



**SAFE
WORK**

S SPOT THE HAZARD
A ASSESS THE RISK
F FIND A SAFER WAY
E EVERYDAY



Being 

SAFE at Work

Developed by Literacy Partners of Manitoba,
in partnership with SAFE Work Manitoba

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What you will find inside this booklet:



Be Safe.

There are LAWS in Manitoba that protect you at work



Be Safe.

People can get hurt at work in lots of ways



Be Safe.

You have RIGHTS at work



Be Safe.

Your employer has to keep you safe at work



Be Safe.

Working SAFELY



Be Safe.

Quiz: Whose job it is to be safe at work?



Be Safe.

What to do if you get hurt at work

There are laws that protect you at work!

Since 1976 the Manitoba government has had laws that tell employers and workers what they need to do to keep everyone safe at work.



Forty-four (44) regulations on specific topics are covered under the *Workplace Safety and Health Act*. The most important things in the Act include:

- Your employers' rights and responsibilities
- Your rights and responsibilities
- What to do if someone gets hurt at work



Why do people get hurt at work?

Most injuries happen to new workers or workers not properly supervised or trained.

It can hurt if you...	To be safe you can...
 <p data-bbox="414 495 526 609">hold things too far from your body when lifting them</p>	<p data-bbox="563 495 665 576">bring things close to you before you lift them.</p> 
 <p data-bbox="414 698 526 747">carry objects too far</p>	<p data-bbox="563 698 755 755">stop and rest for a moment when you get tired.</p> <p data-bbox="563 763 649 803">use carts to carry items.</p> 
 <p data-bbox="414 958 526 1071">lift too many small objects at the same time</p>	<p data-bbox="563 958 686 1031">put many smaller things in boxes that are easy to lift.</p> <p data-bbox="563 1039 680 1079">use carts to carry items.</p> 



Workers may not understand how to do things safely if there are language or cultural differences at work.



People can get hurt if they use broken equipment or don't know how to use their equipment.



Some people work in dangerous conditions or with dangerous materials.



Some people work alone or in isolation.

AND



Some people don't follow rules for working safely.



Injuries can happen if we don't know what the dangers at work are and how to prevent them.

Some things that can hurt you at work



Chemicals and biological materials such as mould and asbestos



Fires, burns, explosions, and poor air quality



Hot and cold things and electricity



Repetitive actions, exertion, heavy lifting



Slips, trips, falls and obstructions



Falling objects



Moving machinery



Broken equipment



Working outdoors in extreme heat or cold



Working at heights



Working in confined spaces



Violence in the workplace

The way people treat you at work can be unsafe too.

Unfair or unkind actions may be called harassment or discrimination, and includes:

- Insults
- Abuse or violence
- Being treated differently
- Not given breaks or rest periods
- Threats and sabotage
- Slander or malicious gossip
- Unwanted touching
- Intimidation and bullying
- Isolation from co-workers



**Workers are protected from
discrimination and harassment.**

You cannot be fired for raising safety concerns.

In Manitoba EVERY WORKER has 3 RIGHTS, no matter where they work or what they do

THE RIGHT TO KNOW	THE RIGHT TO PARTICIPATE	THE RIGHT TO REFUSE
What rules are in place to keep you safe at work	By asking what makes your work safe	SAY “NO” if it is not safe to do your job and if you are not trained to do your job safely
How to do your job safely	By talking about workplace safety	Say “NO” if proper equipment and tools are not there to make your job safe
What hazards are involved in your job	By reporting unsafe conditions	And not be punished for telling your employer about safety problems at work
Where safety equipment is	By making suggestions to keep work safe for everybody	
Who can help you at work	Being a member of the workplace safety and health committee	
What to do if you are hurt		

To work safely you have to:

Learn and follow all SAFE Work procedures in your job

Use safety equipment properly

SAFE WORK TIPS

LADDER SAFETY

Falls from ladders are a leading cause of fat-lethal injuries and eye loss.

Safe

- Check for overhead power lines.
- Inspect the ladder for defects before use.
- Place the ladder on a soft, level surface.
- For every 4 ft. up, stake the ladder base 1 ft. out.
- Secure ladders at the bottom and top.
- Maintain three-point contact on the ladder.
- Keep your body within the rails.



Unsafe

- Standing on the top two steps of a step-ladder.
- Laddering to one side or over reaching.
- Using a ladder that is damaged in any way.
- Having more than one person on a ladder.

