



# Safety & Security Orientation

Hawkwood Baptist Church  
Safety and Security Ministry  
March 2019

# Agenda

- New and Young Worker Stats
- Your 3 Rights as a Worker
- Your Obligations
- Training
- Personal Protective Equipment
- Reporting Incidents and Near Misses
- First Aid
- Emergency Plan
- Hazards of Specific Tasks and Duties
- Workplace Violence
- General Safety Rules
- **Quiz** & Sign-off (including Guardians)

# Top 10 Dangers for 15-19 Year Old ... but relevant to all



1. Lifting objects – causing sprains, strains and tears
2. Working with hot substance or objects – causing burns
3. Working with machinery – open wounds
4. Falling on same level – causing sprains strains, tears, fractures and dislocations
5. Working with knives – causing cuts and lacerations
6. Falling from height – causing sprains, strains, tears, fractures and dislocations
7. Working with food slicers – causing cuts and lacerations
8. Using skids and pallets – causing sprains, strains, tears, surface wounds and bruises
9. Using jacks – causing sprains, tears, surface wounds and bruises
10. Working with saws – causing cuts and lacerations

## Why are Young Workers Getting Injured on the Job?

Here are some reasons that explain why young workers are at a greater risk for injury at work:

1. Lack of training and work experience
2. Lack of confidence or understanding of their rights as workers
3. Lack of preparation for the workplace
4. Being given more dangerous jobs
5. Feeling of invincibility
6. Unwillingness to ask questions
7. Being distracted and having other things on their mind
8. Pace of work

# Your 3 Rights, Young and Old(er)...

- **Right to Know** - Workers have the right to know of potential hazards and have access to basic health and safety information in the workplace:
  - all employers must inform workers about potential hazards
  - all worksite parties must ensure information on health and safety hazards is available onsite
- **Right to Participate** - Workers have the right to be:
  - involved in health and safety discussions
  - engage their health and safety representative

# Your 3 Rights...

- **Right to Refuse** - Workers have the right to refuse dangerous work and are protected from reprisal for exercising this right:
  - workers must continue to be paid while a work refusal is being investigated
  - employers must ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right
  - employers must investigate the matter in cooperation with the joint worksite health and safety committee or health and safety representative, if applicable
  - employers cannot take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation
  - other workers may be assigned to the work if they are advised of the refusal, reason for it and are made aware of their own right to refuse work after the employer determines there is not a risk

# Responsibilities...

- **Employers** are responsible for:
  - ensuring the health, safety and welfare of workers and the public
  - providing competent supervisors, training workers, and preventing violence and harassment
  - working with the joint work site health and safety committee or health and safety representative
- **Supervisors** have legal responsibilities for OHS and be responsible for preventing violence and harassment.
- **Workers** are responsible for protecting their own and others' health and safety at work sites and refraining from violence and harassment.

# Training

- You will be trained in...
  - Workplace Hazardous Materials Information System (WHMIS) / Global Harmonization System (GHS)
  - Tasks you may be assigned (more to come)
    - Lifting heavy Loads
    - Painting
    - Using a ladder
    - Using a push lawn mower
    - Using a riding lawn mower
    - Using a weed wacker



# Personal Protective Equipment

- Hearing Protection (disposable ear plugs or muffs)
  - Use when...
    - Using a push lawn mower
    - Using a riding lawn mower
    - Using a weed wacker
    - Doing any noisy task that requires you to shout to talk if someone was next to you
  - Your supervisor will make ear plugs or muffs available
- Eye Protection (safety glasses)
  - Use when...
    - Using a push lawn mower
    - Using a riding lawn mower
    - Using a weed wacker
    - Doing any task that could kick or throw material into the air and into your eyes
  - Your supervisor will make eye protection available and how to use them

# Personal Protective Equipment

- Foot Protection

- Use when...

- Using a push lawn mower
    - Using a riding lawn mower
    - Using a weed wacker
    - Carrying a heavy load that could hurt your foot if dropped

- Your supervisor will loan you 'over-the-shoe toe protectors' ... return them to your supervisor after each use, or you will provide safety shoes/boots, or boots/shoes will be purchased for you.

