



Occupational Health and Safety

It's Everybody's Business

# Occupational Health & Safety Awareness

## Supervisor's Guide



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

# Fisheries and Oceans Canada Occupational Safety and Health General Policy Statement

*It is a high priority in the Public Service of Canada that working conditions are favourable to the safety and health of employees and any persons in our workplaces.*

*This Department is committed to protecting all persons at our workplaces and all property from accidental loss.*

*To fulfil this commitment, we will provide and maintain a safe and healthful work environment that complies with, and at times exceeds, regulatory requirements, and we will strive to eliminate any foreseeable hazards which could cause personal injuries or illnesses, losses or damage to property, or loss to the environment.*

*All management, both line and functional, will comply with the Department's occupational safety and health requirements as they apply to the design, operation, and maintenance of facilities and equipment. All employees will perform their jobs properly and in accordance with established procedures and operating philosophy.*

*Fisheries and Oceans Canada has programs in occupational safety and health assistance services. It also provides training and information in these areas to all employees.*

*Local Manager:*

*Date:*

*Regional Director General:*

*Date:*

*Assistant Deputy Minister:*

*Date:*

*Deputy Minister:*

*Date:*

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# 1.0 - Introduction



## 1.0 - Introduction

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It is a high priority at Fisheries and Oceans Canada that working conditions be favourable to the health and safety of employees and any people in our workplaces. As a result, DFO has developed a systematic Occupational Health and Safety Program with established and accepted components to help managers and supervisors prevent losses due to accidents, injuries and occupational illnesses. Everyone at the work place has rights and responsibilities pertaining to health and safety.



Employee safety orientation is one of the components of the safety program along with job hazard analyses, hazardous material controls, inspections, and accident /incident reporting and analyses, to mention but a few. Its purpose is to motivate employees to recognise the importance of safety in the workplace and to train them in proper health and safety practices.

The *Occupational Health and Safety Awareness Handbook for Employees* and the *Occupational Health and Safety Awareness Supervisor's Guide* are the basic tools used for employee orientation. The *Handbook for Employees* provides workers with information about their duties and rights. The *Supervisor's Guide* provides the information supervisors need to know about their responsibilities. Specifically, it outlines the steps to follow when acquainting new employees with the department's safety rules, policies and procedures, or when informing them of the dangers associated with new activities. Supervisors are responsible for ensuring that their staff are adequately trained and qualified to perform assigned tasks safely.

Note that it is important that you become familiar with the contents of the Employee Handbook. This guide will refer you to the appropriate pages in the handbook as your employee progresses through each section. For those interested, some training tips are provided at the end of the manual.

## 2.0 - Duration and Method



## 2.0 - Duration and Method

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Orientation is a critical period in a new employee's career. It is a time when a worker forms impressions of the organisation's philosophy and commitment towards safety at work. If not conducted properly, orientation may cause the employee to feel that occupational health and safety is not taken seriously by management. On the other hand, the orientation exercise provides an excellent opportunity to instil within the worker the value of doing things safely in the workplace. It lays the foundation for the development of a safety culture in the work place.



The orientation of new employees should occur within the first week of employment and should begin before the employee is assigned any tasks. You, as the manager/supervisor, need to set up a schedule that considers the degree of risks associated with the tasks that the employee will be performing.

**Remember, it is your responsibility as manager/supervisor to determine the level of risk associated with the tasks that are to be performed. You must decide how much time you will need for the orientation, to ensure that the employee understands and is comfortable with what is required of him/her.**



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## 2.1 - Training Plan/Log

**Employee:** \_\_\_\_\_

*Instructions:* Complete this form for all training sections and maintain a copy in your files.

Date(s) of training (mm/dd/yy)	Module Trained Specific Title	Duration of Training (hours/min)	Follow-up plan

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## Training Plan/Log

**Employee:** \_\_\_\_\_

*Instructions:* Complete this form for all training sections and maintain a copy in your files.

Date(s) of training (mm/dd/yy)	Module Trained Specific Title	Duration of Training (hours/min)	Follow-up plan

# 3.0 - Content Overview and Guidance Notes



## 3.1 - Health, Safety and the Law ~ An Introduction

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### Overview

This first section of the employee handbook ([Appendix A, Page 60](#)) provides an introduction to the health and safety laws and regulations that affect Department of Fisheries and Oceans employees. It also outlines the content of the documents that contain these laws and regulations.



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### Guidance Notes

Your role is to guide employees to the legal resources outlined in the handbook, whenever there is a question pertaining to the law.

- Read the relevant pages in the employee handbook (i.e., "Health, Safety and the Law - An Introduction")
- Make notes on specific rules, duties, responsibilities to emphasise (focus on rules, duties and responsibilities that are most relevant in your area)
- Highlight the relevant parts of the law for each of the topics covered in subsequent sections of the employee handbook and this guide.

## 3.2 - Canada Labour Code - Part II: Legal Duties and Responsibilities

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### Overview

The duties of Fisheries and Oceans Canada, as the employer, and the duties of Fisheries and Oceans Canada employees are outlined in this section ([Appendix A, Page 62](#)). Not covered are the duties and responsibilities specific to managers and supervisors. They include but are not limited to:



- Providing employee safety orientation sessions,
- Having written work procedures in place, training employees to follow them and supervising employees to ensure that they follow them,
- Maintaining a safe and healthy workplace by identifying and informing employees and authorised visitors of all known or foreseeable hazards, and ensuring that machinery, equipment and tools used by employees and authorised visitors meet health, safety and ergonomic standards and are safe under all conditions of their intended use.
- Correcting identified hazards,
- Complying with the Workplace Hazardous Materials Information System requirements,
- Complying with the Transportation of Dangerous Goods Act,
- Having a preventive maintenance program in place,
- Ensuring that the requisite personal protective materials, equipment, devices and clothing (PPE) are available, worn or used properly and maintained.
- Keeping documentation on PPE, including records of the types in use and maintenance and disposal records.
- Conducting hazardous occurrence investigations and safety inspections,
- Ensuring first-aid is available at all times,

- Providing and participating in OHS training necessary to ensure the health and safety of employees at work,
- Participating in work place health and safety committee meetings,
- Maintaining statistical records on safety training, hazardous occurrences, and safety inspections.

These duties are legal requirements under the Canada Labour Code - Part II, Section 125. Supervisors should refer to the Code and to the Occupational Safety and Health Directives in the Treasury Board Manual for more information on their duties and responsibilities. Links to these and other relevant documents are available on Fisheries and Oceans' Occupational Health and Safety web page at:

[http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/pas/osh/index\\_e.html](http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/pas/osh/index_e.html)

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## **Guidance Notes**

Review the following key questions with your employees.

What are the health and safety duties of Fisheries and Oceans Canada?

- Review with your employee(s) the "duties of the employer" as outlined in the employee handbook.
- Ask the employee(s) to give at least 1 example of how Fisheries and Oceans Canada implemented the requirements of the Canada Labour Code - Part II
- Be prepared to discuss at least two examples of how the Code is applied (e.g., describe a specific employee assistance program/service; describe what health and safety training Fisheries and Oceans Canada offers its employees).

What are the health and safety duties of employees?

- Review with your employees the "duties of the employee" as outlined in the employee handbook.
- Ask the employees to give at least 1 example of how they carry out their health and safety responsibilities (e.g., what protective clothing they wear, example of a specific work scenario when they co-operated with the health and safety representative or member of the health and safety committee.)
- Be prepared to discuss at least two examples of how the employees should carry out their health and safety duties (e.g., mention to the employees a specific accident or near miss and discuss the employee's responsibility to report any such occurrence)
- Review the Internal Complaint Resolution Process with the employees, then ask them to explain it to you.

Where do we find information about health and safety responsibilities?

- Show your employees where to find the Canada Labour Code - Part II, how to access the relevant OHS Regulations and where the Fisheries and Oceans Canada Health and Safety Policies are posted.

**References:**

**Canada Labour Code - Part II**

[http://info.load-otea.hrdc-drhc.gc.ca/federal\\_legislation/part2/legislation/code.htm](http://info.load-otea.hrdc-drhc.gc.ca/federal_legislation/part2/legislation/code.htm)

**Canada Occupational Safety and Health Regulations**

[http://info.load-otea.hrdc-drhc.gc.ca/federal\\_legislation/part2/part2.htm](http://info.load-otea.hrdc-drhc.gc.ca/federal_legislation/part2/part2.htm)

**Marine Occupational Safety and Health Regulations**

[http://info.load-otea.hrdc-drhc.gc.ca/federal\\_legislation/part2/part2.htm](http://info.load-otea.hrdc-drhc.gc.ca/federal_legislation/part2/part2.htm)

**Fisheries and Oceans Canada - Occupational Health & Safety Loss Control Manual**, available under DFO OHS Policy Manuals:

[http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/pas/osh/index\\_e.html](http://w02intra01.ncr.dfo-mpo.gc.ca/ENGLISH/pas/osh/index_e.html)

**Treasury Board of Canada - Policies and Publications Occupational Safety and Health:**

available under above DFO URL

**Human Resources Development Canada - Labour Program, on-line publications and pamphlets:**

<http://info.load-otea.hrdc-drhc.gc.ca/~oshweb/infoen.shtml>



## 3.3 - Your Work Place Health and Safety Committee or Representative

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### Overview

The requirement to have a work place health and safety committee (for work places with 20 or more employees), and a health and safety representative (for workplaces with 19 or fewer employees) is described in the employee handbook ([Appendix A, Page 65](#)). This section points out that employees should know who the members of the work place health and safety committee are and what issues they discuss in their meetings. The duties and powers of the work place health and safety committee or representative are also described in this section. Additionally, the employee's responsibility to co-operate with the work place health and safety committee or representative is covered.



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### Guidance Notes

Review the following key questions with your employees:

Who are the members of the work place health and safety committee? / Who is your health and safety representative?

- Prepare a list of work place health and safety committee members (or health and safety representative) names and work locations to provide to your employees.
- Ask your employees where they would go to find out who are the members of the work place health and safety committee. Be prepared to show them where this information is posted.

What are some of the issues that the work place health and safety committee discusses?

- Ask your employees to get a copy of the minutes of a recent committee meeting. If they don't know where to find the minutes, show them where they are posted.
- Discuss two items from the minutes that require management action. Ask the employee to explain why

management action is required; explain the reasons if necessary.

- Discuss other items covered in the minutes, e.g., follow-up items that bring closure to issues raised in previous meetings, and new items to be followed up in the next meeting.

## 3.4 - Canada Labour Code - Part II: The Internal Complaint Resolution Process and Your Rights

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### Overview

These two sections of the employee guide describe the **Internal Complaint Resolution Process** ([Appendix A, Page 68](#)) and the three important rights of the employee ([Appendix A, Page 71](#)), which are:



1. The right to know
2. The right to participate, and
3. The right to refuse dangerous work

*Note: both the employee's and the supervisor's responsibilities are outlined.*

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### Guidance Notes

- [Review Appendix A, Pages 68 to 75.](#) Pay particular attention to the supervisor's responsibilities outlined in the Internal Complaint Resolution Process.
- Review the following key questions with your employees.

#### *Describe the Internal Complaint Resolution Process.*

- Discuss with the employees how the Internal Complaint Resolution Process works. Provide suitable examples to illustrate the process.
- Ask the employees to list the steps they should take if they have reasonable grounds to believe that Part II is being contravened, or that there is likely to be an accident or injury to health arising from, linked with or occurring in the course of employment?

*What are the 3 key health and safety rights an employee has?*

- Ask the employees to list the three rights.
- Discuss the meaning of each right. Provide suitable examples to illustrate when and how these rights apply at Fisheries and Oceans Canada.

