



Key Terms

- **Assessed:**
Make a judgment: see what something is made of.
- **Controlled Product:**
A material that is harmful.
- **Hazardous Material:**
A product that could be dangerous to people, animals, and/or the environment.
- **Ingredients:**
What something is made of.
- **Legislation:**
Laws, regulations, policies.

Every province in Canada has a WHMIS.

WHMIS is similar to the information provided on food products.

For example, food packages list:

- Supplier (name brand),
- Ingredients of the product,
- Provide information on how to cook or use the product.

In WHMIS, containers of hazardous material must:

- Identify the supplier,
- List the hazardous **ingredients**,
- Provide information on how to use the material safely.

WHMIS provides very detailed information about each **Controlled Product**.

Controlled Products

In WHMIS, products are first **assessed** to see if they are hazardous and to identify the type of hazard posed by the product.

If a product is hazardous, it is called a **“controlled product”** and must become part of the WHMIS.

There are six classes of controlled products:

- A: compressed gas
- B: flammable and combustible material (things that can and will burn)
- C: oxidizing material (releases oxygen that helps other materials burn)
- D: poisonous and infectious (bacteria, viruses) material
- E: corrosive material
- F: dangerously reactive material

Symbols for Controlled Products:

A: Compressed Gas



B: Flammable and Combustible Material



Division 1	Flammable Gas
Division 2	Flammable Liquid
Division 3	Combustible Liquid
Division 4	Flammable Solid
Division 5	Flammable Aerosol
Division 6	Reactive Flammable Material

C: Oxidizing Material



D: Poisonous and Infectious

Division 1
Materials Causing Immediate and Serious Toxic Effects



Division 2
Materials Causing Other Toxic Effects



Division 3
Biohazardous Infectious Materials




E: Corrosive Material



F: Dangerously Reactive Material





Workplace
Hazardous Materials
Information System

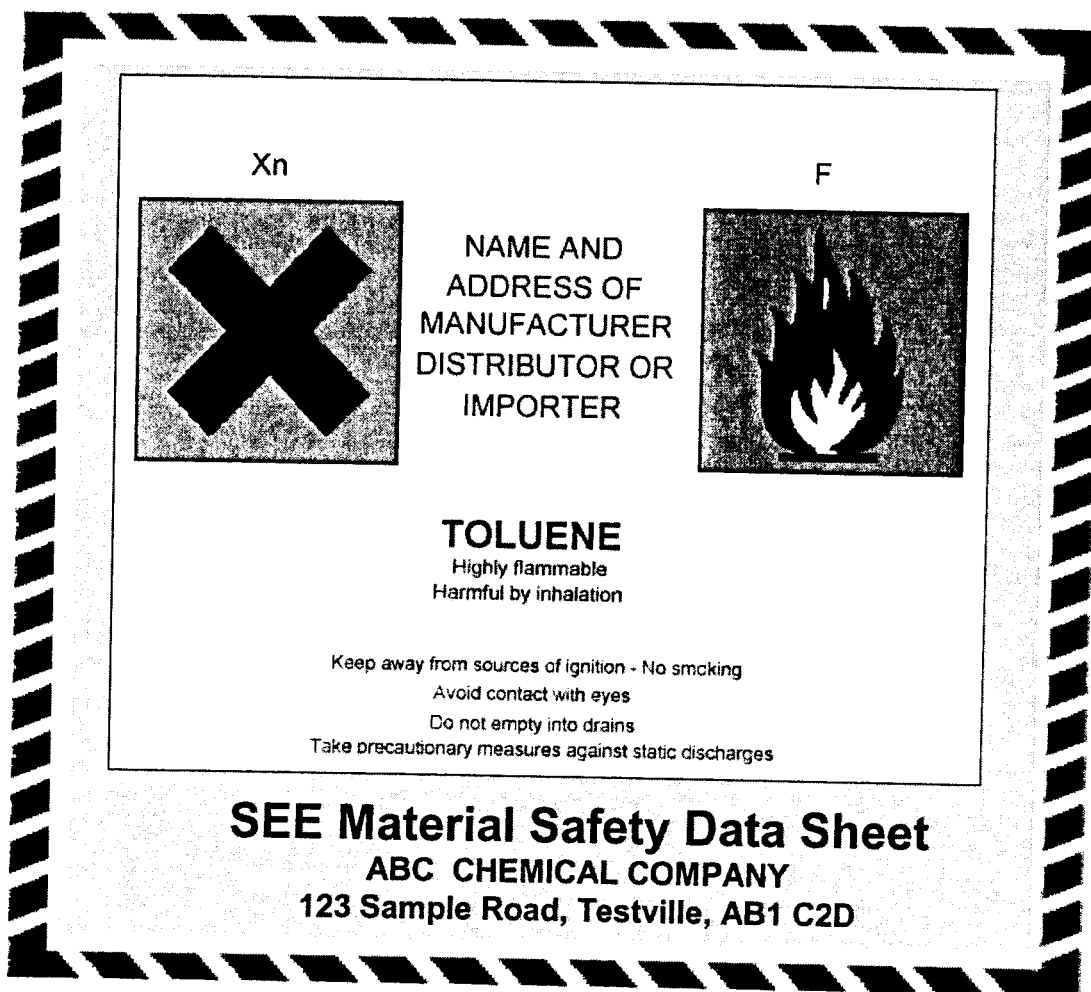
WHMIS has three major parts:

