

Health & Safety at CSC CHIGAMIK CHC

Prevention Starts Here



Employee Occupational Health and Safety Orientation

This workbook belongs to:

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Adapted from the Ministry of Labour “Worker Health & Safety at Work: Worker Health and Safety Awareness in 4 Steps” workbook, December 2012.

Adapted from the Ontario Community Health Centre’s Health and Safety Orientation PowerPoint Presentation.

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Introduction

This workbook explains your rights and responsibilities on the job and tells you what Ontario's Occupational Health and Safety Act (OHSA) expects from your employer, your supervisor/manager and you. These are things you need to know and understand so that you can be safe at work today and every day.

This workbook provides general awareness about the health and safety standards and regulations. It also provides specific information and instruction about the health and safety practices at Centre de santé communautaire CHIGAMIK Community Health Centre (CSC CHIGAMIK CHC) such as the health and safety policy statement; specific hazards in the workplace; procedures to follow when reporting health and safety concerns, incidents or injuries; the organization's emergency and fire safety plans; information about the Centre's Joint Occupational Health and Safety Committee; and much more.

Step 1: Get On Board

Occupational Health and Safety Policy Statement

CSC CHIGAMIK CHC is committed to the health and safety of each and every employee at the Centre. As such, the prevention of work related injury/illness in the workplace forms an integral part of this organization – at all levels of functions.

The complete, up-to-date CSC CHIGAMIK CHC Health and Safety Policy Statement is posted on the Health and Safety Board. These policies and procedures can also be found in the Occupational Health and Safety Manual in Policy Tech and in the Office Managers office.

How the Occupational Health and Safety Act Works

The OHSA is a set of laws that spells out the duties of employers, supervisors and the rights and duties of workers. The OHSA also sets different regulations related to workplace health and safety. To sort out all the duties in a workplace, the OHSA breaks them down to three main levels of authority:

1. the employer (the Executive Director)
2. the supervisor(s)/manager(s)
3. the employee (you).

Duties of the executive director

In accordance with the OHSA, the following are the Executive Director's roles and responsibilities at CSC CHIGAMIK CHC:

1. Make sure employees know about hazards and dangers in the workplace and how to work safely.
2. Make sure every supervisor/manager knows how to take care of health and safety on the job; evaluate their health and safety performance.
3. Create health and safety policies, procedures and program for the workplace.
4. Make sure everyone knows and follows the health and safety procedures and has received the appropriate training/certification.
5. Make sure protective equipment is made available to employees and is in good condition; make sure employees wear and use the right protective equipment.
6. Make sure employees have been provided with appropriate first aid services.
7. Report accidents and cases of occupational disease to the appropriate authority.
8. Do everything reasonable to keep employees from getting hurt or sick on the job.

Duties of the supervisor/manager

In accordance with the OHSA, the following are the supervisor/manager's roles and responsibilities at CSC CHIGAMIK CHC:

1. Tell employees about hazards and dangers in the workplace and show them how to work safely.
2. Ensure employees follow the law and the workplace health and safety policies and procedures; correct unsafe acts and unsafe conditions.
3. Make sure that only authorized, adequately trained employees operate equipment; make sure the equipment is properly maintained.
4. Report and investigate all accidents/incidents.
5. Do everything reasonable to keep employees from getting hurt or sick on the job; promote safe awareness among employees.

Duties of the employee

In accordance with the OHSA, the following are the employee's (your) roles and responsibilities at CSC CHIGAMIK CHC:

1. Follow the law (OHSA regulations) and the workplace health and safety policies and procedures.
2. Always wear or use the protective equipment that the employer requires.
3. Work and act in a way that won't hurt you or any other employee.
4. Report any hazard or unsafe conditions you find in the workplace to your supervisor.
5. Report any injury or illness immediately to their supervisor.
6. Participate in the Joint Occupational Health and Safety Committee.