For more information, visit www.manitoba.com or call 1-800-388-4444 or 1-800-388-4111.

Manitoba

SAFE WORK TIPS

SAFE LIFTING

Proper lifting helps prevent back injuries.

Safe

- Test the weight of the load before lifting.
- Use your leg muscles and keep your back straight.
- Turn your body using your feet.
- Breathe out when lifting.
- Make sure your pathway is clear.



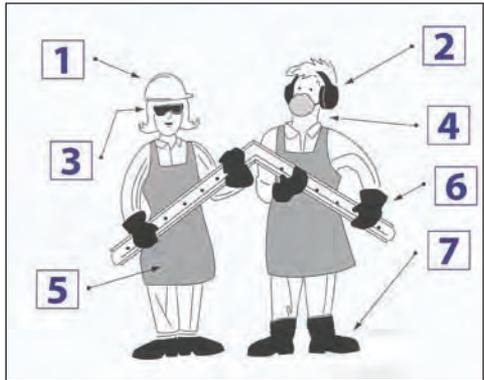
Unsafe

- Lift with back bent and legs straight.
- Twist your body when lifting.
- Hold your breath when lifting.
- Stand to the side to lift a load.
- Use a back belt.



For more information, visit www.manitoba.com or call 1-800-388-4444 or 1-800-388-4111.

Manitoba

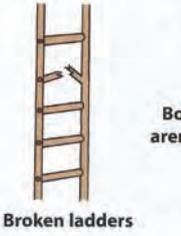


Ask for more training or help if you don't know how to do your job safely

It can hurt if you...	To be safe you can...
 <p>turn when lifting a heavy object</p>	<p>always move your feet and turn your whole body when you move. In a new direction – don't twist at your waist.</p> 
 <p>reach too high or too low</p>	<p>put objects where you can reach them easily.</p> <p>stand on a sturdy step stool when you have to put things on a shelf that is above your shoulders.</p>
 <p>lift things that are too heavy</p>	<p>bend your knees and squat to reach low places – do not bend your back.</p> 
	<p>stop and ask for help if you aren't sure you can lift something.</p> <p>break a big load up into smaller pieces and make more trips.</p> <p>put things on a cart or trolley instead of carrying them.</p> <p>get someone to help you.</p> 

Report hazards or dangerous situations to your supervisor right away

When to say "NO"

 <p>Broken tools</p>	 <p>Messy work areas</p>
 <p>Broken ladders</p>	 <p>Bottles that aren't labelled</p>

Your employer has to:

Tell you the rules for being safe at work and make sure you understand them

Train you how to do your job safely

Show you the safety equipment at work and make sure you know how to use it

Tell you who is in charge of your safety at work

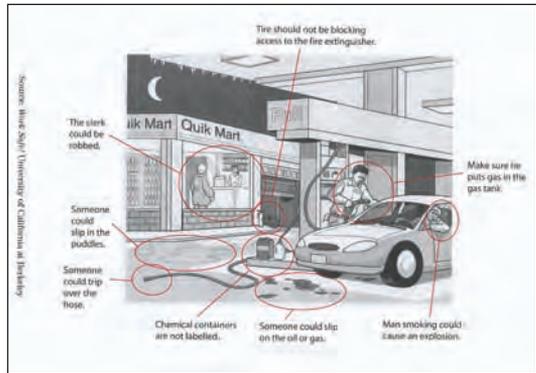
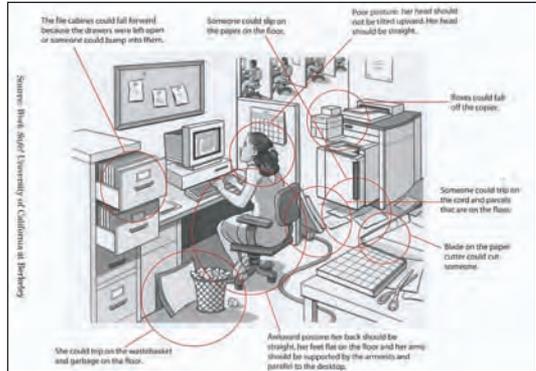


Make sure the workplace is safe and not ask you to do anything that might hurt you

Tell you what to do if you get hurt or if there is a hazard at work

Have SAFE Work Procedures in place

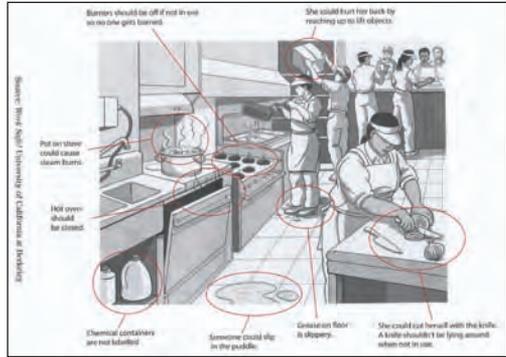
Follow the law and make sure you do too!



