

alis

✓ Easy Reading



Be Safe at Work

Laws help workers stay safe

Alberta has laws (rules) about health and safety at work. Most employers and workers must follow the laws. For example:

✓ Employers must have safe workplaces for their workers.



safe workplace



unsafe workplace

✓ Employers must tell workers about hazards at work.

A **hazard** is something that can be a danger to workers.



✓ Employers must make sure that workers have the training and skills to do their jobs safely.

✓ Workers must use safety equipment (tools or clothing) needed for their jobs. For example, construction workers must wear hardhats.



✓ Workers must work safely.



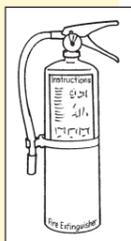
Note: Alberta laws may **NOT** apply to some workers. For example:

- nannies
- housekeepers
- bank workers
- federal government workers

Federal and other laws protect these workers.

Ask these questions at work

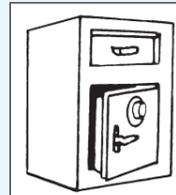
- 1 What are the hazards of my job?
- 2 Are there any other health and safety hazards at my workplace?
- 3 Is there job safety training? When?
- 4 Do we have safety meetings?
- 5 Is there safety equipment? When is training?
- 6 Is there emergency training? When?
- 7 Where are the fire extinguishers, first aid kits and emergency equipment?
- 8 Who is the first aid person?
- 9 What are my health and safety duties?
- 10 Who do I ask if I have a health and safety question?



Ann works alone

Ann works alone at a gas station at night. How can Ann's employer make her job safer? Here are some tips.

✓ Buy a small safe for Ann to use often during the night.



✓ Put the cash register near the front windows. Then people can see what is happening inside.

✓ Use a security system.



✓ Send Ann to a training course. She can learn what to do if there is a robbery.

✓ Use security glass between Ann and the customers.



Note: Workers must have a way to contact people if there is an **emergency**. For example, they may use a phone or a 2-way radio to call for help.

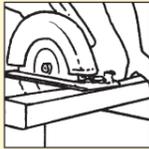
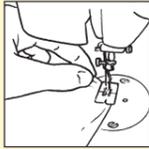


An **emergency** is a sudden danger that needs fast action. For example, a fire or a heart attack.

Here are 4 kinds of work hazards

1 Physical hazards hurt your body

- repeating or doing the same tasks again and again
- using machines or tools
- working in a noisy place



2 Chemical hazards can be harmful gases, powders or liquids

- using chemicals to clean
- working in a dusty place
- handling car batteries



3 Biological hazards come from living things

- handling raw meat (It can have harmful germs.)
- pulling up mouldy carpet from a floor (Mould can be harmful to breathe.)
- handling blood (It can have harmful germs.)



4 Psychosocial hazards harm your mental health

- working long hours
- changing night and day shifts too often
- having mean people that you work with

Why must workers learn about hazards?

- Workers can get hurt.
- Workers can get a disease. For example: a lung disease.
- Workers can die.

Note: Some hazards take weeks or years to affect you. For example, noise can hurt your hearing. But you may not notice a problem right away.



Jung-ho is a kitchen helper

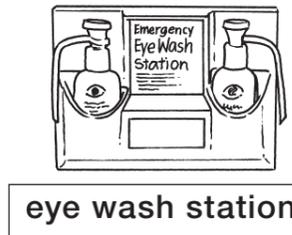
Jung-ho works in a restaurant. He keeps the kitchen clean. He prepares some food.

Jung-ho watches out for hazards at work. For example:

- He makes sure there are no water or grease spills. He cleans up spills right away so no one slips. He puts up a sign to warn people when the floor is wet.
- He wears special gloves when he cleans up hot grease. He also wears gloves when he uses chemicals to clean.
- He is careful when he uses knives and the slicing machine. They are sharp.

First aid

- Workplaces must have first aid supplies. Most workplaces must have one or more workers with first aid training.



Emergencies

- Employers must have a plan for emergencies. For example: a fire.
- Make sure that you know the emergency plan at your workplace.



Doris is a factory worker

Doris works in a factory. She stands all day on a hard floor. She does the same tasks again and again.

Doris didn't have problems with her wrists and feet at first. Now they hurt most of the time.



Doris tells her employer about her pain. She sees her doctor. And Doris tells the Workers' Compensation Board (WCB).

Doris and her employer change her work area and her daily tasks. Now her wrists and feet feel better.



Repetitive strain

Workers get repetitive strain when they do the same tasks again and again. What do employers need to do?

Employers need to improve work areas. They need to improve how workers do their tasks. For example:

- Provide stools so workers can sit some of the time.
- Put special mats on the floor.

- Make sure that workers can reach tools and supplies easily.
- Find ways to use machines to do repetitive tasks.
- Give workers a few short breaks instead of one long break.
- Let workers do other jobs. Then workers can try new tasks and use other muscles.