Step 2: Get in the Know

Rights of the employee

Your employer has the responsibility to make the workplace as safe as possible and to tell you about any hazards in the work you do. Your supervisor/manager has the same duty. They also have to make sure you know how to avoid those dangers and work safely. **You have the right to be told about the hazards in the work you do and to be instructed on how to do your work safely.**

If someone asks you to do work that you don't know enough about, your employer and supervisor/manager are responsible for making sure you know how to do the work safely. That's why you have the right to speak up and ask questions – even if you are shy or unsure. People can get hurt on the job if they don't have the right information and training. **You also have a right to refuse to do unsafe work if you have reason to believe it puts you or a fellow worker in danger.**

Learning about hazards

A hazard is anything in the workplace that could hurt you or the people you work with. Here are some of the most common workplace hazards in Ontario workplaces:

- **Repeating the same movements over and over, especially if you are in an awkward position or you use a lot of force.** Think of someone who bends down all day, or someone who lifts heavy things over and over again, especially above the shoulders or below the knees.
- **Slipping, tripping or falling.** Think of something as simple as spilled coffee on the floor, a cluttered work area, or a raised platform with no guardrails.
- **Workplace violence.** It can happen in many workplaces – individuals can be more vulnerable when working alone such as working alone at night or working in the community or in a client home setting.
- **Less visible hazards related to your work.** You also need to think about things like chemicals, fumes, and toxic dust; or germs and viruses. Some of these hazards can make you very sick. Sometimes they make you sick right away; other times you don't know that you are sick until months or even years later. That's why it's important to know about these hazards now.

Protecting you from potential workplace hazards

The following are the identified potential workplace hazards at CSC CHIGAMIK CHC. Each section will give you information about the hazard and the Centre's policy related to reducing and/or eliminating the potential hazard.

A complete, up-to-date copy of the CSC CHIGAMIK CHC Occupational Health and Safety policies and procedures is available online through Policy Tech and a hard copy can be found in the Office Managers office; it provides more detailed policies and procedures as they pertain to the hazards discussed below.

Musculoskeletal disorder prevention and ergonomics

Ergonomics is the science of adapting the task to the human being to prevent injury and support productivity. With important adjustments, we attempt to balance job design and work capabilities. Simple ergonomic changes/adjustments can be made to help prevent injury:

- **Adjusting and adapting your workstation (see "[Adjusting and Adapting Your Computer Workstation Checklist](#)" to adjust your station accordingly)**
- Take 5 minute breaks every hour and stretch/move
- Make sure there is enough space on your desk – use proper storage and filing and try to avoid storing things on your desk
- Notify your supervisor/manager if you are experiencing any discomforts or any adjustments you would like to have made to your office or workstation

Automobile accidents

CSC CHIGAMIK CHC is committed to a safe work environment and to the health and safety of its employees. Many of the employees use their vehicles for work purposes and as part of the Centre's health and safety initiatives this program will increase awareness of the risks associated with driving and potentially reduce the number of motor vehicle incidents.

As part of your health and safety orientation, review the [Fast Fact - Driving Safety](#) presentation to learn about our Centre's policies and legislation related to safe driving.

Risk of exposure to infectious diseases

CSC CHIGAMIK CHC should be a safe and welcoming environment for people to work. Visit and receive care and services. The prevention of the spread of infection is a critical part of ensuring that environment.

All staff members are trained about, and have access to, the guidelines for controlling the spread of infection in the Centre. All necessary equipment and materials will be provided for staff, client and visitor protection. **You can learn more about the Centre's policies and procedures regarding routine practice (such as hand hygiene and triage protocol); transmission precautions (respiratory protection program, handling of shards, blood exposure and more); and, environment (equipment and exam room cleaning, and waste disposal) by reading the Occupational Health and Safety Manual.**

Personal protective equipment (PPE) and devices

The OHSA says that one of your duties as an employee is always to wear or use the protective equipment that your employer requires.

CSC CHIGAMIK CHC's Personal Protective Equipment policy maintains that PPE will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of their employees and that such use will lessen the likelihood of occupational injury and/or illness.

As part of your health and safety orientation, review the [Respirator Protection Program](#) and [Personal Protective Equipment Program](#) power point presentation to learn about our Centre's policies and legislation related to personal protective equipment:

Workplace violence and harassment prevention program

Healthcare workers are at an increased risk of exposure to workplace violence and aggression due to a number of factors, including working in the community and private residences, working alone, providing direct care to patients/residents and working with the public. Workplace violence and client/staff aggression is viewed as a workplace hazard.