***What does an employee, who has reasonable cause to believe that the work place is dangerous, have to do?***

- Ask the employees to describe the first step they must take.
- Discuss the successive steps to take as outlined in the process.
- Ask the employees to give an example of a situation where they would not be entitled to exercise the right to refuse. Prepare a couple of examples to illustrate such a scenario to your employees.
- Review the employees responses. Provide feedback and correction as needed.

***What are some of the health and safety hazards encountered on-the-job?***

- Ask employees to list at least 3 health and safety hazards associated with their job.
- Discuss the validity of the responses and provide feedback.

## 3.5 - Identifying, Assessing and Reporting Hazards

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### Overview

A hazard is any condition, practice or situation that could cause injury or illness to anyone at work. Examples include but are not limited to: blocked exits, missing machine guards, not wearing PPE, storing oxidizers with combustibles, unlabelled chemicals or materials, poor lighting, slippery floors, damaged ladders, noisy equipment, vehicle damage, safety equipment missing from a boat, and equipment that is inadequate for field conditions.



This section of the employee handbook ([Appendix A, Page 76](#)) describes the employees' responsibility to report all hazards to their supervisor or manager. The various types of workplace hazards are described; ways to spot hazards are outlined; and, steps for reporting hazards are listed. Additionally, a system is provided for classifying hazards by the severity of their consequences.

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### Guidance Notes

- Review [Appendix A, Pages 76 to 79](#) in the employee handbook.
- Review the following key questions with your employees.

What is a hazard? Why is it important to report hazards?

- Review with your employees the definition of a hazard and the description of various types of hazards.
- Explain that hazards can cause injury or illness to someone; Review the reasons why it is important to report hazards (ask your employees to tell you why it is important)
- Ask your employees to give examples of: hazards they encountered at work; what the hazards were and what illnesses or injuries they caused or potentially could have caused; and, whether or not the hazards were reported.

How do we decide if a hazard poses a high or low risk?

Discuss how a hazard can be classified according to the severity of its potential consequences.

- Ask your employees to complete the table below (Note: this is the same as [Item #4 - Appendix A, Page 79](#) in the employee handbook)

Hazard	Hazard Class	Hazard Controls
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____

- Review the list of hazards, their classification and control methods with your employee(s).

How to report hazards?

- Provide your employees with copies of the Hazard Complaint Report and Non-Conformity Observation Report (Annexes 8B and 8C respectively, in the Occupational Health and Safety Loss Control Manual, Chapter 8).
- Demonstrate how to complete the above two forms using examples of hazards that were observed by your employees.
- Ask your employees to complete the forms themselves for another hazard.
- Review the employee's responses.
- Ask the employees to complete [Items #5 and #6, Appendix A, Page 79](#) in the employee handbook.
- Correct errors and provide feedback on the employees' responses.

## 3.6 - General Health and Safety Rules

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### Overview

This section of the employee handbook ([Appendix A, Page 80](#)) outlines the general health and safety rules employees must follow.



**You must provide your employees with specific rules and instructions on how to work safely while at their jobs.**

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### Guidance Notes

- Provide your employees with specific rules and instructions conducive to working safely in their jobs.
- Review the following key questions with your employees.

What does it mean to "dress safely for the job"?

- Ask your employees to describe appropriate safety wear for their job.
- Discuss why each item they wear for safety is important.
- Monitor the use of safety wear on the job ([Appendix A, Page 87](#))

What is "good housekeeping" and why is it important for our health and safety?

- Ask your employees to list three housekeeping items in their work area that could be improved, and how (this is the same as [Item #2, Appendix A, Page 82](#) of the employee handbook)
- Discuss the consequences of not practising good housekeeping.
- Monitor housekeeping at the work place, at least once per month.

- Provide feedback and indicate areas for improvement. On any issue of housekeeping that requires improvement, make sure you explain to your employees why it is important and what the health and safety consequences would be if housekeeping were not improved.



## 3.7 - Working With Hazardous Materials: (WHMIS)

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### Overview

This section describes the Department's legal responsibility to protect employees from hazardous materials and explains the Workplace Hazardous Materials Information System (WHMIS) requirements.



Supervisors are responsible for ensuring that employees who are likely to handle or be exposed to hazardous substances, receive training in how to safely use, store and handle them. Employees must also be trained to deal with emergencies. The training requirements are prescribed in the Canada Labour Code Regulations and Treasury Board OHS Directives.

Supervisors must also ensure that all visitors granted access to the work place are informed of and provided protection from hazardous materials.

All supervisors should understand the difference between introductory WHMIS education and specific hazardous material training. Depending on your position, you may also need to be familiar with the Hazardous Materials Information Review Act and the Transportation of Dangerous Goods (TDG) legislation.

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### Guidance Notes

- Review [Appendix A, Pages 83 to 86](#) in the employee handbook
- Make a list of the hazardous materials your employee is or will be working with or near. Determine the hazard of each of these materials and decide what controls are needed to reduce the risks.
- Ask your employee to answer item #1 on page 29 of the employee handbook. Discuss your employee's responses, provide feedback and instructions on what controls to utilise.
- Make sure every employee receives WHMIS training before she/he works with or near hazardous material.

- In a situation where an employee may be working near a large variety of hazardous materials (e.g. a lab setting), WHMIS training on each separate material may be a long, on-going process. The supervisor must document when an employee has received training for each separate hazardous material the employee will work with.
- Material safety data sheets (MSDSs) must be readily available for employees to refer to. Show your employees where the MSDSs are kept. Even though your employees will have had WHMIS training, take the opportunity to remind them why MSDSs are important.
- Review the procedures for dealing with hazardous spills (if applicable in your area), with your employees. Show employees where the written procedures are located; explain the procedures and why following them is required.
- Emphasise the reasons why the transportation of dangerous goods (TDG) must be done by a person certified to do so.

## 3.8 - Personal Protective Equipment (PPE)

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### Overview

Personal Protective Equipment (PPE) is any materials, equipment, devices or clothing one can wear or use for protection against illness or injury, when it is not reasonably practicable to eliminate a work place health or safety hazard, or control it within safe limits. At times, PPE is used as a complement to existing engineering controls to ensure the safety of the employees. PPE must be of an approved/certified type that, at a minimum, meets legislative and employer requirements (e.g. Canada Labour Code Regulations, Treasury Board OSH Directives, Fisheries and Oceans Canada requirements).



PPE must be designed to protect the person from the hazard for which it is provided and must not, in itself, create a hazard. As much as possible, it must not add to the total heat burden. Where PPE does add to the heat burden, supervisors must ensure that employees take regularly scheduled rest breaks.

Some examples of PPE are: barrier creams for skin protection, respirators, safety glasses, goggles, hard hats, hearing protection, life jackets and high visibility vests. Employees are legally obligated to use any safety materials, equipment, devices and clothing prescribed by law and/or provided by the employer.

Wherever possible, the employer should apply engineering controls to eliminate hazards. When this is not feasible, supervisors must ensure that employees use PPE to protect themselves against illness or injury. The immediate supervisor has to:

- Ensure that employees wear or use PPE correctly;
- Develop and communicate corresponding work procedures (including inspection/maintenance of PPE logs); and
- Train employees in PPE use, inspection and maintenance.

**It is critical for supervisors to link PPE requirements to the specific tasks that are being performed** (e.g., employees must

wear safety glasses and a face shield when working with a hand grinder.)

Supervisors must also ensure that any person granted access to the workplace is provided with, and uses correctly, all prescribed safety materials, equipment, devices and clothing.

**The section in the Employee Handbook, *The Right to Know*, ([Appendix A, Page 71](#)) describes employees' right to know about any known or foreseeable health and safety hazards they might encounter during work, as well as the various methods used to control them.**

*Note that Part II of the Canada Labour Code and Treasury Board Policy require the Work Place Occupational Health and Safety Committee to participate in the **implementation and monitoring** of a program for the provision of personal protective equipment, clothing, devices or materials. The national Occupational Health and Safety Policy Committee must participate in the **development and monitoring** of this program.*

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## Guidance Notes








Instruct the employee on each of the following key questions.

What PPE should the employee be wearing or using? When should PPE be used?

Discuss with each individual the PPE needed for their job. Explain that PPE must be used if provide for a particular task. Provide the employee with a list of PPE required for the activities he/she will carried out.

- Ask the employee to complete the first two columns (shaded) in the table below (Note: this is the same as item #1 in the employee handbook, [Appendix A, Page 88](#)):

Job Title \_\_\_\_\_

Type of Protection	When Needed	Use	Care
 Head			
 Eye			
 Hearing			
 Hand			
 Foot			
 Breathing			
 PFD			
Others?			

- Review the list of PPE with the employee. Correct/add/delete as needed.

**Reference:**

Fisheries and Oceans Canada procedure: \_\_\_\_\_

*Write down the specific Fisheries and Oceans Canada procedure number and or location for easy reference.*

How to inspect PPE prior to use?

- Demonstrate inspection of every item of PPE needed by the employees.
- Provide the employees with a sample of a complete and a defective PPE. Ask them to inspect both.
- Ask the employees to describe the results of the inspection.
- Ask the employees to complete [Items #2 and 3, Appendix A, Page 88](#) of the Handbook for Employees.

- Correct errors, provide feedback on the employee's performance.
- Emphasise that concerns with the fit of PPE and/or defects must be reported to you (the supervisor) immediately.

**Reference:**

Fisheries and Oceans Canada procedure: \_\_\_\_\_

*Write down the specific Fisheries and Oceans Canada procedure number and or location for easy reference.*

How to use PPE? How to maintain/care for PPE?








- Demonstrate the use of every item of PPE needed by the employee.
- Demonstrate the care and maintenance of every PPE.
- Demonstrate the log used to register PPE use.
- Ask the employee to describe how to use each type of PPE and its care and maintenance. Ask the employee to complete the two shaded columns in the table following (Note: this is the same as item #1 in the employee handbook, [Appendix A, Page 88](#)).
- Monitor the correct use of PPE on the job (frequency to be determined by the level of employee expertise/ qualifications/performance and standard requirements if any)
- Correct errors and provide feedback on the employee's performance.

**Reference:**

Fisheries and Oceans Canada procedure: \_\_\_\_\_

*Write down the specific Fisheries and Oceans Canada procedure number and or location for easy reference.*

Job Title \_\_\_\_\_

Type of Protection	When Needed	Use	Care
 Head			
 Eye			
 Hearing			
 Hand			
 Foot			
 Breathing			
 PFD			
Others?			

Where to find and store PPE?

- Show the employee where the PPE equipment is stored.
- Discuss requirements for storage.

**Reference:**

Fisheries and Oceans Canada procedure: \_\_\_\_\_

*Write down the specific Fisheries and Oceans Canada procedure number and or location for easy reference.*

How to replace worn PPE?

- Inform the employee of the procedure to follow and what to do when PPE is worn or when it is defective.
- Explain the process for the disposal of defective or worn PPE (e.g. No Use Policy and tag/removal from service)
- Explain the process to have PPE replaced .

- Show an example of a completed requisition. Review the content required in each field.
- Provide the employee with an example of a completed requisition which he can refer to in the future .

**Reference:**

Fisheries and Oceans Canada procedure: \_\_\_\_\_

*Write down the specific Fisheries and Oceans Canada procedure number and or location for easy reference.*



## 3.9 - Reporting Hazardous Occurrences

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### Overview

A hazardous occurrence is a work-related accident or near miss that results in or has the potential to result in personal injury or illness or damage to property, equipment or materials.



This section of the employee handbook ([Appendix A, Pages 89 to 91](#)) spells out when employees must report:

- disabling injuries
- non-disabling or minor injuries
- injuries requiring first aid only
- near misses

*Note that whenever an employee suffers a minor illness or injury at work, s/he must report to a first aid attendant for treatment. As soon as possible thereafter, the employee must report his/her injury or illness to their supervisor).*

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### Guidance Notes

**The following are the actions you must take when an employee reports an injury or illness:**

- Determine what measures are required to provide appropriate care for the employee (These measures will likely be different in the field and on board a vessel).
- Tell the employee what these measures are.
- Ensure that the employee receives appropriate care.
- Set up suitable transportation and arrange to have the employee escorted to a medical facility, if required.