- ▣ labels
- ▣ Materials Safety Data Sheets (MSDS),
- ▣ Worker education and training

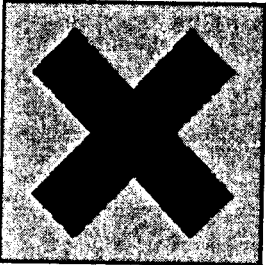
Labels

WHMIS labels provide information a worker needs to handle a product safely. There are two types of labels: **supplier labels** and **worksite labels**.

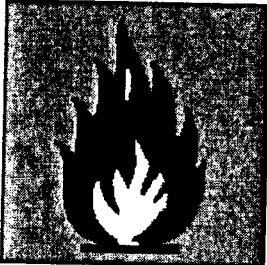
Supplier labels are put on controlled products by the suppliers of hazardous materials. They, like the label below, are easy to recognize because they have a slash-marked border.



Xn



F



NAME AND
ADDRESS OF
MANUFACTURER
DISTRIBUTOR OR
IMPORTER

TOLUENE
Highly flammable
Harmful by inhalation

Keep away from sources of ignition - No smoking
Avoid contact with eyes
Do not empty into drains
Take precautionary measures against static discharges

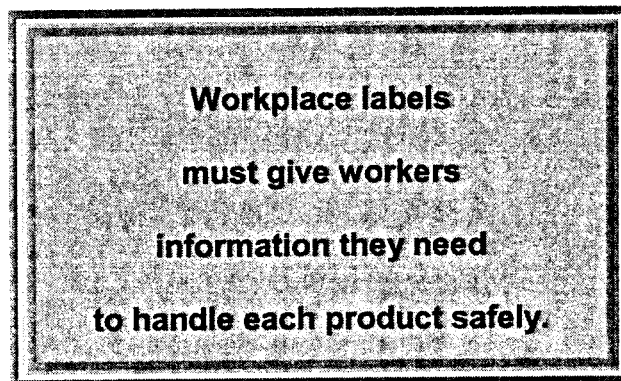
SEE Material Safety Data Sheet
ABC CHEMICAL COMPANY
123 Sample Road, Testville, AB1 C2D

There are seven pieces of information on supplier labels:

- Product name
- Supplier name
- Hazard symbols
- Risk information
- Precautionary measures
- First aid treatment
- Reference to the MSDS

Workplace labels are used only by employers and workers.

Workplace labels must be placed on containers that hold controlled products.