CSC CHIGAMIK CHC recognizes the potential for violence and harassment in the workplace. Management will therefore make every reasonable effort to identify all potential sources of such risk to eliminate or minimize them through the workplace violence and harassment prevention program. No type of violence or harassment within the workplace or during work-related activities will be tolerated.

The complete, up-to-date CSC CHIGAMIK CHC Workplace Violence and Harassment Prevention Policy and Program is posted on the Health and Safety Board. It is also found in the Occupational Health & Safety Manual in Policy Tech and in the Office Managers office.

CSC CHIGAMIK CHC is committed to providing:

- a safe, healthy and supportive work environment by treating our employees and clients with respect, fairness and sensitivity.
- a working environment free of violence and harassment by ensuring that all workplace parties are familiar with the definitions of workplace violence and harassment and their individual responsibilities for prevention and corrective action.
- time, attention, authority, and resources to the workplace parties to ensure a safe and healthy working environment for all employees and clients for whom we provide care.

According to the OHSA:

Workplace violence is the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and/or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace harassment is the act of engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.

The Ontario Human Rights Code exclaims that every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or disability.

There are **4 types of violence** in the workplace:

I. **Criminal Intent**

This involves a person with no relationship to the workplace who commits a violent act:

- Theft – money, cars, drugs, staff's personal belongings
- Hostage taking/kidnapping
- Physical assault

II. Client/customer

This involves a person receiving care/services, such as client to employee violence; employee to client violence; client to client violence. This is the most prevalent type of violence in health/community care.

- **Violence** assumes a wilful intent to cause harm; no contributing physiological or psychological conditions rendering a person incompetent.
- **Aggression/responsive behaviours** assumes no intent to cause harm; underlying physiological/psychological condition; often results from inability to communicate a need – response to stimulus.

III. Employee Related

This can involve anyone who has an employment relationship, such as employee to employee; supervisor/manager to employee; employee to supervisor/manager; contract employees; volunteers and students.

- **Workplace harassment** can include sexual harassment; teasing, jokes or innuendoes meant to intimidate, bother or offend an individual; display or circulation of offensive pictures or materials; unwelcome, offensive or intimidating phone calls or bullying
- **Bullying** is defined as repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile worker environment (Salin, 2003). Bullying includes:
 - Verbal abuse/shouting and name calling/blaming/picking on in public
 - Persistent criticism
 - Dismissal of the target's opinions
 - Unreasonable exercise of managerial discipline over the target
 - Abuse of authority exercised over the target

IV. Domestic Violence

This involves relationship violence that occurs at the workplace (ie. a loved one/family member that commits a violent act against a worker). The employer must take reasonable precaution to protect an employee in the workplace if the employer becomes aware or ought reasonable to be aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace.

Similarly to reporting concerns and incidents of workplace hazards, we ask our employees to **commit to creating a respectful workplace** by engaging in any/all of the following:

- confronting inappropriate behavior
- do not be a bystander
- document an episode
- use the EAP program – all employees are eligible for this benefit
- promptly report each incident of bullying or harassment to your supervisor/manager or a member of the Joint Occupational Health and Safety Committee

- seek medical attention as required

Other ways to find out about hazards

Other potential hazards at CSC CHIGAMIK CHC include client handling; manually moving materials; and slips, trips and falls.

You can learn more about these as well as CSC CHIGAMIK CHC's workplace health and safety policies and procedures by reading through the Occupational Health and Safety Manual. Also, the Joint Occupational Health and Safety Committee will host ongoing training and information sessions to keep all employees up-to-date on any new information or regulations in a timely manner.

Reporting health and safety concerns, incidents or injuries

Using the [Accident, Incident Report Form](#) employees are asked to report any work-related injuries, illnesses and/or diseases, existing hazards and potentially unhealthy or unsafe conditions to a Joint Occupational Health and Safety Committee member or their immediate supervisor. See Health and Safety Board for names of members.