- Gloves – General Work Glove

- Use when...

- Using a push lawn mower
    - Using a riding lawn mower
    - Using a weed wacker
    - Doing any task that could harm your hands from cuts and blisters

- Your supervisor will give you one pair for the summer... if damaged they will be replaced, if lost you will need to replace them yourself

# Personal Protective Equipment

- Gloves – Disposable Latex or Nitrile
  - Use when...
    - Handling chemicals or gasoline
    - Using oil based paints or oil products
    - Doing any task that could harm your hands from chemical exposure...confirm the proper glove to use on the product's Safety Data Sheet (WHMIS / GHS)
  - Your supervisor will provide these... just ask
- Other Personal Protective Equipment
  - The Safety Data Sheet may specify more personal protective equipment; discuss with your supervisor
  - If you think you need protective equipment for a task, discuss with your supervisor.

# Reporting Incidents and Near Misses



- Incidents include harm to ...
  - **People**... work related injuries and illnesses, however minor it may seem
  - **Environment**... such as chemical spills to the ground
  - **Property**... such as damage to buildings, equipment, furniture
- Near misses...
  - Also sometimes more appropriately called a 'near hit', it is a close call that could have been an incident like the above under slightly different circumstances
- Immediately report all incidents and near misses to your supervisor; he/she will ensure immediate actions are taken and written reports are completed;
  - serious incidents or near misses will be immediately reported by your supervisor to the Director, Safety and Security and to the Senior Pastor.

# First Aid

- If you are injured, immediately report to the Church Office to obtain first aid.
- A list of trained first aiders is maintained below the foyer's first aid kit and AED.
- First aid kits are available in the following locations:
  - Foyer wall, between office and library
  - Downstairs
  - Kitchen

# Emergency Plan

- Refer to the Fire Evacuation Briefing
- Immediately report all other emergencies to your supervisor

# Hazards of Specific Tasks and Duties



- In General

- Always stop before conducting a task that could possibly hurt you and ask yourself...
  - Have I discussed the task with my supervisor before starting?
  - Am I physically fit for the task?
  - Have I been shown how to do the task safely?
  - Have I reviewed applicable procedures and required safeguards?
  - Do I have my required PPE?
- Do not proceed unless the answer to the above questions are 'yes'; discuss with your supervisor
- *Always* ask questions if you are *ever* unsure about how to do a task safely.
- If you see a co-worker doing a task unsafely, stop them and discuss it... you might be saving them from harm. Then both of you discuss with your supervisor
- Chemical products must be handled in accordance with your WHMIS / GHS training and the applicable Safety Data Sheet and label requirements

# Hazards of Specific Tasks and Duties



- Lawn Mowers, Weed Wackers

- Hazards include:

- Flying debris into eyes and skin
- Noise levels that can harm hearing
- Running over your toes (or more) while the blade is spinning, resulting in cut or amputation
- Hazardous vapour exposure while refueling

- Safeguards include:

- Follow manufacturer recommended operating procedures
- Do not operate equipment until trained by a competent person and you are approved by your supervisor
- Inspect equipment before use; immediately report concerns to your supervisor
- Wear safety glasses, ear plugs or muffs, work gloves and foot protection
- Always wear safety shoes, boots or a full shoe under the toe protection; never wear sandals or flip-flops
- Wear long pants when in use; short sleeves are permitted
- Refuel outside in well ventilated areas away from sources of ignition
- Never leave a machine running unattended; shut it off
- Never operate mowers on steep slopes as identified by your supervisor