There is no standard form for workplace labels but each label **must** provide the following information:

-
- **Product name**
 - **Information for the safe use of the product**
 - **Reference to the MSDS**

As an example

**TOLU-SOLV
All Purpose Cleaner**

Flammable: Keep away from all sources of heat, sparks and open flame.
Toxic: When handling, use organic vapour respirator, goggles and neoprene gloves.

See MSDS for further information.

Material Safety Data Sheet (MSDS)

A MSDS provides more detailed and more technical information than found on WHMIS labels.

A MSDS must be completed for each controlled product at the workplace.

Each MSDS must be kept in a place that is both known to workers and easy to access.

An MSDS should include the following information:

- **Product information** – names the product, supplier, and the manufacturer's address and phone number
- **Description and ingredients** – provides a description, lists the ingredients in the controlled product, and provides information about exposure limits
- **Physical data** – details information about the controlled product
- **Fire or explosion hazard** – identifies if the controlled product is flammable or explosive
- **Reactivity data** – lists other products that the controlled substance can react with
- **Health data** – identifies how the controlled product can enter the body and how it affects the body
- **First Aid measures** – identifies the First Aid treatment required if a worker comes in contact with the controlled product
- **Preventive measures** – identifies what workers must do to ensure they do not come in contact with the controlled product (e.g., types of personal protective equipment to be used)
- **Preparation data** – identifies when the MSDS was prepared and the person who prepared it.

An outline of a MSDS is shown on the next 2 pages.

MATERIAL SAFETY DATA SHEET

SECTION 1: PRODUCT INFORMATION

Product Identifier:
Product Code:
Manufacturer's Name and Address:
 Business No.:
 Emergency No.:
Supplier's Name and Address:
 Business No.:
 Emergency No.:
Product Use:

SECTION 2: HAZARDOUS INGREDIENTS

Ingredients:
CAS #:
LC50 (species and route):
LD50 (species and route):

SECTION 3: PHYSICAL DATA

Physical State (gas, liquid or solid):
Odour and Appearance:
Odour Threshold:
Specific Gravity:
Vapour Pressure:
Vapour Density:
Evaporation Rate:
Boiling Point:
Freezing/Melting Point:
pH:
Coefficient of Oil/Water Distribution:
 May also include other properties, e.g. Solubility in water:
Specific Gravity:

SECTION 4: FIRE AND EXPLOSION HAZARD

Conditions of Flammability:
Flash Point and Method of Determination:
Lower Flammable (Explosive) Limit (LFL/LEL):
Upper Flammable (Explosive) Limit (UFL/UEL):
Auto-ignition Temperature:
Means of Extinction:
Hazardous Combustion Products:
Explosion Data - Sensitivity to Mechanical Impact:
Explosion Data - Sensitivity to Static Discharge:

SECTION 5: REACTIVITY DATA

Unstable: [] yes [] no
 If unstable, under which conditions?
Incompatible Materials:
Conditions of Reactivity:
Hazardous Decomposition Products:

SECTION 6: TOXICOLOGICAL PROPERTIES / HEALTH HAZARD DATA

Routes of Entry/Exposure:

- Skin Contact
- Skin Absorption
- Eye Contact
- Inhalation
- Ingestion

LD50:

LC50:

Effects of Acute Exposure to Product:

Effects of Chronic Exposure to Product:

Exposure Limits:

Irritancy of Product:

Sensitization to Product:

Carcinogenicity:

Reproductive Toxicity:

Teratogenicity:

Mutagenicity:

Names of Toxicologically Synergistic Materials:

SECTION 7: FIRST AID MEASURES

Inhalation:

Skin:

Eyes:

Ingestion:

SECTION 8: PREVENTIVE MEASURES

Engineering Controls:

Personal Protective Equipment:

Protective Clothing:

Eye Protection:

Respiratory Protection:

Storage Requirements:

Handling Procedures and Equipment:

Leak/Spill Clean-up:

Waste Disposal:

Special Shipping Information:

SECTION 9: PREPARATION INFORMATION

Prepared by (Person, Group, Department, etc.)