Examples of types of incidents include, but are not limited to:

- client action
- exposure (blood, body fluids or airborne)
- hit/struck/bumped
- assault: verbal, physical or sexual
- reoccurrence of previous work-related injury
- harassment: verbal, physical, sexual or racial
- threat to safety
- automobile accident
- fall/slip



Step 3: Get Trained

Workplace Hazardous Materials Information System (WHMIS)

The Workplace Hazardous Materials Information System (WHMIS) is Canada's national hazard communication standard. The key elements of the system are cautionary labeling of containers of WHMIS "controlled products", the provision of material safety data sheets (MSDSs) and worker education and training programs. The law says every employee has to receive information and training about chemicals or hazardous materials in the workplace.

As part of your health and safety orientation, you are required to read through the [WHMIS PowerPoint Presentation](#) and complete the [WHMIS quiz](#). When you meet with the health and safety officer, they will provide you with training – regarding use, storing and getting rid of hazardous materials safely – specific to your role at CSC CHIGAMIK CHC.

First Aid

First aid can be found in two locations at CSC CHIGAMIK CHC:

- RPN treatment room (room# 106)
- Community kitchen (room # 133)

When you meet with the health and safety officer, they will bring you to these two locations and show you how to record first aid treatment.

For more information related to first aid treatment records, first aid inspection records and the names of qualified first aid providers, see the Health and Safety Board or a member of your Health and Safety Committee.

Emergency Response

The following are the codes used when responding to an emergency at CSC CHIGAMIK CHC.

Code/Meaning	Response
Code Blue Cardiac or respiratory arrest - Adult	<ol style="list-style-type: none"> 1. First responder check for unresponsiveness 2. Call for help 3. Start CPR if required and trained 4. Call 911 and notify reception to make announcement 5. Reception dial #30 to announce Code Blue and location
Code Pink Cardiac or respiratory arrest – Infant or child	<ol style="list-style-type: none"> 1. First responder check for unresponsiveness 2. Call for help 3. Start CPR if required and trained 4. Call 911 and notify reception to make announcement 5. Reception dial #30 to announce Code Blue and location
Code Yellow Missing person	<ol style="list-style-type: none"> 1. Notify reception to dial #30 and announce Code Yellow with a description 2. Search immediate work areas
Code White Violent Situation	<ol style="list-style-type: none"> 1. Dial #30 to announce Code White and location 2. Secure the area and wait for designated staff person (most appropriate staff member) 3. Call 911 if required
Code Purple Hostage / Abduction	<ol style="list-style-type: none"> 1. Call 911 2. Secure the area
Code Brown Chemical Spill	<ol style="list-style-type: none"> 1. Access spill 2. Identify chemical and refer to MSDS manual 3. Contain spill, use spill kit from supply room # 117 4. Remove unnecessary individuals
Code Grey Loss of essential services	<ol style="list-style-type: none"> 1. Notify management immediately
Code Green Evacuation	<ol style="list-style-type: none"> 1. Dial #30 and announce Code green and type (stand-by, in effect or all clear) 2. Follow evacuation instructions 3. Refer to Emergency evacuation checklist
Code Orange External Disaster	<ol style="list-style-type: none"> 1. Notify management immediately to identify the severity of the disaster 2. Notify reception to dial #30 and announce type of disaster and instructions
Code Red	R -remove from danger P -pull pin of fire extinguisher

Fire	E-ensure door closed A-announcement dial #30 C-call 911 T-try to extinguish	A-aim S-squeeze S-sweep
Code Black	1. Notify reception to dial #30 and announce Code black and location	
Bomb threat or suspicious package	2. Notify management immediately and conduct search 3. Secure the area 4. Call 911 if necessary	

Calling a Code

When calling a code, staff members must use the following procedure:

1. Locate the nearest telephone – all office, examination rooms and procedures rooms have telephones, including the kitchen (there are no telephones in the laundry room or supply rooms)
2. Push the “page” button below “Caller ID” (an announcement will be made to all telephones)
3. State: “Attention: Code (ID code colour), Room (ID room number)” and REPEAT

Responding to a Code

1. Refer to the Emergency Codes and Staff Response page provided on page 13. This page is posted above all phones in public spaces and should be posted above your workstation.