- Investigate and report the hazardous occurrence, in accordance with Canada Labour Code requirements and Fisheries and Oceans Canada procedures. For incidents that occur at sea, the procedures outlined in the Fleet Safety Manual must be followed. Specifically, the forms are to be submitted to the Regional Designated Person Ashore.
- Take corrective and preventive action. (It is important to understand that the point of the investigation is to determine what caused the occurrence and what needs to be done to prevent it from happening again).
- Notify the Regional OHS Assistant and the Work Place Health and Safety Committee or the Health and Safety Representative, using the appropriate reporting form(s).

Review the key questions of the employee handbook ([Appendix A, Page 91](#)) with your employees. Make sure your employees understand and recognise the importance of reporting all hazardous occurrences. Check to see if they know how to do it and when.

**Reference:**

Refer to your regional hazardous occurrence reporting procedures for the proper forms to use.

## 3.10 - Fires and Other Emergencies

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### Overview

While Fisheries and Oceans Canada strives to keep the work environment safe for its employees, other events (i.e., fire, earthquakes, chemical spills, bomb threats, threats of violence, etc.) can occur. It is extremely important to be prepared for such events. Each Fisheries and Oceans Canada work place has specific procedures in place to deal with these events. You must tell your employees what to do in the event of a fire or other such emergency. Explain the procedures that are applicable to your employees' workplace.



Some of the things every employee must know are:

- the specific types of emergencies that might occur.
- the locations of alarms, such as fire alarms and panic alarms (where applicable, and how to use them).
- what to do when an alarm sounds. Some workplaces may have dissimilar sounding alarms for different phases of the emergency plan (when to be on alert, when to evacuate). Know if there are various types of alarms, how they sound, and what they mean).
- what to do in case of an emergency evacuation (or mustering, on board a ship)
- the evacuation routes to safe areas (it is important to gather at a safe area for head counts to determine if people are missing)
- the "all clear" and re-entry procedure.

Specific instructions for emergency situations should be covered in this section. Refer to your work place emergency plan for details.

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### Guidance Notes

- Review with your employees specific emergency situations that may occur at their workplace.

- Know your employees: Make special arrangements for mobility impaired individuals (e.g., anyone in a wheel chair, with a heart condition, who is pregnant, etc.)
- Prepare and provide your employee with a list of who is responsible for what in the event of an emergency.
- Review and prepare answers to the questions found in the employee handbook. ([Appendix A, Pages 93 to 94](#)) Review the employee's response to each of these questions. Provide feedback, correcting the responses as needed.
- Plan and conduct emergency drills to prepare your employees for emergencies; instruct your employees to participate in these drills (inform them that participation in regular drills, such as fire drills, is mandatory); meet with your employees to summarise how the drill went and what needs to be improved.
- Implement corrective and preventive action and repeat the emergency drills as needed.

## 3.11 - Employee Assistance Program (EAP) and Critical Incident Stress Management Services

---

### Overview

Critical incidents (extremely traumatic events) may cause individuals to experience strong emotional reactions that could interfere with their ability to function at the time of the incident, or later.



This section of the Handbook for Employees ([Appendix A, Page 95](#)) provides a description and examples of traumatic events. Whenever a critical incident affects a group of Fisheries and Oceans Canada's employees, the supervisor must immediately arrange for Critical Incident Stress services to be provided to the affected staff. Refer to your regional procedures for the process to follow. Explain the process to the staff affected and provide them with appropriate contact numbers.

Fisheries and Oceans Canada, in consultation with the Bargaining Agents, makes available to employees, without prejudice to job security or career progression, a confidential and voluntary Employee Assistance Program (EAP).

The Employee Assistance Program can help employees with the following types of problems:

- Emotional and psychological problems
- Substance abuse
- Financial difficulties
- Interpersonal conflicts
- Legal difficulties
- Gambling problems
- Other types of personal problems

The EAP provided by the department focuses on assessment, referral and short-term counselling. Employees experiencing difficulties, who may require more intensive counselling, are to be referred to community services. If an employee's needs are beyond

the scope of the EAP, the cost related to further treatment is the employee's responsibility.

The Department provides access to EAP services to dependants of employees in accordance with Treasury Board policy.

The content of the interviews between an employee and the EAP Co-ordinator, and/or a Counsellor, and/or a Referral Agent is confidential and can be released only with the employee's written consent, with the exception of the circumstances set out in subsection 8(2) of the Privacy Act, which include court subpoenas, suspected cases of child abuse, or a threat of suicide or illegal activity.

Refer to regional procedures to understand the supervisor's role in providing EAP services to employees with problems. Discuss the program with your employees, explaining how they can avail themselves of the services should they ever need them.

EAP Contact Numbers:

**1-800-268-7708**

**1-800-567-5803 (Hearing-impaired)**

---

## **Guidance Notes**

- Review the above information with your employees; make sure they understand that the Employee Assistance Program is available to them if and when needed.
- Whenever a critical incident affects your employees, you must determine the level of need for counselling services and which services are appropriate to deal with the situation. Refer to Regional procedures.

## 3.12 - Medicals and Immunization

---

### Overview

Occupational health evaluations ([Appendix A, Pages 96 to 98](#)) are provided to workers in jobs with specific risks to health and safety, and/or where an employee's state of health could adversely affect the health and safety of others.



The principal objectives of health evaluations are:

- To act as a means of preventing illness and disability arising out of, or aggravated by conditions of work;
- To establish that individuals are able to continue working without detriment to their health or safety or that of others;
- To establish the conditions under which certain individuals with illnesses or disabilities are able to continue working.

In addition, where reasonable grounds for requiring a medical examination can be shown to exist, such as before certain postings, and where a Public Service standard, policy, directive, or guideline provides for it, health evaluations may be requested at the discretion of management or of the Occupational Health and Safety Program (OHSP) of Health Canada. In cases where medical examinations are not a requirement of the position, employees have the right to go to the physician of their choice.

**Supervisors should consult their Regional OHS Advisor or EAP Co-ordinator for information on how to arrange for health evaluations.**

Health evaluations are required for employees engaged in occupations/activities listed in Appendix "A", Health Evaluation Schedule of the Treasury Board Occupational Health Evaluation Standard and must follow the assigned frequency.

The following occupations/activities requiring health evaluations are provided as examples only:

- Ship's Personnel and Marine Surveyors
- Isolated and/or Remote Areas

- Fishery Officers
- Ice Observers
- Animal Keepers/Veterinarians/Inspectors
- Firefighters
- Marine Traffic/Radio Operators
- Search and Rescue
- Divers/Snorkellers
- Personnel working with/handling certain chemical /radioactive/ biological material
- Personnel exposed to excessive noise
- Lightkeepers
- Personnel engaged in consistent and arduous physical effort

Following any health assessment, a report indicating the employee's capability to perform the required work is forwarded to the supervisor. The report does not contain any medical or psychological diagnosis or provide any reasons for the conclusions drawn in the report. However, the certificate may refer to restrictions and categories where the employee failed the medical (e.g. Does not meet colour vision standards) The OHSP will advise each employee required to undergo an Occupational Health Assessment of the results. When a health problem is discovered, referral to the employee's personal physician will be made.

The OHSP is responsible for establishing all physical examination standards. These are developed in consultation with Fisheries and Oceans Canada sector representatives, the Corporate Occupational Health and Safety office and other specialists as deemed necessary. All medical information, forms and records transmitted or used in connection with the health assessments are kept confidential and retained within the medical community as authorised by OHSA.

***Note:** After the initial physical examination the supervisor should ensure that follow-up examinations are scheduled.*



---

## Guidance Notes

- Determine which positions under your supervision require an Occupational Health Assessment.
- Notify staff occupying these positions of the requirement for them to have a health assessment and why. Explain to them what the process entails.
- Schedule Occupational Health Assessments for the employees that requires them, and notify them when and where the assessments will occur.
- Review the results of the assessment with the employee; take corrective action (such as accommodating the employee as prescribed by workers' compensation legislation) if necessary.
- Schedule follow-up assessments.
- Review the results of the assessment with the employee.

# 4.0 - Resources



## 4.1 - Motivating Employees to Learn

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We all learn better when we believe that we will benefit from learning. The following are key motivators and some techniques you can use to keep your employees motivated to learn.



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### Relevance

Learners must believe that what they are learning is relevant to them. They must be shown how what they are learning is going to be useful and applicable on the job.

#### Techniques

- Tell employees WHY the session is important (provide a rationale) and relate training to DFO work objectives.
- Relate training to on-the-job problems.
- Focus heavily on applying the content to real situations or tasks.
- Relate the content of training to the employees' interests and experience.
- Show how the new knowledge and skills can be used.
- Explain "what's in it for the trainee" in positive terms.

---

### Purpose

Learners need to know the purpose and objectives of the training. They need to be aware of what is expected of them.

#### Techniques

- Tell employees WHAT they can expect to learn.
- State training session objectives clearly and early in the session.

- Outline the agenda for the training session:
- Provide a context or framework for new learning which builds on the employee's existing knowledge and experience.
- Use overviews and summaries frequently to emphasise the relationship of a specific topic or point to the "big picture".

---

## **Learner Control**

Learners need to feel at least somewhat in control of the direction and focus of the training.

### Techniques

- Make sure employees are clear on WHY they are learning and WHAT they are learning (see techniques included under "relevance" and "purpose" in this section)
- Give employees leeway to choose the direction their learning will take (e.g., agree together on the topics and sequence of training)
- Allow your employees to progress at their own pace within the departmental time frame described under "Duration and Method" - [Page 8](#) of this manual.
- Provide a variety of active and participatory learning opportunities.
- Vary learning activities. Use different techniques.
- Use different methods and media to attract the employees' attention.
- Make learning fun.
- Provide feedback on safety performance expectations and discuss progress together (allow employees to assess their own progress).

## 4.2 - Planning the Session

---

New Employee Orientation Methods can vary by:

- Location (office, conference room, classroom, shop floor)
- Presentation (one-on-one, group, audio/visual, flipchart, guest speakers - i.e. Safety Advisors, etc.)
- Supervisor's notes.



---

### Suggestions for Preparation

The following suggestions are intended to act as a checklist for your presentation.

Suggestions:

- Identify your "must-, could-, and nice-to-knows". Focus on the "must knows".
- Think of questions you might want to ask that are not included under "Key Questions" in the employee handbook. Decide where in the presentation to raise them.
- Organise your audio-visual aids, handouts, etc. so that they can be easily used or readily distributed.
- Prepare flip charts, if required.
- Check the arrangement of your instruction area, e.g. tables, chairs, flip charts, etc. to ensure it will facilitate the learning process.
- Before you begin your session, make sure any equipment you plan to use is working and placed so that the participants can see/use it.
- Make sure you identify the components for each activity in your lesson plan and present them clearly.
- Keep your instruction focused.

---

## Tips On The Use Of Visual Aids

### ELECTRONIC SLIDE SHOWS

An electronic slide show is a highly versatile and effective means of complementing and supporting a presentation.

The tips below will help you use this medium effectively.