Phone #:

Preparation Date:

Worker Education

Worker education and training are very important parts of the WHMIS. Workers must learn how to identify hazardous materials and be competent to handle them safely

WHMIS worker education and training includes:

- Checking the workplace for hazardous materials
- Recognizing and understanding WHMIS labels
- Recognizing and understanding labels used at the workplace
- Reading and understanding Material Safety Data Sheets (MSDS) used at the workplace
- Handling, storing and disposing of controlled products
- Handling controlled product emergencies.

Every employer must provide new workers with WHMIS training specific to the controlled products handled, used and/or stored in their workplace.

A WHMIS “credential” issued by another employer or “earned online” is not valid when the worker changes employers.

The new employer must provide site-specific WHMIS education and training.

Unit 11: Hazardous Materials (WHMIS)

Test 11

Use **Unit 11– Hazardous Materials** – Fact Sheet 11 and other resources. Answer the following questions:

1. What do the letters WHMIS stand for?

____/2

2. What is the purpose of WHMIS legislation?

____/2

3. What are the 3 parts of the WHMIS system?

- a) _____
b) _____
c) _____

____/3

4. What materials are covered under the WHMIS system called?

____/2

5. Write the name of the class of hazard beside each symbol.

a) _____



d) _____



b) _____



e) _____



c) _____



f) _____



____/6

6. What two types of labels are used in WHMIS?

___/2

7. What do the letters **M S D S** stand for?

___/1

8. What does WHMIS education and training include?

___/6

9. Are WHMIS labels and the labels found on food products the same? Why? Or Why Not?

___/3

10. Why are there two different types of WHMIS labels?

___/3

11. Name any 5 parts of a MSDS. See the Sample Material Safety Data Sheet (MSDS) in Fact Sheet 11.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

____/5

12. Explain why a worker must receive WHMIS education and training when starting work with a new employer, where controlled products are handled, used and/or stored.

- _____
- _____
- _____
- _____
- _____
- _____
- _____

____/15

Total: Hazardous Materials (WHMIS) Test 11:

____/50

Key Ideas

Fact Sheet 12: Personal Protective Equipment (PPE)

- Personal Protective Equipment is often called “PPE.”
- PPE includes protection for many parts of the body and body systems including:
 - head
 - eyes
 - ears/hearing
 - hands
 - feet
 - legs
- PPE reduces the chance of injury.
- PPE is the hazard control of last resort.
- Special training may be needed before using some PPE, e.g. respirators/air tanks.

Avoid this. Stay safe. Use PPE



Unit 12: Personal Protective Equipment (PPE)

Fact Sheet 12

Personal Protective Equipment (PPE) is equipment used to reduce injuries from some types of hazards.

PPE is the **last** control used to reduce hazards. Examples of PPE include hard hats, gloves, goggles, steel-toed boots, and respirators.

About half of all workplace injuries are to the head, eyes, feet, hands and face. In most cases, if PPE was used, the injury might not have been as bad or would not have taken place.

PPE can protect:

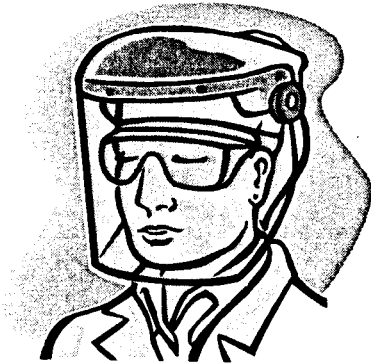
- eyes
- head
- feet
- limbs and other body parts
- ears
- air passage and lungs
- from some falls.

Key Terms

- **Abrasive:**
A material with a rough or course surface.
- **Airborne contaminant:**
Any harmful thing or gas carried in the air.
- **Concentration:**
The amount of something contained in something else measured in volume, e.g., the amount of salt in salt water.
- **Control measure:**
An action or thing that reduces or removes a hazard.
- **Corrosive:**
The rotting or wearing down of something, i.e., acid or rust on metal.
- **Hazard:**
An activity, event or condition that could create an accident or incident that may cause damage, injury or illness.
- **Injury:**
Any type of body harm.
- **Radiation:**
Giving out radiant energy, e.g., radioactivity.
- **Solvent:**
A chemical that dissolves another item, i.e., paint thinner.