Calling 9-1-1:

1. Stay calm
2. At the nearest telephone, dial 9-1-1
3. Let the 9-1-1 dispatcher lead the conversation
4. You will need to provide the following information:
 - The emergency
 - Address: Centre de santé communautaire CHIGAMIK Community Health Centre, 845 King Street, Midland
 - Telephone: 705-527-4154 / 1-855-527-4154

For more information please refer to the Occupational Health and Safety Manual which can be found in Policy Tech or in the Office Managers office.

Fire Prevention and Fire Safety

Code Red: Discovery of Smoke or Fire

Upon discovery of smoke or fire, do not panic. **REACT.**

- Remove persons in immediate danger (if possible)
- Ensure the door(s) is closed to confine the fire and smoke (if safe)
- Activate the fire alarm (call a Code Red from the nearest telephone)
- Call the fire department (9-1-1)
- Try to extinguish the fire

Calling a Code Red:

1. Locate the nearest telephone – all office, examination rooms and procedures rooms have telephones, including the kitchen (there are no telephones in the laundry room or supply rooms)
2. Push the button below “Caller ID” (an announcement will be made to all telephones)
3. State: “Attention: Code Red, Room (ID room number)” and REPEAT
4. Upon hearing the code, the **medical receptionist is responsible for calling 9-1-1.**
5. If the **individual who discovered the smoke or fire feels it is safe to do so, they can then grab a fire extinguisher and attempt to extinguish the fire.**

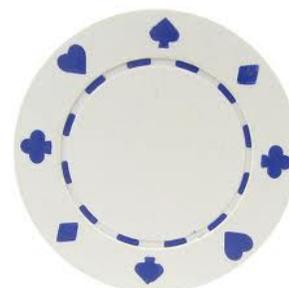
Using a fire extinguisher:

- The fire extinguishers are in different locations
 - All three exists
 - Community kitchen and Staff kitchen
- Prior to re-entering the hazardous area with an extinguisher:
 - Have the extinguisher ready
 - Test the door knob
- Remember the **P.A.S.S. word**
 - **P**ull Pin
 - **A**im
 - **S**queeze
 - **S**weep
 - If at any time while using the fire extinguisher you feel uncomfortable or realize the fire is getting out of control, **GET OUT!**

Evacuating the building:

Once a Code Red has been called, it is up to every other staff member to assist in the evacuation of the building.

- Exit your office
- **Using the chip system:** If the area is clear of smoke and fire upon exiting and has been evacuated, place the white chip that is on the rear of the door, on the front surface (made visible to anyone in the hallway).
- Every staff member is assigned two offices/rooms to inspect upon discovery of smoke or fire. Verify your rooms and use the chip system.
- The first person at the designated exit doors will grab the Fire Safety/Prevention Binder.
- Check off areas that are “clear” on the list.
- Make your way to the **evacuation site – front parking lot at the fence**



Note – On a typical workday: if you ever close a door during a meeting or appointment and there are individuals in the room (including offices), ensure the chip is placed on the rear of the door. If you exit your office and the room is vacant, place the chip on the front surface of the door, making it visible to anyone in the hallway.

Re-entering the Centre:

Staff may only re-enter the Centre when it is safe to do so – when it has been deemed “safe” by the Midland Fire Department.

Keeping our environment safe:

- If you ever notice the extinguishers are obstructed, remove the obstruction.
- If you notice that the kitchen appliances are not working at their best, please notify the Executive Director or the Office Administrator.
- If you use the dryer, remove the lint following each use.
- Fire drills will be conducted every third month: the Health and Safety Officers will be responsible for coordinating the drill

Step 4: Get involved

The right to participate in health and safety

The OHSA gives you the right to participate and get involved in keeping your workplace safe and healthy. Here are four good ways to get involved in keeping your workplace safe, but there are many more:

1. You can **ask questions** when you're not sure about something.
2. You can **volunteer** to become a worker health and safety officer or a worker member of the joint health and safety committee.
3. You can help your Health and Safety Officer or Joint Occupational Health and Safety Committee with health and safety inspections by **pointing out possible hazards in your work area**.
4. You can **take your health and safety training seriously** and **put what you learn into practice** in your job.