#### User Tips:

- Keep your slides simple and uncluttered.
- Use colours sparingly. The background colour (or photograph, if you use one) should not overwhelm or interfere with the text. Black lettering is easiest to see. You may wish to use coloured text on some slides to help you emphasise a point or to make the presentation more interesting. Use bold colours. Pastels and light colours are often hard to see.
- One brightly coloured diagram or picture can be worth a thousand words. Design, or choose it carefully to ensure that it illustrates your point.
- Animation can help you make your point effectively (for instance, you do not have to use a pointer when, as you discuss each item, your points appear one-by-one on the slide.) or it can be distracting and slow down the pace of the presentation. Think carefully about the potential impact on your audience when adding animation.
- Arrive well before the presentation begins so you have time to connect your equipment. Running once through the slides will give you assurance that everything is working properly.
- Face your audience during the presentation. Speak clearly and directly to them.
- Do not read your slides. Their content should complement what you have to say, not replace it.
- If you are using a laser pointer, do not point it at the audience.

## OVERHEAD TRANSPARENCIES

Overhead transparencies provide an effective, simple to prepare and versatile method of complementing and supporting a presentation, provided they are relevant to the subject and used with discretion.

The tips below will help you make the most effective use of overhead transparencies.

User Tips:

- Follow the 6 by 6 by 6 rule when designing overheads, i.e.
  - 6 words per line,
  - 6 lines per transparency,
  - transparency can be read at a distance of 6 feet if held up.
- Use transparency frames for notes and numbering.
- Centre the transparency foil on the projector and focus the image.
- To emphasise an item, point directly on the transparency rather than on the screen.
- Use a pointed object such as pen to point to the items.
- Reveal points sequentially by placing a sheet of paper under, rather than on top of the transparency. This method allows you to see your notes on the frame as well as the whole transparency.
- Position the top of the screen as high as possible and bottom of the screen no lower than waist level.
- Ensure the projector is in good working order before the session begins.
- Adjust the projector head at a 90 degree angle to the screen surface.
- Ensure the projector fan is not blocked.
- Keep a spare light bulb on hand for the projector.

## FLIP CHARTS

The flip chart is one of the most useful and versatile training aids available. Take advantage of its potential to support and complement your presentation. The following tips on using flip charts are meant to help you achieve your objective.

### User Tips:

- Write using large letters; do not overcrowd.
- Use water colour markers - they do not bleed through thin paper.
- Use only two colours per flip chart. Black and blue are good choices as they can be seen from a distance and are easy to read.
- Use a red marker to highlight or emphasise a point or for drawing symbols. Avoid using red to write text as it is difficult to read at any distance.
- Use colour and symbols to emphasise or separate ideas.
- Avoid talking when writing on the flip chart.
- Write notes in pencil in advance on the flip chart for your own reference.
- Always read what you have written before your presentation.
- Tab prepare flip charts with folded pieces of masking tape for easy access.
- Prepare strips of masking tape in advance and attach to the flip chart stand for efficient posting of flip charts.
- Avoid using flip charts when presenting to more than thirty people.



## VIDEO TAPES

A video tape is another useful training aid providing it supports and complements your presentation rather than being used to fill a gap or act as a substitute. Contact your Regional OHS Advisor for the selection of tapes available in your region.

Listed below are some suggestions to help you use a video tape effectively.

### User Tips:

- Know your equipment and how it operates.
- Set up your equipment and test it before beginning a session.
- Position the monitor so that it can be seen by all the participants.
- Insert the tape and advance it to the starting point before the session begins.
- Once playing, verify with the participants if the sound level is satisfactory.
- Stay in the room when the equipment is in operation.
- Select video tapes that are relevant to the topic and that will enhance your presentation.
- Integrate the video tape into an activity or discussion. Avoid using it as a stand alone instruction aid.

Introduce the video, ask people to watch for something specific and summarise after viewing.

## 4.3 - Glossary of Terms

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(See Handbook for Employees - [Appendix A, Page 104](#))



### **Accident:**

An undesirable event which results in either harm to people, damage to property or loss to process.

### **Accident Investigation:**

The process of systematically gathering and analysing information about an accident. This is done for the purpose of identifying causes and making recommendations to prevent the accident from happening again.

### **Confined Space:**

Confined space means an enclosed or partially enclosed space that:

- is not designed or intended for human occupancy except for the purpose of performing work
- has restricted means of access and egress, and
- may become hazardous to any person entering it owing to:
  - its design, construction, location or atmosphere
  - the materials or substance in it, or
  - any other conditions relating to it

### **Controlled Products:**

Any product or ingredient that meets the criteria for one or more of the classes of hazards established by the Workplace Hazardous Materials Information System (WHMIS). The classes are:

- Compressed gas
- Flammable materials
- Oxidizing materials
- Poisonous and infectious materials
- Corrosive materials
- Dangerously reactive materials

**Controls:**

Measures designed to eliminate or reduce hazards or hazardous exposures. Examples include:

- Engineering controls
- Administration controls
- Hygiene practices, and
- Work practices

**Danger:**

Means any existing or potential hazard or condition or any current or future activity that could reasonably be expected to cause injury or illness to a person exposed to it before the hazard or condition can be corrected, or the activity altered, whether or not the injury or illness occurs immediately after the exposure to the hazard, condition or activity, and includes any exposure to a hazardous substance that is likely to result in a chronic illness, in disease or in damage to the reproductive system.

**Danger Zone:**

An area or location within which a danger exists.

**Designated Substance:**

A biological, chemical, or physical agent specified as a designated substance by regulations. Designated substances are substances that are known to be particularly hazardous. The use of a designated substance in the workplace is either prohibited or strictly controlled.

**Emergency Plan:**

Detailed procedures for responding to an emergency, such as fire or explosion, chemical spill, or an uncontrolled release of energy. An emergency plan is necessary to keep order and minimize the effects of the disaster.

**Hazard:**

The Canada Labour Code - Part II defines hazard as danger. This definition includes substandard acts/practices.

**Health and Safety Representative:**

At each work place controlled by the employer, at which fewer than 20 employees are normally employed, the employees' trade union selects, and the employer appoints, a non-management person to act as the health and safety representative for employees in the work place.

**Hygiene Practices:**

A broad term for personal health habits that may reduce or prevent the exposure of a worker to chemical or biological substances. Hygiene practices include:

- not smoking, eating or drinking in the work area
- washing up before breaks and meals
- removing contaminated clothing before leaving work
- keeping street clothes separate from contaminated work clothing

**Industrial Hygiene:**

The recognition, evaluation and control of environmental hazards in the workplace that may cause sickness, harm to health, discomfort, and inefficiency among workers.

**Lockout:**

A specific set of procedures for ensuring that a machine, once shut down for maintenance, repair or other reason, is secured against accidental start-up or movement of any of its parts for the length of the shutdown.

**Near-Miss:**

An undesired event, which in different circumstances could have resulted in harm to people, damage to property or loss to a process.

**Occupational Health:**

The development, promotion and maintenance of programs designed to ensure the physical, mental and social well-being of workers in all occupations by providing for:

- the prevention of harmful health effects due to the working environment

- the protection of workers from health hazards associated with their work operation and/or environment
- the placement of a worker in a work environment suitable to his or her physical and mental make-up

**Qualified Person:**

Means, in respect of a specific duty, a person who, because of his knowledge, training and experience, is qualified to perform that duty safely and properly.

**Safety:**

Means protection from danger and hazards arising out of, linked with or occurring in the course of employment.

**Transportation of Dangerous Goods:**

TDG is concerned about the transportation of dangerous goods from worksite to worksite. There are 9 classes of Dangerous Goods:

- |   |  |
|---|--|
| 1. Explosive                            | 2. Gases                                     |
| 3. Flammable Liquids                    | 4. Flammable Solids                          |
| 5. Oxidizing and Organic Peroxides      | 6. Poisonous (Toxic) & Infectious Substances |
| 7. Radioactive Materials                | 8. Corrosive Materials                       |
| 9. Miscellaneous Products or Substances |  |

**Work Place:**

Means any place where an employee is engaged in work for the employee's employer.

**Work Place Committee:**

Means a work place health and safety committee. This labour/management committee must be established at each work place controlled by the employer at which 20 or more employees are normally employed.



# Occupational Health & Safety Awareness

## Appendix A: Handbook for Employees



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Produced by  
Industrial Accident Prevention Association of Ontario  
and  
Det Norske Veritas (Canada), Inc.  
and  
Les Experts-Conseils FPC inc.  
for  
Fisheries and Oceans Canada

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# **Occupational Health and Safety Awareness**

## Handbook for Employees

**Fisheries and Oceans Canada  
June 27, 2001 (revised by Lionel Croteau (chair), Tina Gore-Couchot, René Malo)**



# Fisheries and Oceans Canada Occupational Safety and Health General Policy Statement

*It is a high priority in the Public Service of Canada that working conditions are favourable to the safety and health of employees and any persons in our workplaces.*

*This Department is committed to protecting all persons at our workplaces and all property from accidental loss.*

*To fulfil this commitment, we will provide and maintain a safe and healthful work environment that complies with, and at times exceeds, regulatory requirements, and we will strive to eliminate any foreseeable hazards which could cause personal injuries or illnesses, losses or damage to property, or loss to the environment.*

*All management, both line and functional, will comply with the Department's occupational safety and health requirements as they apply to the design, operation, and maintenance of facilities and equipment. All employees will perform their jobs properly and in accordance with established procedures and operating philosophy.*

*Fisheries and Oceans Canada has programs in occupational safety and health assistance services. It also provides training and information in these areas to all employees.*

*Local Manager:*

*Date:*

*Regional Director General:*

*Date:*

*Assistant Deputy Minister:*

*Date:*

*Deputy Minister:*

*Date:*

## A.1 - What Is This Handbook About?

---

This handbook has been specially developed for you as an employee of Fisheries and Oceans Canada. It is designed to give you practical and helpful information about workplace health and safety. The main objectives are to:



- make you aware of your health and safety rights and responsibilities as well as those of Fisheries and Oceans Canada (DFO);
- help you to identify and assess health and safety hazards at work;
- show you some basic ways to protect yourself and others from injury and illness.

Your most important job is to get your work done safely. If you are injured or become ill at work, everybody loses. But you lose the most. Therefore, you must always protect yourself from workplace hazards and your employer must make your workplace safe.

The best way to make and keep your workplace safe is to work together with DFO, your manager or supervisor, and your health and safety committee or representative. Not only does this make good sense, the law requires it.

Everyone in the workplace has responsibilities to identify and help control or prevent hazards. Employees also have important health and safety rights. This handbook will help you learn what your duties and rights are. It will also help you to be more aware of what can harm you on the job and what you can do to keep healthy and safe.

But no handbook can be a substitute for good training. Your employer must ensure that you receive training on how to do your job safely and you must apply the corresponding safe procedures and/or practices when performing the job's duties.

## A.2 - How Do You Use This Handbook?

---

This handbook, along with training and instruction from your manager or supervisor, is designed to increase your awareness of how to protect your health and safety on the job.



Your handbook is made up of a number of sections. These sections cover topics ranging from duties, hazard identification and reporting, personal protective equipment to what to do in an emergency.

Your manager or supervisor will work through each section of your handbook with you during your first week of employment. Before you proceed to the next section, you will need to complete the **Key Information** found at the end of each section and then log the date of completion on the record sheet, found at the back of this book. These questions will help you apply what you have learned to your own work situation. Keep track of your progress. Ask your supervisor to sign the progress sheet whenever you complete a section in your handbook.

This handbook is yours to keep. Make notes in it. If you have any questions about something you have read, jot it down and ask your manager or supervisor. Keep your handbook handy so that you can easily review it when you need to.

**Remember:**  
**It's your handbook. It's your health and safety.**



## A.3 - Health, Safety and the Law An Introduction

---

Requirements for workplace health and safety are laid out at three basic levels:



### **The Canada Labour Code - Part II**

This is the law that is designed to protect federal employees like you from workplace injuries and illnesses. The Code sets out general rules, duties and responsibilities that apply to all types of federal workplaces. The Code sets out ways in which employers and employees must work together to make the workplace as hazard-free as it can be. It creates an interlocking set of rights and duties on the part of employers and employees.