Eye Protection

<i>Type</i>	<i>Purpose</i>	<i>Industry Use</i>
Goggles	Reduce chance of things entering the eye	Construction, pulp and paper, electrical
Shields	Protect eyes from sharp flying objects	Lumber
Masks/helmets	Protect eyes from large objects and dangerous forms of light	Logging, athletics, welding
Full face respirators	Protect eyes from harmful chemicals	Emergency response teams for chemical accidents, fire fighters

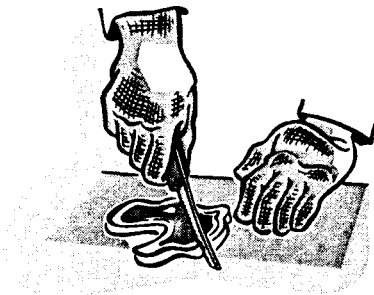


Head Protection

<i>Type</i>	<i>Purpose</i>	<i>Industry Use</i>
Hard hats	Protect head from falling objects or from walking into objects	Construction, refineries, drilling rigs, electrical, logging and pulp and paper

Foot Protection

<i>Type</i>	<i>Purpose</i>	<i>Industry Use</i>
Boots with steel toes and shanks	Protect feet from objects falling on or piercing them	Construction, drilling rigs, electrical, pulp and paper, lumber
Metal or plastic shields to wear over boots	Protect feet from objects falling on or cutting them	



Limb and Body Protection

<i>Type</i>	<i>Purpose</i>	<i>Industry Use</i>
Leggings	Protect legs from sharp or rough materials	Logging
Gloves	Protect hands and arms from rough objects, chemicals and solvents, sharp objects, hot or burning objects, electrical hazards, and slippery materials	Meat cutting, construction, working with hazardous chemicals, metal work, mining, drilling rigs, logging, pulp and paper
Aprons	Protect body from flying objects, radiation and chemicals	Radiation technicians, nuclear power, work with hazardous chemicals
Body suits	Protect body from fire, hazardous or corrosive chemicals	Fire fighters, work with hazardous or corrosive chemicals

Respiratory/Breathing Protection

Respiratory protection lessens the chance of injury to the lungs.

Picking the proper protection to wear for each job needs careful care.

Workers may come in contact with dusts, chemicals or lower levels of oxygen. Each of these can affect the lungs and make breathing a problem.



There are two major types of respirators:

1. air purifying, and
2. atmosphere supplying.

To choose the best type of respirator, consider:

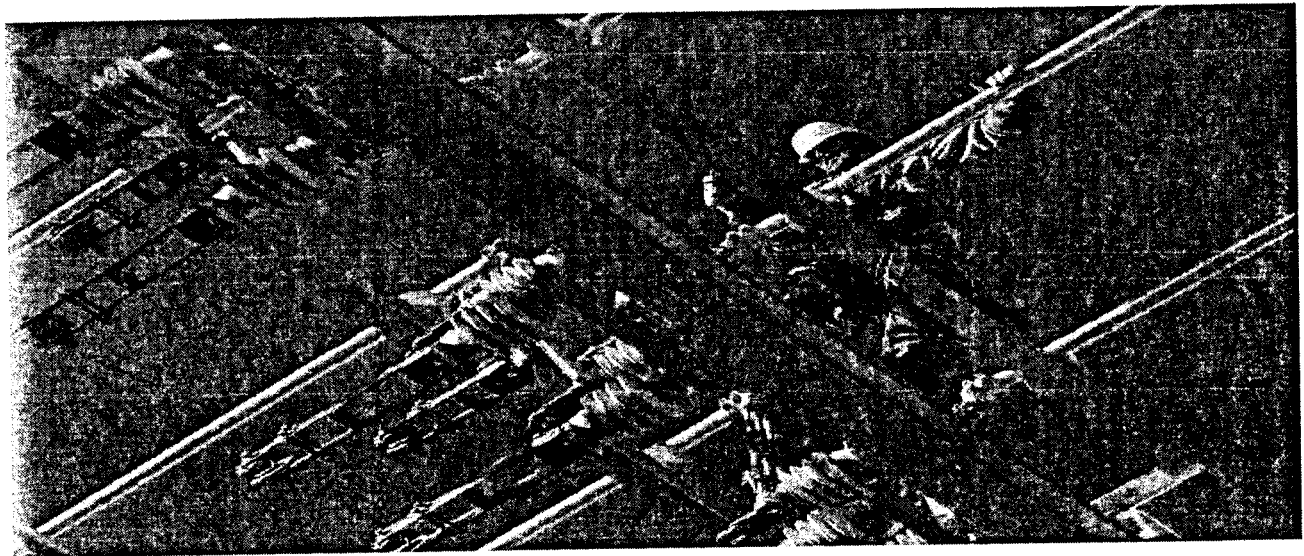
- what's in the air, e.g., chemical, dust particles
- the level of chemicals or dust in the air
- the oxygen level of the air, e.g., can a person breathe safely

