



Alberta

English Express

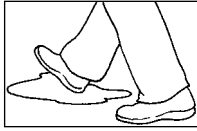


Be safe at work

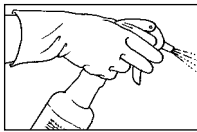
Did you know?

- ✓ In 2005, more than 36,000 people were injured at work in Alberta. They had to take time off because they were injured.
- ✓ 143 workers died from work-related injuries in 2005.
- ✓ Workers get injured in many ways. For example:

- when they fall, slip or trip



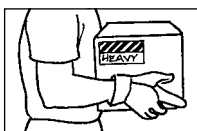
- when they use chemicals



- when they use tools



- when they lift heavy things



Jean was injured at work

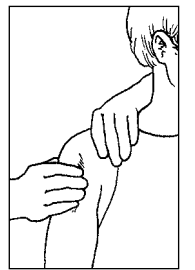
In 2001, Jean Ethier was badly injured at work. He was taking apart a brick wall. Suddenly, the bricks fell on him.

A co-worker phoned Jean's wife Elle. He said, "Listen, there's been an accident and it's bad."

The bricks crushed Jean's face. He had many broken bones in his body too.

After the accident, Jean had many operations. Doctors had to rebuild his face.

Jean had months of physical therapy. It helped him get back to work.



New life

Jean works at a grocery store now. The love of Jean's family helped him recover. The Workers' Compensation Board (WCB) helped in many ways too.



Jean and his family

Please work safely

Jean and his wife want other workers to be safe. They say, "If you feel or see something wrong—say something. Don't do the job. Slow down. Look around."

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 might be dangerous to a worker.



fire



sharp knife

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

- ✓ Workers must use safety equipment if it is necessary.



- ✓ Workers must work safely.



Note: These laws **do not** apply to some workers. For example:

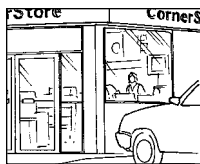
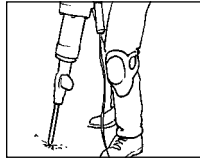
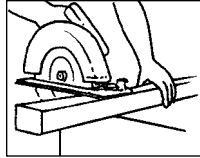
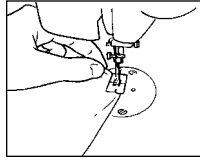
- farmers
- some farm workers
- nannies
- housekeepers
- bank workers
- federal government workers

Hazards at work

Here are 3 kinds of hazards at work:

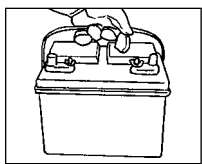
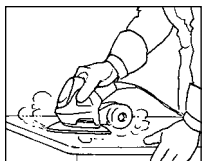
1 Physical hazards

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



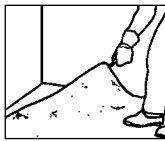
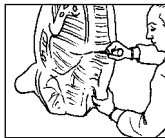
2 Chemical hazards

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



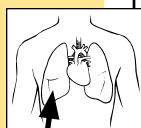
3 Biological hazards

- handling raw meat (It might have harmful germs.)
- removing mouldy carpet from a floor
- handling blood (It might have harmful germs.)



What might happen to workers because of hazards?

- ✓ Workers might get injured.
- ✓ Workers might get a disease. For example: a lung disease.
- ✓ Workers might die.



lung

Note: Some hazards affect you after a few months or years. For example, noise can damage your hearing. You might not notice your hearing problem right away.



glove

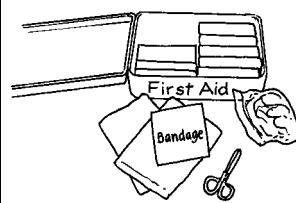
Jung-ho is a kitchen helper

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

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

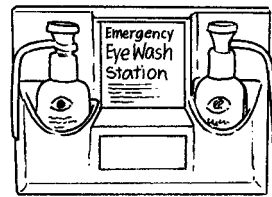
- ✓ He checks the floors for water or grease spills. He cleans up spills right away so no one slips. He wears special gloves when he cleans up hot grease.
- ✓ He is careful when he uses knives and the slicing machine. They are very sharp.

First aid



first aid kit

eye wash station



- ✓ Workplaces must have first aid supplies. Most workplaces must have 1 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 make changes to her work area and to her daily tasks. Now her wrists and feet feel better.

safety glasses

work table that moves up or down

steel-toed boots

mat

stool



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 1 long break.
- ✓ Rotate workers to other jobs. Then workers can do different tasks and use different muscles.