For example, as an employer, Fisheries and Oceans Canada has to provide protective clothing, equipment and devices, and the systems and training that employees need to work safely. Employees have to use correctly all mandated clothing, equipment and devices and comply with all safety requirements. The Department is responsible for posting a copy of the Canada Labour Code - Part II at every work place controlled by Fisheries and Oceans Canada.

### **Canada Occupational Safety and Health Regulations**

More specific rules on how the duties in the Code are to be carried out are contained in the *Canada Occupational Safety and Health Regulations*. These regulations contain requirements for specific situations and hazards, such as building safety, electrical safety, emergencies, fire protection, lighting, materials handling, ventilation and so on.

### **Marine Occupational Safety and Health Regulations**

More specific rules on how the duties in the Code are to be carried out on board ships are contained in the *Marine Occupational Safety and Health Regulations*.

Fisheries and Oceans Canada is responsible for making readily available to employees for examination, a copy of the regulations that apply to the work place. If the copy made available is in electronic form, the Department must provide appropriate training to employees to enable them to have access to the regulations.

---

### **Who enforces the Canada Labour Code and its Regulations?**

The Labour Program of Human Resources Development Canada (HRDC-Labour) monitors and enforces compliance with the *Canada Labour Code - Part II*.

To carry out its role, HRDC-Labour has designated health and safety officers and regional health and safety officers. Among other things, health and safety officers have the power to inspect the workplace, investigate accidents and employee work refusals, and issue orders (called directions) for corrective actions to be taken.

For marine-related incidents, the duties are delegated to the Marine Safety Directorate of Transport Canada. Labour Canada and Transport Canada have a joint and mutual responsibility to ensure proper co-ordination of the OHS and marine operational safety regimes so that the regulatory policy objectives of the government in both areas can be fulfilled. It is their responsibility to ensure that OHS and marine operational safety are complimentary and mutually reinforcing.

---

## **DFO Policies and Procedures**

Each employer sets their own workplace health and safety rules through policies and procedures that must be followed. Fisheries and Oceans Canada is no exception. Policies and procedures can be found in *the DFO Occupational Health and Safety Loss Control Manual*, *the DFO Lab Safety Manual*, *the Fleet Safety Manual* and other national and regional policies, directives, and standards.



## A.4 - Canada Labour Code - Part II: Legal Duties and Responsibilities

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Fisheries and Oceans Canada is committed to providing employees with a healthy and safe workplace. Best results can be achieved, however, when employers and employees all work together. An important part of working together effectively is understanding and carrying out the legal duties and responsibilities as spelled out in the *Canada Labour Code - Part II*.



---

### Duties of Your Employer

Fisheries and Oceans Canada has the prime responsibility for protecting your health and safety at work.

The Department must:

- implement the requirements of the *Canada Labour Code - Part II*, and its regulations and comply with authorised directions from the Labour Program of Human Resources Development Canada;
- establish and maintain effective workplace health and safety programs consistent with Treasury Board policies, standards and procedures; and
- provide employee assistance services.

In addition to the general duty to protect your health and safety, Fisheries and Oceans Canada has many specific duties.

For example, the Department must:

- provide first aid, sanitary and personal facilities and health services;
- provide safe drinking water;
- provide every person granted access to the work place by the employer with prescribed safety materials, equipment, devices and clothing, and ensure that their activities do not endanger the health and safety of employees;
- provide each employee with the information, instruction, training and supervision necessary to ensure their health and safety at work. (The Code requires that each employee be made aware of every known or foreseeable health and safety hazard in the area where the employee works.)
- ensure that the machinery, equipment and tools used by the employees in the course of their employment meet prescribed health, safety and

ergonomic standards and are safe under all conditions of their intended use;

- ensure that the vehicles and mobile equipment used by the employees in the course of their employment meet prescribed standards;
- investigate, record and report all accidents, occupational diseases and other hazardous occurrences, and keep and maintain health and safety records.

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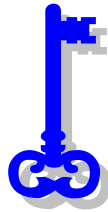
## **Your Duties and Responsibilities**

As a Fisheries and Oceans Canada employee you have duties, too. You have a general responsibility to take all reasonable and necessary precautions to ensure your own health and safety and that of others who may be affected by your work.

You also have a responsibility to:

- use or wear the protective clothing, devices, and equipment required for your job in accordance with the instructions provided by your supervisor;
- work safely at all times by following all prescribed procedures, health and safety instructions from your employer, and directions of a health and safety officer;
- co-operate with your work place health and safety committee or representative and any other person exercising a duty made under the Code or Regulations;
- report to your employer any hazard in the workplace and all accidents, hazardous occurrences or near misses.





# Key Information

1. List two health and safety responsibilities of employers and two of employees.

**Employer:**

- \_\_\_\_\_

**Employee:**

- \_\_\_\_\_
- \_\_\_\_\_

2. Find a copy of *the Consolidated Copy of Canada Labour Code - Part II* and the Fisheries and Oceans Canada Occupational Health and Safety General Policy Statement. These should be posted in a place accessible to employees, such as in the lunchroom or on an employee health and safety notice board.

**Where is the Code posted?**

- \_\_\_\_\_

**Where is the health and safety policy posted?**

- \_\_\_\_\_



## **A.5 - Canada Labour Code - Part II: Your Work Place Health and Safety Committee or Representative**

---

Workplace health and safety is a shared responsibility. It can only be effectively carried out with co-operation and open communication among all workplace parties: management, unions, and employees. That's where your work place health and safety committee or representative comes in.



If your workplace has 20 or more employees, it must have a work place health and safety committee. This committee is made up of both employer and employee representatives. At least half of the committee members must be employees who do not exercise managerial functions.

You and other employees select the employee members on the work place committee. If you belong to a trade union, your union will decide how to select the employee members.

In workplaces where there are fewer than 20 employees, a health and safety representative is required. The representative is selected by the trade union, or by the employees if there is no trade union.

You should know who the employee members on the committee are or who your representative is. Your employer must post the names of your local committee members and their work locations in places that are accessible to you. The minutes of each OHS committee meeting must be posted for a period of one month, also in a place accessible to you.

---

### **Duties and Powers**



Employees work together with their work place health and safety committee or representative, their employer and each other to identify job-related health and safety concerns and find solutions. The committee and representative have many important duties and powers in common.

They both:

- receive, consider and act on health and safety complaints from the employees they represent, if these complaints have not been addressed by the manager/supervisor to the satisfaction of the employee;

- take part in all health and safety inquiries, investigations, studies and inspections at the workplace, consulting as necessary with health and safety professionals or technical advisers;
- conduct monthly workplace inspections, so that every part of the workplace is inspected once each year;
- participate in planning for the implementation and in the implementation of changes that may affect occupational health and safety, including work processes and procedures;
- participate in the development and monitoring of programs, measures and procedures related to employee health and safety;
- ensure that adequate records are kept of work accidents, injuries and health hazards and regularly examine the resulting data;
- may request information from the employer to identify existing or potential workplace hazards;
- have access to all government and employer reports relating to the health and safety of the employees they represent. They do not have access to medical records unless the person consents.

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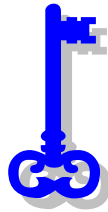
## How Can You Help?

You are an important source of information about health and safety in your workplace.

That's why it is important to talk to and co-operate with your committee members or representative. It is your right and it is also your duty. The information that you give them will help make your workplace healthier and safer.

If you have any health and safety concerns, talk to your immediate supervisor or your work place health and safety committee or representative.





# Key Information

1. Name at least two members of your work place committee or your health and safety representative.

**Names:**

**Work Locations:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Posted Where?**

- \_\_\_\_\_
- \_\_\_\_\_

2. Find the minutes of a recent committee meeting.

Where are they posted? \_\_\_\_\_

Write down two follow-up items from the minutes, and two new items that require management action.

**Follow-up Items:**

- \_\_\_\_\_
- \_\_\_\_\_

**New Items:**

- \_\_\_\_\_
- \_\_\_\_\_

## A.6 - Canada Labour Code - Part II: Internal Complaint Resolution Process

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If you believe that the use or operation of a machine or thing, or a condition exists, or the performance of an activity will cause a danger to yourself or to another employee, then you must report the problem to your supervisor. Together, you and your supervisor must try to resolve the complaint as soon as possible. If you are successful, your supervisor forwards a report on the complaint and what was (or will be) done to resolve it, to the chairs of the workplace health and safety committee.



You or your supervisor may refer an unresolved complaint to a chairperson of the work place health and safety committee or to the OHS representative. The complaint will be investigated by

- an employee and an employer member of the work place committee; or
- the health and safety representative and a person designated by the employer.

The people who investigate the complaint must inform the employee and the employer in writing of the results of the investigation. If the investigators conclude that the complaint is justified, the employer must immediately inform them in writing of how and when the matter will be resolved. The employer must ensure that no employee can use the machine or thing, work in the place or perform the activity that constituted the danger, until the situation is rectified.

The employee or employer may refer a complaint that there has been a contravention of Part II of the Canada Labour Code to an HRDC-Labour Health and Safety Officer in the following circumstances:

- Where the employer does not agree with the results of the investigation;
- Where the employer has failed to inform the investigators of how and when the matter will be resolved or has failed to take action to resolve the matter; or
- Where the investigators do not agree between themselves that the complaint is justified.

If the condition or situation is not resolved to your satisfaction and you feel the danger is still serious enough, then you may choose to exercise your **Right to Refuse** dangerous work.

## Internal Complaint Resolution Process: 127.1

**Employee has reasonable cause to believe there has been a contravention or that accident or injury is likely:**

- Employee informs supervisor, **and**
- Both employee and supervisor must try to resolve the complaint.

**If the complaint is not resolved, the employee or supervisor may refer it for further investigation to the:**

- Chair of the Work Place health and safety committee **or**
- Health and Safety Representative.

**Investigation by:**

- Employee and Employer Members of the Workplace Committee, **or**
- Health and Safety Representative and Person designated by Employer

**Investigators:**

- Inform employee and employer in writing of the results.
- May make recommendations to employer whether or not they find the complaint justified.

**Employer:**

- Informs investigators, in writing, how and when the matter will be resolved.
- Can not assign another employee to perform the task if investigators concluded that danger exists.

**Employee or Employer may refer a complaint of contravention to an HRDC Health and Safety Officer if the:**

- Employer disagrees with the results of the investigation, **or**
- Employer failed to inform the investigators when and how the matter would be resolved, **or**
- Investigators do not agree whether or not the complaint is justified.

**The HRDC Health and Safety Officer investigates and may:**

- Issue directions to the employer or employee
- Recommend that the employee and employer resolve the matter between them.
- Issue directions if conclusion is that danger exists.



# Key Information

1. Explain the *Internal Complaint Resolution Process*.

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## A.7 - Canada Labour Code - Part II: Your Rights

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Under the *Canada Labour Code - Part II*, you have three important rights designed to protect your health and safety:



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### 1. The Right To Know

You have the right to know about every known or foreseeable health or safety hazard associated with your job. Your manager or supervisor must tell you about the hazards and train you to work safely. A very important part of your right to know involves the Workplace Hazardous Materials Information System (WHMIS). It gives you and your employer important information about hazardous materials in the workplace and how to protect yourself from them. For more information, see "[\*Working with Hazardous Materials: Workplace Hazardous Materials Information System \(WHMIS\)\*](#)" in this manual.

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### 2. The Right to Participate

Fisheries and Oceans Canada encourages its employees to become involved with their work place health and safety committee. As a work place committee member or representative, you have the right to participate in identifying and correcting job-related health and safety problems. You can also participate by selecting the worker members of your work place committee or your representative and by informing the committee or representative of your health and safety concerns.