Anything that affects the quality of the air we breathe is called an **airborne contaminant**.

Type	Purpose	Industry Use
Air purifying respirators	Filter air and other materials entering the lungs	Lawn care, construction, automotive body work, laboratories, farmers
Atmosphere supplying respirators	Supplies air so workers can breathe clean air	Emergency response teams for chemical accidents, fire fighters, workers in some confined spaces

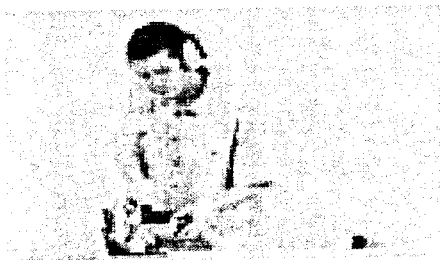
Fall Protection

<i>Type</i>	<i>Purpose</i>	<i>Industry Use</i>
Safety belts and harnesses	Protect worker from falling	Electric utility line person, loggers, refinery workers climbing stacks or tanks, construction, working in silos
Lifelines	Protect worker from falling	Mountain rescue teams, window cleaners, silo workers



Hearing Protection

<i>Type</i>	<i>Purpose</i>	<i>Industry Use</i>
Ear muffs or plugs	Protect ears from noises that could harm hearing	Ground crews for airlines, lawn care workers, farmers, logging, construction, electrical, drilling rigs



Unit 12: Personal Protective Equipment (PPE)

Test 12

Use Unit 12 – Personal Protective Equipment (PPE) – Fact Sheet 12 and other resources. Answer the following questions:

1. List 7 types of Personal Protective Equipment.

____/7

2. How is the head protected with a hard hat?

____/2

3. List 2 types of eye protection.

a) _____

b) _____

____/2

4. List 2 types of breathing/respiratory protection.

a) _____

b) _____

____/2

5. What types of industries require hearing protection?

____/2

6. What type of PPE can protect feet from injury?

____/1

7. Why must special care be taken when choosing respiratory equipment?

___/2

8. In what occupation/jobs are lead aprons commonly used?

___/2

9. Equipment found in a workshop is listed in Column 1. Related hazards for each type of equipment are listed in Column 2. In Column 3, list the type of PPE that should be worn.

Column 1	Column 2	Column 3
Equipment	Hazard	Personal Protective Equipment
Table Saw	Flying wood particles Splinters	
High Speed Drill	Flying wood shavings	
Band saw	Flying wood particles	
Sanders	Flying wood particles and fine wood dust	
Wood lathe	Flying wood particles	
Metal lathe	Flying metal particles	
Welders	Dangerous forms of light Sparks	
USIM compressed air	Flying particles, debris Tissue damage	
Automotive body work (sanding and painting)	Flying metal particles, fine dust Paint fumes	

___/10

Total: Personal Protective Equipment Test 12:

___/30