# Hazards of Specific Tasks and Duties



- Ladders Carrying and Use
  - Hazards include:
    - Heavy, awkward weight of larger ladders
    - Pinch points
    - Falling from heights
  - Safeguards include:
    - Use safe lifting practices when carrying ladders
    - Always use two persons to carry and set up large ladders; use work gloves
    - Do not use a ladder until trained by a competent person and you are approved by your supervisor
    - Ladder use is not permitted when working above 3m unless fall protection is used
    - Follow manufacturer recommended procedures when setting up a ladder
    - Inspect prior to use; don't use if dented, damaged, parts missing, feet missing, rope frayed
    - Secure the ladder footing on a level surface, and secure the top of extension ladders against movement
    - Ensure the locks/dogs of extension ladders are engaged when in use
    - Always wear a full shoe when on a ladder; no sandals or flip-flops
    - Wear long pants and work gloves when in use
    - Never use the top two steps of a step ladder; never use the top three rungs of an extension ladder
    - Never carry tools in your hands when moving up/down a ladder; use a belt or hoist the tools up/down once in position
    - Never 'hop' or bounce the ladder laterally into a new position
    - Always maintain three points of contact on a ladder, facing the ladder when climbing up or down
    - Keep belly-button between side rails; never lean outside the rails
    - Always have an extra person to set up a large ladder and to hold large ladders steady when in use

# Hazards of Specific Tasks and Duties



- Working outside
  - Hazards include:
    - Sunburn
    - Heat stress
    - Insect bites
  - Safeguards include:
    - Report all insect bite allergies to your supervisor after this orientation
    - Apply insect repellent when bites are likely
    - Apply sunscreen to exposed skin, minimum SPF 30
    - Wear a hat to keep sun off your head
    - Drink water often to stay hydrated
    - Take regular breaks out of the sun on hot days
    - Report immediately to your supervisor if you feel unwell, dizzy or nauseous

# Hazards of Specific Tasks and Duties



- Lifting Heavy Objects

- Hazards include:

- Heavy boxes
- Stacks of chairs (no higher than posted on chair dolly)
- Awkward object (e.g. extension ladders)

- Safeguards include:

- Do not lift a heavy object until trained by a competent person and you are approved by your supervisor
- Plan and prepare:
  - Protect your feet and hands with sturdy shoes and work gloves
  - Test the load for weight and shifting contents by pulling or sliding it toward you
  - Get help with heavy or awkward loads
- Execute the lift:
  - Try not to bend your back; if you must, bend your knees to reach or place low-level objects
  - Get a good grip; use both hands, grab opposite corners
  - Keep it in the middle; hold the load between shoulder and knee height and don't overreach
  - Slide and tighten; pull the load toward your stomach, tightening the muscles as you get ready to lift
  - Keep it close; as you lift, keep your back straight and the load close to your body
  - Step or pivot; don't twist or side bend while moving with a load

# Workplace Violence

- Any act in which a person is abused, threatened, intimidated or assaulted in his or her employment, including:
  - Threatening behaviour – shaking fists, throwing objects
  - Verbal or written threats – any expression of an intent to inflict harm
  - Harassment – any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities.
  - Verbal abuse – swearing, insults or condescending language
  - Physical attacks – hitting, shoving, pushing or kicking

# Workplace Violence

- Workplace violence committed by church staff, employees or summer students will not be tolerated and is subject to progressive discipline up to or immediately resulting in termination.
- Immediately report any act of workplace violence to:
  - your supervisor and
  - Any other member of church staff, such as the Senior Pastor or Office Manager
- They will then immediately contact the Director, Safety and Security
- Incidents of workplace violence will be documented by a supervisor.

# General Safety Rules

- Failure to follow the instructions contained in this orientation or provided by your supervisor may be subject to progressive discipline up to or immediately resulting in termination.
- The following behaviours are not permitted:
  - Use of ear buds or headphones while performing hazardous tasks
  - Horseplay
  - Smoking while on church premises
  - Workplace violence

# Quiz and Signoff

- The signatures below are evidence that the orientation has been discussed to the satisfaction of the worker and the supervisor, and that both accept responsibility for maintaining a safe and healthy workplace.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Worker's Signature \_\_\_\_\_ Date \_\_\_\_\_

- Where the worker is a minor, the parent will sign to indicate awareness of the above commitment:

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

(file original with signatures in employee's HR file)