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### 3. The Right to Refuse Dangerous Work

You have the right to refuse to use or operate a machine or thing, to work in a place or to perform an activity, if you, while at work, have reasonable cause to believe that;

- the use or operation of the machine or thing constitutes a danger to you or to another employee, or
- a condition exists in the place that constitutes a danger to you, or
- the performance of the activity by you constitutes a danger to you or to another employee.

No penalty can be imposed on or disciplinary action taken against an employee, who, acting in accordance with the provisions of the Canada Labour Code Part II, participates in the refusal process. To exercise the Right to Refuse, you must follow the proper procedure.

You may not refuse dangerous work if:

- your refusal puts the life, health or safety of another person directly in danger;
- the perceived danger is a normal condition of your job.

As well, if you work aboard a ship or aircraft, the procedure is different. You must report the matter to the person in charge of the vessel or aircraft who, as soon as possible, will decide whether to allow the refusal. If the refusal is not allowed, the matter can be dealt with when the ship or aircraft arrives at its first destination in Canada. You may then exercise the right to refuse work.

---

## **Procedure for Refusing Dangerous Work**

**You have reasonable cause to believe that your work is unsafe to you or to another employee. Now what? Here are the proper procedures.**

### **Report to your supervisor**

You must report your refusal to your immediate supervisor and to a non-managerial health and safety committee member or representative, subject to the previously mentioned restrictions for ship and airline employees.

### **Your supervisor investigates**

Your supervisor, immediately on being informed of the refusal, investigates your report accompanied by you and at least one member of the work place committee or the OHS representative. **Note:** when only one work place committee member participates in an investigation, that person must be an employee representative.

### **You may go back to work or you may continue to refuse**

If your supervisor decides there is no danger and his explanation is acceptable to you, then you go back to work. If he agrees that a danger exists and takes corrective action which is acceptable to you, then you go back to work. The employer must inform the work place committee or the health and safety representative of the matter and the action taken to resolve it.

If you continue to believe that the work is dangerous, you have the right to continue to refuse to do the work. Your supervisor must inform the work place committee or health and safety representative and notify an HRDC Health and



Safety Officer (It is no longer necessary for the employee to make a separate report.). Your supervisor may require you to remain at a safe location near the site of the refusal or he or she may assign you to do reasonable alternate work. No other employee may be asked to do your work until the issue has been resolved (*Treasury Board Occupational Safety and Health Directive 2-19*).

### **The Health and Safety Officer investigates and makes a decision**

On being notified of the refusal, the HRDC Health and Safety Officer investigates the matter in the presence of the employer, the employee and one other person who is

- a) an employee member of the work place committee;
- b) a health and safety representative; or
- c) if a) or b) is not available, another employee from the work place who is designated by the employee.

Once the Officer completes the investigation, he or she must decide whether the danger exists and immediately give written notification of the decision to you and your supervisor.

If the Officer determines the work is dangerous and directs the supervisor to take corrective action, you may continue to refuse until the corrective action is completed. If the Officer determines the work is safe, you must go back to work, even if you disagree with the decision. If you still disagree, you may, within ten days of receiving the decision, request in writing that it be referred to an Appeals Officer.

The complete procedure for refusing dangerous work is shown in the diagram on the next page.



# Procedure for Refusing Dangerous Work

**Employee** has reasonable cause to believe that:

- A condition at work is a danger to him or herself;
- The use or operation of a machine or thing, or the performance of an activity, presents a danger to the employee or a co-worker.

**Employee** reports to the supervisor.

**Supervisor:**

- *Agrees* there is danger, takes immediate corrective action, and informs the Work Place committee of the matter and the steps taken to resolve it, **or**
- *Disagrees*, and informs the employee of the reasons.

**Employee:**

- *Agrees* that danger no longer exists and goes back to work, **or**
- *Disagrees*, and reports **continued refusal** to the supervisor and the Work place health and safety committee

**Employer** investigates in the presence of the employee who reported the problem **and:**

- At least one employee member of the Work Place committee, **or**
- The Health & Safety Representative, **or,**
- If neither of the above are available, at least one person from the work place selected by the employee.

**If Refusal Continues, Employer notifies an HRDC-Labour Health and Safety Officer.**

**Health and Safety Officer** investigates without delay in the presence of the **employer**, the **employee** and:

- At least one employee member of the Work Place committee, **or**
- The Health & Safety Representative, **or,**
- If neither of the above are available, at least one person from the work place selected by the employee.

**Health and Safety Officer** decides if danger exists and immediately notifies the employer and employee in writing.

**If Danger:**

- Health and Safety Officer issues Direction to employer to take corrective action.
- Employee does not do the work until told by employer that corrective action is completed.
- Employer may appeal the decision to an Appeals Officer within 30 days.
- No one does the work while the appeal is in progress.

**Exceptions**

No refusal is permitted if:

- The refusal puts the life, health or safety of another person directly in danger;
- The danger is a normal condition of employment.

Aboard ships at sea, the Commanding Officer:

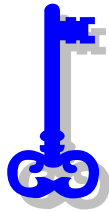
- Must investigate a reported unsafe condition and decide if it is safe for a refusal to proceed.
- May order work to continue until the ship reaches safe harbour.

**During the Refusal Process**

- **Supervisor** may assign other work, or work in a different location.
- **Supervisor** may not assign another employee to do the job.
- **Employee** is not entitled to go home.

**At End of Refusal Process, Investigations & Appeals**

- **Employer** may take disciplinary action **only** if able to prove employee abused the right to refuse.
- Burden of proof is on the **employer**.
- **Employee** given reasons in writing within 15 working days of requesting them.
- **Employee** has 90 days from the receipt of reasons to file a complaint.



# Key Information

1. As an employee, you have three key health and safety rights. What are these?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. What is the first step you must take if you decide to refuse dangerous work?

- \_\_\_\_\_  
\_\_\_\_\_

3. Describe one situation when you may not be entitled to exercise the right to refuse work.

- \_\_\_\_\_  
\_\_\_\_\_

4. As you are aware, you have the right to know about every known or foreseeable health and safety hazard associated with your job, i.e., confined space entry, using hazardous tools/equipment, working alone, working with hazardous materials, etc. With the help of your manager/supervisor identify some of the health and safety hazards associated with your job.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## A.8 - Identifying, Assessing and Reporting Hazards

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Whether you work in a shop, laboratory, or office, in the field, or on a ship, your workplace can have health and safety hazards. Often we don't think much about these hazards until something happens. Even a slight injury can make it difficult for you to do your regular job. More serious injuries may prevent you from working for long periods or perhaps from returning to work at all.



You are responsible for reporting all hazards to your manager or supervisor. But what is a hazard? How do you report one? And why is it so important to do this?

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### What is a Hazard?

A hazard is any condition, practice or situation that could cause injury or illness to you or others at work. Examples include but are not limited to: blocked exits, missing machine guards, unsafe work habits, unlabelled chemicals or materials, poor lighting, slippery floors, damaged ladders, noisy equipment, vehicle damage, safety equipment missing from a boat, and equipment that is inadequate for field conditions.

There are five types of workplace hazards:

- Biological hazards: microorganisms (viruses, bacteria, fungi, parasites); insects (bites, stings, allergies, infection); plants (toxins, allergies); and animals (bites, infections, allergies).
- Chemical hazards which can be in the form of solids, liquids, vapours, gases, dusts, fumes or mists;
- Ergonomic hazards caused by: poorly designed/inadequate work flow, workstation, lighting, tools and equipment; physical or mental demands (monotony, work pressure, perceptual/mental overload, metabolic cycles disrupted by overtime/shift rotation); body position (static posture, lifting, twisting, straining).
- Physical hazards related to noise, vibration, energy, weather, heat, cold, electricity, radiation, buildings and materials, work on ships and other water craft, transfers between moving platforms.
- Psycho-social hazards including: actual or potential for workplace violence and/or harassment; lack of management and employee accountability due to substandard conditions, procedures and/or practices, and/or unsafe acts.

One of the best ways to help you spot hazards is by asking yourself "What if?" questions. For example, what if there was a fire and the exit was blocked? What if someone operated this machine without the guard? What if someone used this ladder with the broken rung? What if someone handled a chemical without knowing what it was? What if someone breathed in those fumes?

Once you spot a hazard, you need to ask yourself other important questions, like:

- What could go wrong?
- How serious could it be?
- How likely is it to happen?
- What should we do about it?

---

## Reporting Hazards



Reporting dangerous/ hazardous conditions or substandard acts/practices is essential to you, your fellow employees and your organisation. How often have you heard about one of your fellow employees getting injured and you said to yourself, "That almost happened to me". Reporting a hazard to your supervisor when you first see or hear about it might prevent accidents, by ensuring corrective actions are brought about in a timely manner.

### What should you do if you discover a hazard?

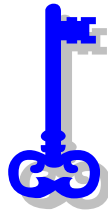
- Tell your immediate supervisor right away.
- Complete a Hazard Complaint Report or if aboard ship, a Non-Conformity Observation Report. For copies of these forms, refer to the Loss Control Manual, Annex 8 B and Annex 8 C respectively.
- Provide as much detail about how serious a threat the hazard poses (for more information, see *The A-B-C's of Classifying Hazards* following).
- If possible, recommend ways to correct the problem in your report.
- Submit your report to:
  - your manager or supervisor for review and corrective actions;
  - the work place committee;
  - the Designated Person Ashore (if you're aboard a ship).

## A.9 - The A-B-C's of Classifying Hazards

Whenever you discover a hazard, you need to determine how serious the consequences could be. To help you do this, use the A-B-C system of rating hazards. This system is explained in the chart below:



Hazard Class	Hazard Consequences	Examples
<b>A</b>	<p>Likely to cause death or permanent disability</p> <p>Extensive loss of a structure, equipment, or material</p>	<p><b>Not having enough PFD on board a vessel</b></p> <p><b>Any piece of equipment with a rotating shaft, spindle, gear, as well as equipment with a potential pinch point, i.e, punch presses, clamps etc., which have not been guarded or guarded effectively enough</b></p>
<b>B</b>	<p>Likely to cause serious injury or illness</p> <p>Property damage that is disruptive, but less severe than Class "A"</p>	<p><b>Storing of oils and gasoline around water without proper spill containment</b></p> <p><b>Slippery oil condition observed in main aisleway</b></p>
<b>C</b>	<p>Likely to cause a non-disabling or minor injury or illness</p> <p>Property damage that is not disruptive</p>	<p><b>Worker observed handling rough lumber without gloves</b></p> <p><b>Pallet of material stored outside the designated area</b></p>



# Key Information

1. What is a hazard?

- \_\_\_\_\_

2. Give one reason why it is important to report hazards.

- \_\_\_\_\_

3. What's the first thing you should do if you discover a hazard?

- \_\_\_\_\_

4. List the most likely potential or actual hazards in your work area. For each hazard, assign it a rating of A, B, or C and list at least one way in which that hazard is/can be controlled.

<b>Hazard</b>	<b>Hazard Class</b>	<b>Hazard Controls</b>
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____

5. Two important forms for reporting hazards are the Hazard Complaint Report and the Non-Conformity Observation Report. Where do you get copies of these reports?

- \_\_\_\_\_
- \_\_\_\_\_

6. Who do you submit the completed reports to?

- \_\_\_\_\_
- \_\_\_\_\_

## A.10 - General Health and Safety Rules

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General health and safety rules are intended to apply to you, regardless of what you do at Fisheries and Oceans Canada or where you work. But, they are a starting point only. Your manager or supervisor will provide you with specific rules and instructions for how to work safely in your job.



### **Think about your safety and the safety of other employees at all times.**

- Report all workplace accidents.
- Obey all instructions, rules and signs (note: if a situation occurs where doing so could threaten your own or others' health and safety, report immediately to your manager or supervisor).
- Report immediately to your manager or supervisor any condition or practice you think might cause harm to employees or damage to equipment.
- Don't take chances. If you don't know how to do something, ask your manager or supervisor.
- Don't engage in horseplay; avoid distracting others.