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

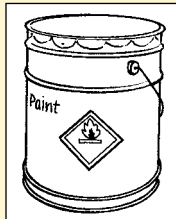
Canada has a system for labels on hazardous materials (products). It is called WHMIS.

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!

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

Ardo is a janitor

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

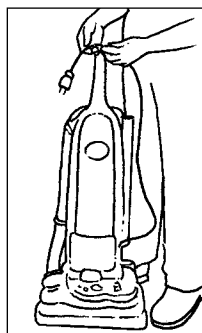
Hazards at her workplace

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



Safety information

Ardo works with hazardous products. Her employer must have a binder that workers can look at. The binder must have information about these products.

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



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.

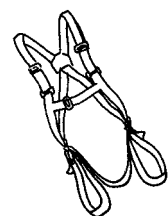
Tom watches out for hazards at work. For example:

- 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, he must wear safety glasses.



Safety clothing and equipment



mask



steel-toed boots

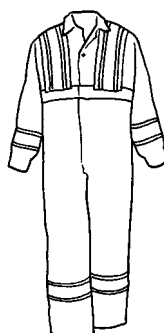
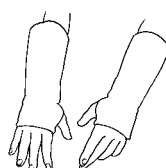
safety vest



non-slip shoes



arm guards



safety coveralls

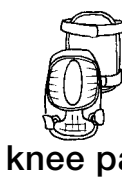


earplugs

lifeline



respirator



knee pads

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 should he do?

Ben should **not** use the forklift. He has no forklift training. He might hurt himself or another worker.

Ben should 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 might pay you wages. It might pay for medical costs and training.

How to contact the WCB

Phone: 1-866-922-9221

Fax: 1-800-661-1993

Mail: WCB

P.O. Box 2415

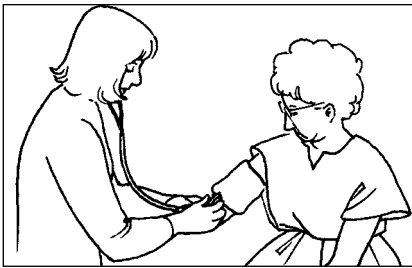
Edmonton AB T5J 2S5

Website: www.wcb.ab.ca

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 fill out a first aid report.

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

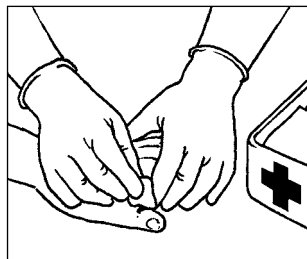
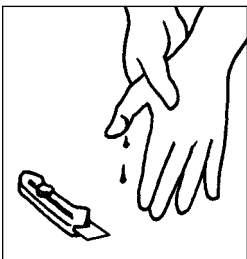
4 Tell the WCB. Your employer must tell the WCB too.

How do you make a claim with the WCB? Fill out a Worker's Report of Injury form.

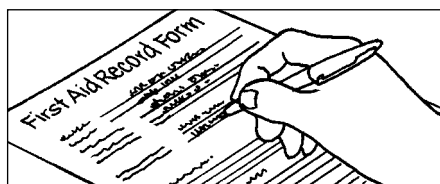
Send the form to the WCB. Or you can phone the WCB to make a claim.

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.



For more information

✓ Talk to your supervisor.

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

You can ask about workplace health and safety laws. You can also make a complaint about an unsafe workplace.

Edmonton: 780-415-8690

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

Website: www.whs.gov.ab.ca



I'd like to complain about an unsafe workplace.

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

Here is a safety course that you can take.



How to order this issue

✓ To order one copy of this issue, call or e-mail the Career Information Hotline.

Edmonton: 780-422-4266

Outside Edmonton (free):
1-800-661-3753

E-mail: hotline@alis.gov.ab.ca

✓ To order two or more copies, use the e-careershop on the Internet at: www.alis.gov.ab.ca/careershop/

✓ You can order other easy-to-read information. For example:

- *Employment laws protect Alberta workers*
- *Looking for a job*

Ann works alone

Ann works alone at a gas station at night. How can her employer make Ann's 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 someone if there is an emergency. For example, they might use a phone or a portable 2-way radio to call for help.

English Express is for adults who are improving their English reading skills.

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