**Workers and employers
share the responsibility for safety at work!**

Spot the hazard

Every job has risks and dangers. You need know how to protect yourself. You need to be told what they are. And, you need to know what steps to follow to keep safe.



Assess the risk

Find out what the hazards in your job are. Ask “Can this hurt me?” AND “Do I know how to do this safely?”



Find a safer way

If it isn't safe ask for help, change how you do it, and use proper safety equipment.

Every day



If you don't know—ASK!

BEFORE you work ask:

What are the rules for safety here?

What are the dangers at work?

What training will I get to be safe?

Do I need safety equipment?

What emergency plans are there?

Who do I talk to about these things?

What do I do if I get hurt?



QUIZ - Whose job is it to...?

Tell someone that something at work is dangerous

Report an injury to the Workers Compensation Board (WCB)

Learn how to work safely

Follow the safety rules at work

Say “NO” if work is dangerous

Provide proper safety equipment

Train you to do your job safely

Report a serious injury to the Workplace Safety and Health (WSH) Division

Make sure you are safe at work

If you are hurt at work:

- Get treated for your injury
- Tell your supervisor and employer
- Call WCB and your insurance plan
- Your employer must call WSH if it is a serious injury
- Fill out any forms you need to
- Follow your doctor's orders
- Keep in touch with your employer about your return to work plan

Who should I talk to if I get hurt at work?

First tell your supervisor, then call:

The Workers' Compensation Board
333 Broadway Avenue, Winnipeg
(204) 954-4100 or 1-800-362-3340
www.wcb.mb.ca

For serious incidents at work your employer must call:

Manitoba Workplace Safety and Health
200-401 York Avenue, Winnipeg
(204) 945-6848 or 1-866-888-8186
24-hour Emergency Line 945-0581
www.safemanitoba.com

Serious incidents include:

- A worker being killed on the job
- A worker being electrocuted on the job
- Bone fractures and amputations
- Third degree burns
- Loss of sight
- Cuts requiring hospital treatment
- Asphyxiation or poisoning
- Incidents involving collapsed structures, fires, explosions, floods, uncontrolled spills, or the escape of hazardous substances
- Failure of atmosphere-supplying respirators

For harassment and discrimination at work:

MB Human Rights Commission
700-175 Hargrave Street, Winnipeg
(204) 945-3007 or 1-888-884-8681
Email: hrc@gov.mb.ca
www.gov.mb.ca/hrc/

For non-injury related questions about working in Manitoba:

MB Employment Standards
600-401 York Avenue, Winnipeg
(204) 945-3352 or 1-800-821-4307
www.gov.mb.ca/labour/standards

Other help can be found at:



SAFE Work tip sheets in different languages
www.safemanitoba.com

SAFE work rules and resources for different jobs **Be Safe.**
www.safemanitoba.com

MB Building Contractors Safety Program
www.constructionsafetyservices.mb.ca

MB Heavy Construction Association SHEP
www.mhca.mb.ca

MB Restaurant Safety Program
www.dinemanitoba.com

Prairie Implement Manufacturers Association
www.pima.ca

Electrical Safety Guide
www.cdc.gov/niosh/pdfs/o2-123.pdf

Job Hazard Analysis
[www.ccohs.ca/oshanswers/hsprograms/job-haz.html# 1 4](http://www.ccohs.ca/oshanswers/hsprograms/job-haz.html#14)

A workplace safety checklist:

- I know my safety and health rights and my employer's responsibilities
- I know the safety rules at my workplace
- I was told about the hazards in my job
- I was trained on how to do my job safely
- I was trained to use safety equipment
- I was told who to talk to about safety at work
- I know how to report problems
- I know what to do if someone is hurt at work

Everyone is responsible for safety at work!



Want help with reading, writing, math,
or high school credits?

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Toll free at 1-866-947-5757

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