### **Dress for the job.**

- Wear suitable footwear with low-heels and non-slip soles that are in good condition.
- Wear approved personal protective equipment as directed. Keep it in good condition.
- Avoid loose clothing, long hair and dangling accessories and jewelry that are likely to be hazardous unless they are tied, covered or secured (for example, when working near machines). Practice good housekeeping.
- Keep your work area clean and orderly.
- Pick up all items lying on floors and stairs.
- Throw out all garbage in proper containers. Do not allow containers to overflow.
- Drips and spills must be reported and addressed as deemed required by the nature of the material (note: in some instances emergency team intervention may be required) and no employee should be allowed to clean-up hazardous material/substances if the manager/supervisor has not had the employee trained.



- Store tools and materials in their proper places.
- Keep aisles, stairways and exits and entrances clear.
- Keep storage areas tidy.
- Take out tools and materials only when you need them. Put them back as soon as you finish with them.
- Stack boxes or other materials so that they cannot fall.

#### **Take care with tools, equipment and materials.**

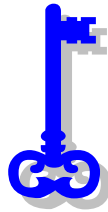
- Only use tools, machinery, equipment and materials including chemicals which you have been trained to use.
- Use the right tools and equipment for the job and use these safely.
- Use, adjust, alter or repair equipment only when you are authorised to do so.

#### **Safely lift and carry.**

- Where an employee is required to manually lift or carry loads in excess of 10 kg, supervisors/managers shall ensure the employee has been instructed and trained:
  - in a safe method of lifting and carrying the loads that will minimise the stress on the body; and
  - in a work procedure appropriate to the employee's physical condition and working conditions.
- No department shall require an employee whose primary tasks do not include manual lifting or carrying to manually lift or carry materials, goods or things in excess of 20 kg.

#### **Basic information on lifting techniques.**

- Always plan your move before you begin.
- Get help when you lift heavy or awkward loads.
- Crouch down and get a firm grip on the load. Keep the load close to your body. Lift the load with your leg muscles. Keep your back straight.
- Make sure you can see where you are going.



# Key Information

1. List two general safety rules that are most critical to your job.

- \_\_\_\_\_
- \_\_\_\_\_

2. List three housekeeping items in your work area that you think could be improved, and how.

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

## A.11 - Working with Hazardous Materials: Workplace Hazardous Materials Information System (WHMIS)

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If you work with hazardous materials it is your employer's legal responsibility to eliminate the potential for exposure or reduce it as much as possible. In addition, your manager or supervisor must ensure that WHMIS training is provided to you in how to safely use, store and handle any hazardous materials you may be exposed to. He or she must also show you how to use whatever personal protective equipment you will need, and what to do in case of an emergency.



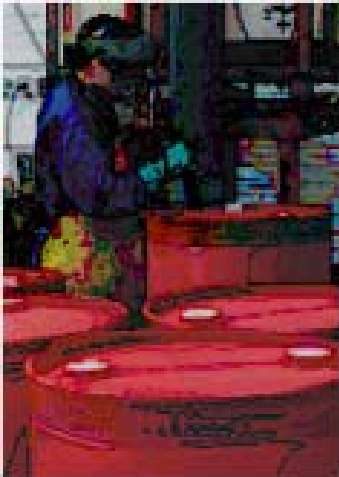
### You can protect yourself from hazardous materials if you:

- do not use a hazardous material - if you do not know what it is;
  - do not use a hazardous material - if your employer has not trained you in its use, handling, storage, risks, etc.;
  - practice safe work habits and follow all safety rules;
  - learn the facts and know how to use the information on hazards as outlined in current MSDS;
  - use the right personal protective equipment;
  - know what to do in an emergency (for example, know the location of emergency equipment, such as eye wash stations and showers and know how to use the equipment);
  - ask your supervisor or employer for help if you do not understand something or do not know what to do.
  - **The Workplace Hazardous Materials Information System, or WHMIS, is a Canada-wide system designed to give you information about hazardous materials at work. WHMIS provides information in three important ways:**
- labels on the containers of hazardous materials;
  - material safety data sheets (MSDS);
  - worker education and training.



---

## Labels



**Suppliers must label all containers of hazardous materials. The label must show:**

- the name of the material;
- the risks when you use it;
- the hazard symbols;
- how you should handle and use the material;
- first-aid instructions in case of an emergency;
- that there is a Material Safety Data Sheet (MSDS).

**If it is necessary to pour a hazardous material into a smaller container, that container requires a new label. The new label must show:**

- the name of the material;
- how to handle it;
- that an MSDS is available.

If a product is not labelled, report it to your supervisor.

Never reuse a container for any material other than what was originally stored in it. The only exception is lab equipment that has been decontaminated and/or sterilized using approved procedures.

---

## Material Safety Data Sheet (MSDS)

Manufacturers of hazardous materials must supply a MSDS with every product. This data sheet gives you the information about the hazards and controls associated with the material. It includes:

- the name of the material and its hazardous ingredients;
- the health and safety hazards of the material;
- how to safely use, store, handle and dispose of the material;
- first aid and other emergency instructions, including the name and phone number of the supplier.

---

## Worker Education and Training

This is the most important part of the information you receive about hazardous materials. If there are hazardous materials in your workplace, your employer must arrange for the training of all employees who handle, are exposed to or are likely to be exposed to these materials. The training must tell you such things as:

- how to understand labels and MSDS;
- the specific hazardous materials in your workplace;
- how to handle, use and store hazardous materials;
- what to do in case of an emergency.

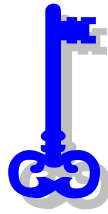
Ask for this training before you work with or near a hazardous material. If you are not sure about any of the materials you have to use on the job, ask your supervisor for information about the hazards and how you can protect yourself.

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## Transportation of Dangerous Goods (TDG)

Hazardous materials and dangerous goods can only be transported by a person certified in the Transportation of Dangerous Goods.





# Key Information

1. Find out from your manager or supervisor what, if any, hazardous materials you will be working with or near. In the space provided below, list the most hazardous materials, the hazard(s) and the recommended controls:

<b>Material</b>	<b>Hazard</b>	<b>Recommended Controls</b>
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____
• _____	• _____	• _____

2. When does your manager or supervisor say you will be trained in how to safely use these materials (WHMIS training)?

Date of training: \_\_\_\_\_

3. Make a list of any questions or concerns you might have about the hazardous materials you work with or near. Jot them down here along with your supervisor's answers.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Where are Material Safety Data Sheets (MSDSs) kept in your workplace?

- \_\_\_\_\_

5. Are you responsible for dealing with hazardous material spills? If so, review the proper procedures with your manager or supervisor. Where are the written procedures located?

- \_\_\_\_\_

## A.12 - Personal Protective Equipment (PPE)

---

Personal protective equipment (PPE) is any equipment or clothing you have to use or wear to protect yourself from the hazards of your job. It includes such things as safety glasses and goggles, hard hats, hearing protectors, life jackets and high visibility vests.



PPE is your last line of defence against work-related injury or disease. It is required when the hazards in your workplace cannot be eliminated or controlled within safe limits by other methods. Your supervisor is responsible for providing the equipment that you require to perform your job safely. He/she must ensure that you are properly trained on how to use, care for and maintain your PPE.



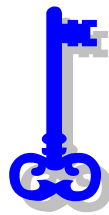
It is incumbent upon managers/ supervisors to direct their employees to use the assigned PPE during the performance of that work or when in that area, and to strictly enforce the use of PPE. Employees failing to use assigned PPE are subject to disciplinary action.

You also have a responsibility to inspect your equipment prior to using it and to report any problems immediately to your supervisor. If you're not sure about the right PPE to wear for the job or how to use or care for it, ask your supervisor.

Note: PPE should not create hazardous situations. If you are concerned that your PPE is inappropriate or inadequate for the job, report immediately to your supervisor or manager.








### **Here's how to make your PPE work for you:**

- Wear the proper PPE for the job.
- Make sure your PPE fits properly. Note: For respiratory protection, fit testing must be performed as required by the established standard on Selection, Use and Care of Respirators.
- Inspect your PPE before using it.
- Report concerns and or defects immediately to your supervisor.
- Keep your PPE clean and well maintained. Replace it when needed.
- Store it in an area that will prevent it from contaminating the surrounding area as well as prevent damage to the PPE.



# Key Information

1. List specific Personal Protective Equipment (PPE) that you are required to use/wear when performing your job, i.e., eye protection, hand protection, head protection, personal flotation device (PFD), etc. Below each item that you've identified, write down the specific equipment that you must wear. Also, jot down when you have to wear the item and how to properly use and care for it.

Type of Protection	When Needed	Use	Care
 Head			
 Eye			
 Hearing			
 Hand			
 Foot			
 Breathing			
 PFD			
Others?			

2. For one of the items you've checked above, describe what to look for when you inspect it.

- \_\_\_\_\_

3. What should you do if your PPE is damaged or defective?

- \_\_\_\_\_

- \_\_\_\_\_



## A.13 - Reporting Hazardous Occurrences

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You are responsible for reporting all hazardous occurrences of which you are aware to your manager or supervisor.



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### What is a hazardous occurrence?

A hazardous occurrence is a work-related accident or near miss that results in, or has the potential to result in, personal injury or illness, or damage to property, equipment or materials.

When it comes to injuries or illnesses specifically, here's what you must report:

#### Disabling Injuries

Any work-related injury or illness that prevents you from reporting to work or from effectively performing all the duties of your regular work on any day following the day on which the injury or illness occurred, whether or not the day following is a working day for you.

#### Non-disabling or Minor Injuries

Any work-related injury or illness that requires treatment at a hospital, medical clinic or physician's office (excludes a disabling injury).

#### Injuries Requiring First Aid Only

Any work-related injury or illness that requires treatment by a first aid attendant or that involves the use of materials from a first-aid kit.

#### Near Misses

An incident that has the potential to result in, personal injury or illness or damage to property, equipment or materials.

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### What happens if I get injured or ill at work?

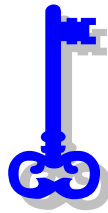
Whenever you are injured or become ill at work, you must, where possible, report to a first aid attendant for treatment. As soon as possible thereafter, you must report your injury or illness to your manager or supervisor. If you work in the field or on board a vessel, or if you work alone, certain measures may be required to assist you in the event of an injury or sudden illness. Find out from your manager or supervisor what these measures are. If you need to go to a doctor or the hospital, your manager or supervisor is responsible for providing suitable transportation and an escort, if required.

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## **What happens after I report a hazardous occurrence?**

As noted above, your manager's or supervisor's first responsibility is to ensure you receive the appropriate care. After that, he or she must report and investigate the hazardous occurrence, take corrective action where appropriate, and notify the Regional OHS Assistant and the Work Place Health and Safety Committee, using the appropriate reporting form(s) and procedures. It is important to understand that the point of the investigation is to determine what caused the occurrence and what needs to be done to prevent it from happening again.





# Key Information

1. What is a hazardous occurrence?
  - \_\_\_\_\_
  - \_\_\_\_\_
2. When do you have to report a hazardous occurrence? Who do you report it to?
  - \_\_\_\_\_
  - \_\_\_\_\_
3. Why is it important to report near misses and hazardous occurrences that don't result in injury?
  - \_\_\_\_\_
  - \_\_\_\_\_
4. When should injuries and illnesses be reported to your manager or supervisor? (Check one)
  - At the end of your shift
  - Right away
  - During your first break
  - After you've received first aid (or medical attention?)
5. Where is the closest first aid station or room located?
  - \_\_\_\_\_
  - \_\_\_\_\_
6. Find the list of first aid attendants (it should be posted by the first aid station or room). Name at least one of the first aid attendants in your workplace and where he or she may be located.
  - \_\_\_\_\_
  - \_\_\_\_\_

## A.14 - Fires and Other Emergencies

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While Fisheries and Oceans Canada strives to keep your work environment safe, fires and other emergencies (for example, spills, bomb threats, threats of violence, etc.) can happen. It is extremely important for you to be prepared for such events. Each Fisheries and Oceans Canada workplace has specific measures and procedures in place to deal with these events. If you work on a ship or in the field or if you work alone, special requirements may apply to you. Fleet personnel may refer to the *CCG Fleet Safety Manual DFO5737* for more information.