Ardo is a janitor

Ardo cleans in a small office building. She works at night.

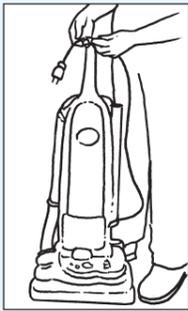
Hazards at her workplace

Ardo's employer told her about hazards at work. For example:

- working alone
- using chemicals
- emptying garbage



They looked for hazards together. They found a vacuum with a bad cord. Ardo's employer fixed it right away.



Training

Ardo had training at work. For example, Ardo learned how to use cleaning products safely. She took a WHMIS course.



Safety information

Ardo's employer must have a binder that workers can look at. The binder must have safety information about hazardous products.

The sheets in the binder are called Material Safety Data Sheets (MSDS).



WHMIS (say: wim-mis) Workplace Hazardous Materials Information System

Canada has a system for labels on hazardous materials (products). It is called WHMIS.

The labels are on cleaning products, paints, glues and other things. Employers must label products correctly.

The labels have different symbols. For example:



Class B



This symbol means this product can catch fire if there is a spark or open flame.



Be safe!

- ✓ Read labels.
- ✓ Make sure you have training before you use hazardous products.
- ✓ Ask questions.

Tom is a construction worker

Tom works for a construction company. He works indoors and outdoors.

Tom cleans up work areas. He lifts things. He helps to take apart old buildings. He uses tools.

Tom watches out for hazards at work. For example:

- broken tools
- uneven areas on the ground
- open holes at the work site
- cold temperatures
- long shifts (many hours at work)

Tom must wear safety equipment to help protect himself. For example: safety glasses.



Safety clothing and equipment



safety harness (fall harness)

mask



steel-toed boots

safety vest



non-slip shoes



safety coveralls

respirator



arm guards



knee pads



earplugs

lifeline



You can say no

Ben works in a warehouse. He unpacks boxes and puts things on shelves.

One day, Ben's supervisor tells him to use a forklift. Ben has never used a forklift before. What can he do?

Ben has no forklift training. He can hurt himself or another worker.

Ben must stay calm and say no politely. He can ask to take forklift training.

Under the law, workers must say no if they think a task is dangerous.

I don't know how to drive a forklift. I need to take forklift training.



Workers' Compensation Board (WCB)

Many employers have insurance through the WCB (say: W-C-B). The WCB covers injuries or diseases that you get at work.

The WCB helps you get better and return to work. For example, it may pay you wages. It may pay for medical costs and training.

How to contact the WCB

Phone: 1-866-922-9221

Fax: 1-800-661-1993

Mail: WCB - Alberta
P.O. Box 2415
Edmonton AB T5J 2S5

Website: wcb.ab.ca

For more information

✓ Talk to your supervisor.

✓ Phone the Occupational Health and Safety Contact Centre. You don't have to give your name or your employer's name. Your call is confidential (secret).

You can ask about workplace health and safety laws. You can also complain about an unsafe workplace.

Edmonton: 780-415-8690

Outside Edmonton (free):
1-866-415-8690



I want to report an unsafe workplace.

✓ Are you a temporary foreign worker? Call the Temporary Foreign Worker Helpline. You can ask about health and safety laws.

Edmonton: 780-644-9955

Outside Edmonton (free):
1-877-944-9955

✓ Are you an immigrant or a refugee? Ask for help from an agency for immigrants. You can find a list of agencies at this website: aaisa.ca

Here is a safety course that you can take.



What to do if you are injured at work

If you are injured and you are covered by the WCB

1 Get medical help.



2 Tell your employer. Your employer must report your injury to WCB.

3 Tell your doctor. Your doctor must also tell the WCB.

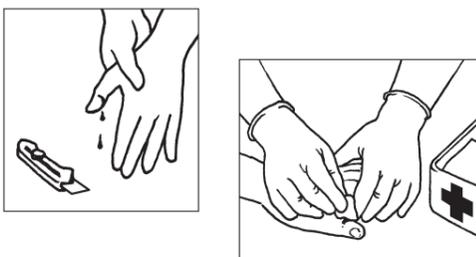
4 Tell WCB. It is your right.

Fill out a **Report of Injury** form. You can get a form from your employer or on the WCB website.

Send the form to the WCB right away. You can send it online, by mail or by fax.

If you are injured and you are NOT covered by the WCB

1 Get medical help.



2 Tell your employer. Your employer must fill out a first aid report.



How to order this publication

✓ To order one copy, call or email the Career Information Hotline.

Edmonton: 780-422-4266

Outside Edmonton (free):

1-800-661-3753

Email: hotline@alis.gov.ab.ca

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Alberta
Government

Note: The people in the photos are volunteers. They portray fictional people.