The Joint Occupational Health and Safety Committee

The Joint Occupational Health and Safety Committee is composed of at least two people at all times, where at least half the membership represents the employees and the other half represents supervisor/manager or the employer. This representation ensures that everyone has a say in identifying and solving health and safety concerns.

The committee plays an important role in helping to keep workplaces safe. The committee is responsible for:

- conducting regular workplace inspections and identifying hazards
- report to the employer on inspections and make recommendations for improved health and safety practices
- investigate work refusal
- investigate serious injuries
- gather information

The Joint Occupational Health and Safety Committee (JOHSC) meeting minutes are regularly posted on the Health and Safety Board. Here, you will also find the names of the JOHSC members.

What's Next?

Once you have read through this workbook, please make sure you have completed the items on the Health and Safety Orientation Checklist on page 18, complete and sign it. Answer the short

health and safety quiz on page 19. Both, the checklist and quiz are to be returned to the Office Manager upon completion.

Health and Safety Checklist

This checklist must be used to document health and safety orientation provided to all employees, students and contractors prior to exposure to any hazards in your workplace. This checklist must be returned to the Office Manager upon completion.

Name:	Date:
COMPLETE DURING ORIENTATION	✓
Name of immediate supervisor and Joint Health and Safety Committee representative (JHSC) or Safety Representative	
Occupational Health & Safety Policy Statement	
Worker/supervisor rights and responsibilities	
Hazards in the workplace that may affect the employee/student, how they're controlled and how to deal with them	
Musculoskeletal Disorder prevention and ergonomics, completed Adjusting and Adapting your Workstation Checklist	
Location and protocol of panic buttons and pull cords in washrooms	
Accessibility	
Use of Personal Protective Equipment (PPE)	
Workplace policies and procedures on: <ul style="list-style-type: none"> ▪ Workplace violence and Harassment ▪ Working alone/home visits ▪ Smoking/Drinking/Substance abuse ▪ Safe driving ▪ Scent sensitive 	
Procedures for reporting accidents, incidents and hazards	
Workplace Hazardous Materials Information System (WHMIS)	
Location of the first aid supplies, AED, eyewash, equipment, facilities: <ul style="list-style-type: none"> ▪ Names of staff responsible for first aid ▪ How to record first aid treatment 	
Emergency response procedures and evacuation plan	
Location of fire exits and fire extinguishers	
Explanation of workplace inspection program	
Location of other important information <ul style="list-style-type: none"> ▪ Safety Data Sheet (SDS) ▪ Joint Health & Safety Committee Minutes ▪ Instructions for safe operation of each piece of equipment (if applicable) ▪ Important telephone numbers (including: supervisors cell, sick/late phone 705-209-0559) 	

Signatures		
Supervisor/H&S rep/ HR Name	Signature	Date
Employee/Student Signature		Date

Quiz

Here is a short quiz on the material this workbook and additional videos/handouts have covered.