### **Here's what you need to know:**

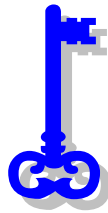
If you don't know about the measures and procedures that apply to your work, ask your manager or supervisor. Here's a list of some of the things you need to know:

- the specific types of emergencies which may occur;
- the locations of alarms such as fire alarms and panic alarms (where applicable) and how to use them;
- what to do when an alarm sounds (some workplaces may have different sounding alarms for when to be on alert and when to evacuate; know about the different types of alarms, how they sound, and what they mean.);
- what to do in case of an emergency evacuation (or mustering, on board a ship);
- evacuation routes to safe areas (it is important to gather at a safe area for head counts to determine if persons are missing);
- the "all clear" and re-entry procedures. An important way to be prepared for an emergency is to participate in all emergency drills that apply to you. These drills give you a first-hand opportunity to see exactly what would happen and what you would have to do if there really was an emergency. Note that the law requires you to participate in fire drills.

If you are mobility-impaired (for example, you may be confined to a wheelchair, you may be pregnant, or you may have a heart condition), special arrangements will need to be made for you. Notify your manager or supervisor immediately if you require these special arrangements. Don't wait for an emergency to happen.

Here are some specific instructions in case there is a fire in your workplace:

- Know the emergency procedures to follow in case of a fire
- Know where the fire alarms are
- Know where the fire extinguishers are and how and when to use them
- Know where the emergency exits are in your work area



# Key Information

1. In case of emergency, know the names and numbers of the person(s) to call. List them here:

**Emergency warden:** \_\_\_\_\_

**Room Number:** \_\_\_\_\_




**Telephone Number:**  \_\_\_\_\_

**Deputy emergency warden:** \_\_\_\_\_

**Room Number:** \_\_\_\_\_

**Telephone Number:**  \_\_\_\_\_

2. The emergency exit nearest to my work station is: \_\_\_\_\_
3. Other emergency exits are located: \_\_\_\_\_
4. Circle or describe what the emergency alarm(s) in your work area sound like and what each one means?

<b>Sound</b>	<b>Meaning</b>
Bell(s)	 _____
Buzzer	 _____
Other	 _____

5. List all emergency situations that apply in your workplace. Discuss your responsibility and action required during these emergencies, i.e., fire, chemical spill, earthquake, etc.

- \_\_\_\_\_
- \_\_\_\_\_

6. Find out from your manager or supervisor about your responsibilities in case of an emergency evacuation. For example, "turn off all powered equipment, go to the East parking lot, wait for the supervisor's clearance before re-entering the work area."

**Responsibilities:**

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7. If you work alone, on a vessel or in the field, special emergency procedures may apply to you. Review these procedures with your manager or supervisor.

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## A.15 - Employee Assistance Program (EAP) and Critical Incident Stress Management Services

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In some cases, you or a group of employees may be exposed to or witness an extremely traumatic (often referred to as critical incident stress) event while on the job. This could include:



- the death or serious injury of a fellow employee or a member of the public;
- a hostage-taking situation or a situation in which physical harm is threatened or carried out;
- an accident involving multiple casualties;
- prolonged or extraordinary rescue or recovery operations;
- a major disaster.

A critical incident may cause you to experience strong emotional reactions that could interfere with your ability to function at the time of the incident or later. Fisheries and Oceans Canada is committed to providing you with critical incident stress management services, such as debriefing and counselling.

Whenever a critical incident affects a group of Fisheries and Oceans Canada employees, your manager or supervisor of the area will immediately contact the regional EAP co-ordinator to determine the need for and degree of counselling services that may be required. You may also get help directly through the EAP.

List the EAP telephone number here.



\_\_\_\_\_



\_\_\_\_\_

## A.16 - Medicals and Immunization

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Occupational health evaluations are provided to specific occupations where there is an inherent risk to the health or safety of an employee, and/or where an employee's state of health could adversely affect the health and safety of others.



**The principal objectives of health evaluations are:**

1. To act as a means of preventing illness and disability arising out of, or aggravated by, conditions of work;
2. To establish that individuals are able to continue working without detriment to their health or safety or that of others;
3. To establish the conditions under which certain individuals with illnesses or disabilities are able to continue working.

In addition, where reasonable grounds for requiring a medical examination can be shown to exist, such as before certain postings and where a Public Service standard, policy, directive, or guideline provides for it, health evaluations may be requested at the discretion of management or of the Occupational Health and Safety Program (OHSP) of Health Canada. In cases where medical examinations are not a requirement of the position, employees have the right to go to the physician of their choice.

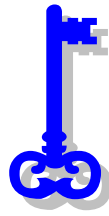




**The following occupations and/or tasks are examples of when a health evaluation may be required:**

- Ship's Personnel and Marine Surveyors
- Isolated and/or Remote Areas
- Fishery Officers
- Ice Observers
- Animal Keepers/Veterinarians/Inspectors
- Firefighters
- Marine Traffic/Radio Operators
- Search and Rescue
- Divers/Snorkellers
- Personnel working/handling certain chemical/radioactive/biological materials
- Personnel exposed to excessive noise
- Personnel doing consistent and arduous physical effort
- Light Keepers





# Key Information

Is an Occupational Health Evaluation required of the job or jobs that I would be required to perform? *Yes / No*

If yes:

Date of Evaluation and Location:

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Date of Follow-up Evaluation:

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## A.17 - In Summary

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Working together is the key to a healthy and safe workplace. By discussing safety problems and solutions, employers, employees, work place health and safety committees and representatives can prevent accidents on the job. It makes sense and it is the law.



You have the right to a safe workplace. Along with this, you have a responsibility to take all reasonable precautions to protect your health and safety and that of others around you. If you don't understand a part of your job, talk it over with your manager or supervisor. If you see something that doesn't look right, report it. Remember, you must report every work-related injury and illness, near miss and any other hazardous occurrence or condition, no matter how small it may seem, so that future accidents can be prevented and so that your injury or illness doesn't develop into a more serious problem later.

A healthier and safer workplace is definitely worth working for.

## A.18 - Progress Record

At the end of each section of the workbook you and your manager or supervisor should record the date reviewed and sign or initial in the appropriate sections.



Topics	Date Completed/ Reviewed	Your Signature/ Initial	Supervisor's Signature/ Initial
Health, Safety and the Law - An Introduction			
Canada Labour Code - Part II: Legal Duties and Responsibilities			
Your Work Place Health and Safety Committee or Representative			
Canada Labour Code - Part II: Your Rights			
Identifying, Assessing and Reporting Hazards			
The A-B-C's of Classifying Hazards			
General Health and Safety Rules			
Working with Hazardous Materials: WHMIS			
Personal Protective Equipment (PPE)			
Reporting Hazardous Occurrences			
Fires and Other Emergencies			
Employee Assistance Program (EAP) and Critical Incident Stress Management - General Services			
Medicals and Immunisation			

Date all training was completed: \_\_\_\_\_

A copy required to be retained by manager or supervisor for follow-up and records.

The following pages may be used to document additional safety training received during your course of employment with Fisheries and Oceans Canada.

<b>Topics</b>	<b>Date Completed/ Reviewed</b>	<b>Your Signature/ Initial</b>	<b>Supervisor's Signature/ Initial</b>

A copy required to be retained by manager or supervisor for follow-up and records.





## A.19 - Glossary of Terms

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### **Accident:**

An undesirable event which results in either harm to people, damage to property or loss to process.



### **Accident Investigation:**

The process of systematically gathering and analyzing information about an accident. This is done for the purpose of identifying causes and making recommendations to prevent the accident from happening again.

### **Confined Space:**

Confined space means an enclosed or partially enclosed space that:

- is not designed or intended for human occupancy except for the purpose of performing work
- has restricted means of access and egress, and
- may become hazardous to any person entering it owing to:
  - its design, construction, location or atmosphere
  - the materials or substance in it, or
  - any other conditions relating to it

### **Controlled Products:**

Any product or ingredient that meets the criteria for one or more of the classes of hazards established by the Workplace Hazardous Information System (WHMIS). The classes are:

- Compressed gas
- Flammable materials
- Oxidizing materials
- Poisonous and infectious materials
- Corrosive materials
- Dangerously reactive materials

### **Controls:**

Measures designed to eliminate or reduce hazards or hazardous exposures. Examples include:

- Engineering controls
- Administration controls
- Hygiene practices, and
- Work practices



**Danger:**

Means any existing or potential hazard or condition or any current or future activity that could reasonably be expected to cause injury or illness to a person exposed to it before the hazard or condition can be corrected, or the activity altered, whether or not the injury or illness occurs immediately after the exposure to the hazard, condition or activity, and includes any exposure to a hazardous substance that is likely to result in a chronic illness, in disease or in damage to the reproductive system.

**Danger Zone:**

An area or location within which a danger exists.

**Designated Substance:**

A biological, chemical, or physical agent specified as a designated substance by regulations. Designated substances are substances that are known to be particularly hazardous. The use of a designated substance in the workplace is either prohibited or strictly controlled.

**Emergency Plan:**

Detailed procedures for responding to an emergency, such as fire or explosion, chemical spill, or an uncontrolled release of energy. An emergency plan is necessary to keep order and minimize the effects of the disaster.

**Hazard:**

The Canada Labour Code - Part II defines hazard as danger. This would also include substandard acts/practices.

**Hygiene Practices:**

A broad term for personal health habits that may reduce or prevent the exposure of a worker to chemical or biological substances. Hygiene practices include:

- not smoking, eating or drinking in the work area
- washing up before breaks and meals
- removing contaminated clothing before leaving work
- keeping street clothes separate from contaminated work clothing

**Industrial Hygiene:**

The recognition, evaluation and control of environmental hazards in the workplace that may cause sickness, harm to health, discomfort, and inefficiency among workers.

**Lockout:**

A specific set of procedures for ensuring that a machine, once shut down for maintenance, repair or other reason, is secured against accidental start-up or movement of any of its parts for the length of the shutdown.

**Near-Miss:**

An undesired event, which in different circumstances could have resulted in harm to people, damage to property or loss to a process.

**Occupational Health:**

The development, promotion and maintenance of programs designed to ensure the physical, mental and social well-being of workers in all occupations by providing for:

- the prevention of harmful health effects due to the working environment
- the protection of workers from health hazards associated with their work operation and/or environment
- the placement of a worker in a work environment suitable to his or her physical and mental make-up

**Qualified Person:**

Means, in respect of a specific duty, a person who, because of his knowledge, training and experience, is qualified to perform that duty safely and properly.

**Safety:**

Means protection from danger and hazards arising out of, linked with or occurring in the course of employment.

**Transportation of Dangerous Goods:**

The TDG legislation provides the requirements for the transportation of dangerous goods from worksite to worksite. There are 9 classes of Dangerous Goods:

- |   |  |
|---|--|
| 1. Explosive                            | 2. Gases                                     |
| 3. Flammable Liquids                    | 4. Flammable Solids                          |
| 5. Oxidizing and Organic Peroxides      | 6. Poisonous (Toxic) & Infectious Substances |
| 7. Radioactive Materials                | 8. Corrosive Materials                       |
| 9. Miscellaneous Products or Substances |  |

**Work Place Committee:**

Means a work place health and safety committee.