Name: _____

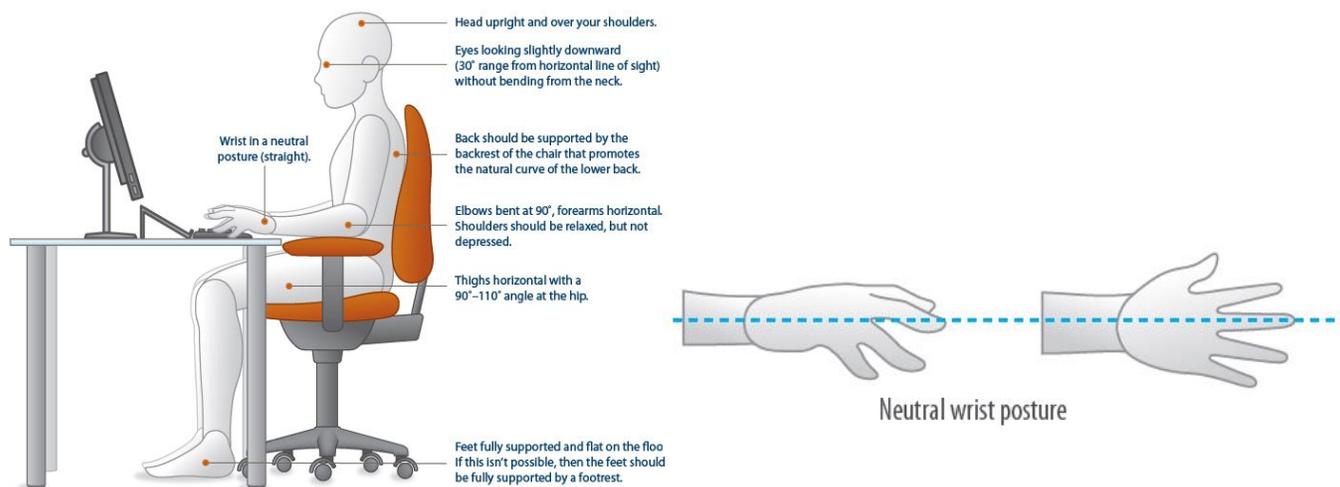
Date: _____

- The Occupational Health and Safety Act says that you have the right to know about hazards in your workplace.
 - True
 - False
- The Occupational Health and Safety Act says that you have the right to refuse to do unsafe work if you have reason to believe it puts you or a fellow worker in danger.
 - True
 - False
- List three workplace hazards discussed in the workbook that may be relevant to your work at CSC CHIGAMIK CHC.

- If you see a hazard while you're working, you should report it to your supervisor/manager or employer right away and/or a Joint Occupational Health and Safety Committee member.
 - True
 - False
- When a Code Red is called, all staff members are expected to assist with evacuating the building. You can do your part by exiting your office, verifying the two rooms you have been assigned and using the chip system. Explain the chip system:

The Workstation Ergonomics Self-Assessment is best undertaken by two people e.g. with your supervisor or team member. This enables the person to sit at their workstation while a second person observes and assists them achieve the recommended posture.

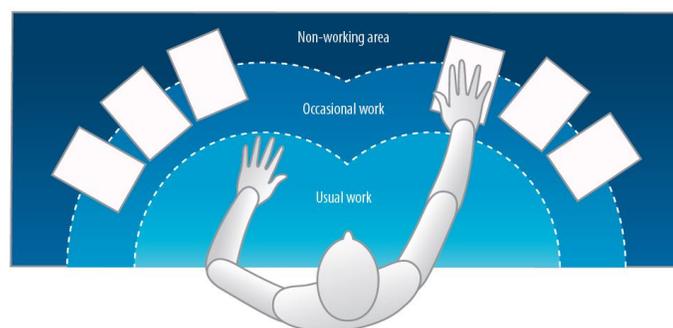
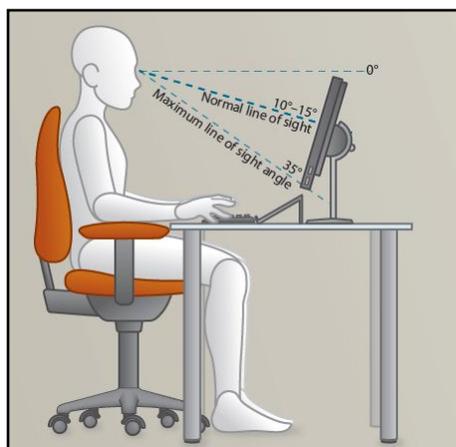
Item	The Office Chair	Yes	No	N/A	Suggested Actions
1.	Can the height, seat and back of the chair be adjusted to achieve the posture outlined below?				<ul style="list-style-type: none"> Obtain a fully adjustable chair
2.	Are your feet fully supported by the floor when you are seated?				<ul style="list-style-type: none"> Lower the chair Use a footrest
3.	Does your chair provide support for your lower back?				<ul style="list-style-type: none"> Adjust chair back Obtain proper chair Obtain lumbar roll
4.	When your back is supported, you able to sit without feeling pressure from the chair seat on the back of your knees?				<ul style="list-style-type: none"> Adjust seat pan Add a back support
5.	Do your armrests allow you to get close to your workstation?				<ul style="list-style-type: none"> Adjust armrests Remove armrests



Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
6	Are your keyboard, mouse and work surface at your elbow height?				<ul style="list-style-type: none"> Raise / lower workstation Raise or lower keyboard Raise or lower chair
7	Are frequently used items within easy reach?				<ul style="list-style-type: none"> Rearrange workstation
8	Is the keyboard close to the front edge of the desk allowing space for the wrist to rest on the desk surface?				<ul style="list-style-type: none"> Move keyboard to correct position
9	When using your keyboard and mouse, are your wrists straight and your upper arms				<ul style="list-style-type: none"> Re-check chair, raise or lower as needed Check posture

Item	Keyboard and Mouse	Yes	No	N/A	Suggested Actions
	relaxed? <i>The keyboard should be flat and <u>not</u> propped up on keyboard legs as an angled keyboard may place the wrist in an awkward posture when keying.</i>				<ul style="list-style-type: none"> Check keyboard and mouse height
10	Is your mouse at the same level and as close as possible to your keyboard?				<ul style="list-style-type: none"> Move mouse closer to keyboard Obtain larger keyboard tray if necessary
11	Is the mouse comfortable to use?				<ul style="list-style-type: none"> Rest your dominant hand by using the mouse with your non-dominant hand for brief periods (mouse buttons can be changed within the computer control panel) Investigate alternate mouse options.

Item	WorkSurface	Yes	No	N/A	Suggested Actions
12	Is your monitor positioned directly in front of you?				<ul style="list-style-type: none"> Reposition monitor
13	Is your monitor positioned at least an arm's length away? Note: the monitor's location is dependent on the size of the monitor, the font, screen resolution and the individual user e.g. vision/use of bifocal spectacles etc.				<ul style="list-style-type: none"> Reposition monitor Seek an alternative monitor if necessary e.g. flat screen that uses less space
14	Is your monitor height slightly below eye level?				<ul style="list-style-type: none"> Add or remove monitor stand Adjust monitor height
15	Is your monitor and work surface free from glare?				<ul style="list-style-type: none"> Windows at side of monitor Adjust overhead lighting Cover windows Obtain antiglare screen
16	Do you have appropriate light for reading or writing documents?				<ul style="list-style-type: none"> Obtain desk lamp Place on left if right-handed – place on right if left handed
17	Are frequently used items located within the usual work area and items which are only used occasionally in the occasional work area?				<ul style="list-style-type: none"> Rearrange workstation



Item	Breaks	Yes	No	N/A	Suggested Actions
18	Do you take postural breaks every 30 minutes? E.g. standing, walking to printer / fax etc.?				<ul style="list-style-type: none"> Set reminders to take breaks
19	Do you take regular eye breaks from looking at your monitor?				<ul style="list-style-type: none"> Refocus on picture on wall every 30 minutes
Item	Accessories	Yes	No	N/A	Suggested Actions
20	Is there a sloped desk surface or angle board for reading and writing tasks if required?				<ul style="list-style-type: none"> Obtain an angle board
21	Is there a document holder either beside the screen or between the screen and keyboard if required?				<ul style="list-style-type: none"> Obtain document holder
22	Are you using a headset or speakerphone if you are writing or keying while talking on the phone?				<ul style="list-style-type: none"> Obtain a headset if using the phone and keyboard
Item	Laptop	Yes	No	N/A	Suggested Actions
23	In the event of using a laptop computer for prolonged periods of time use of; <ul style="list-style-type: none"> A full sized external keyboard and mouse; Docking station with full sized monitor or a laptop stand 				<ul style="list-style-type: none"> Obtain appropriate laptop accessories
					<ul style="list-style-type: none">

Following completion of this checklist, please discuss any concerns or requirements with your supervisor.

All completed assessments should be submitted to your supervisor.

Person Completing Assessment

Name		Position	
Signature		Date	

Supervisor

Name		Position	
Signature		Date	

Comments	<i>E.g. New ergonomic chair approved - please follow up directly with Administration / E.g. Formal ergonomic assessment approved</i>
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