

# Co-op, Apprenticeship and Experiential Learning

## *A Selection of Related Health and Safety Resources*

A great place to start is a website that has comprehensive information for young Ontario workers:

### **Ontario Ministry of Labour: Young Worker Web Site – Work Smart Ontario**

Web address: <http://www.WorkSmartOntario.gov.on.ca>

This new web site will answer your students' questions about employment standards (How much should I be paid? How much time off do I get?), etc., occupational health and safety (What are my rights and responsibilities? Who is responsible for my safety? How do I talk to my boss?, etc., and Workplace Safety and Insurance questions such as "What do I do if I get hurt?". This site is perfect for research for Career Studies assignments, for job preparation, and for TAP sessions about career planning.

There is also important information about **Volunteering**. There's information for students, parents and the employers who bring in teen volunteers. These are perfect resources for students working on their 40 hours of community service.

Another generic option is to check <http://www.youngworker.ca/>, a Ontario WSIB young worker web site with information to keep you safe, access to free resources and tales of real-work situations. Also maintained by the WSIB is [www.oshforeveryone.org](http://www.oshforeveryone.org), a health and safety web site that provides a search engine and access to many organizations in Ontario who provide safety information. It's a great spot to research particular hazards or issues and get one-stop shopping in Ontario's health and safety system.

A fourth web site that not only has excellent generic information, but also contains a special section called Young Workers' Zone which provides health and safety information on various types of workplaces – terrific for experiential learning situations!, is that from the Canadian Centre for Occupational Health and Safety (based in Hamilton, Ontario). It can be found at:

### **Canadian Centre for Occupational Health and Safety (CCOSH) Young Workers' Zone**

Web Address: <http://www.ccohs.ca/youngworkers/>

The site also contains information that students should know before entering the workplace (tips, laws, rights), things that students, parents and employers can do to stay safe, jobs and their hazards, and health and safety resources.

### **Ontario Ministry of Labour**

For references to Ontario safety and employment legislation, use [www.gov.on.ca/lab](http://www.gov.on.ca/lab) to access the Ministry of Labour's web site. This will provide current information on both Employment Standards and Health and Safety legislation, recent fines, alerts, etc. and allow you to ask a question that will be answered by Ministry staff.

Other web sites that provide good resources for teachers and students:

### **CanOSH – Canada’s National Occupational Safety and Health Website – Young Workers**

*Web Address:* [http://www.canoshweb.org/en/young\\_workers.html](http://www.canoshweb.org/en/young_workers.html)

*Summary:* A list of links to a series of occupational safety and health (OSH) resources for young workers and/or individuals who are new to the workforce.

### **North American Occupational Safety and Health (NAOSH) Young Worker Links**

*Web Address:* [http://www.naosh.org/english/young\\_worker\\_links.html](http://www.naosh.org/english/young_worker_links.html)

*Summary:* Includes links to occupational safety and health related websites, as well as other youth resources.

### **Workplace Safety and Insurance Board**

*Web Address:* <http://www.wsib.on.ca>

*Summary:* Contains information for both employers and employees about workplace safety. Includes advice on prevention, important news releases, policies and other work-related information.

### **Workers’ Centre**

*Web Address:* <http://www.whsc.on.ca>

*Summary:* Provides access to health and safety resources covering a wide variety of health and safety topics. Designed with the worker in mind, the Centre specializes in labour-produced and labour-delivered materials.

## **Construction Industry**

### **SPECIAL OFFER FOR ONTARIO TEACHERS: TEACHER RESOURCE KIT**

The Construction Safety Association of Ontario has pulled together a resource kit, which includes some of their best publications that explain the construction industry (manual), and are geared to new construction workers (pamphlets, video).

The special price for teachers is: **\$50.00**. It includes the components below, which can be ordered individually, plus 30 “Your New Construction Job” booklets and classroom posters.

#### ***Package: Construction Health & Safety Teachers Kit***

*Produced by:* Construction Safety Association of Ontario

*Contact Info.:* **Tel:** (416) 674-2726, **Toll Free:** 1-800-781-2726, **Fax:** (416) 674-8866

*Package Includes:* 1 copy of Construction Health & Safety Manual; 30 Brochures “Your Construction Job”; 1 “New on the Job” Video; 4 different Posters “Danger Due To...”; 4 different Posters “Personal Equipment”; 1 Poster “Joint Health & Safety Committee”; and 1 Poster “Help New Workers Start Right”

*Cost:* \$50.00 +GST & PST, plus postage and handling.

## **5 CD-ROM SET MULTI-LEVEL TRAINING MODULE:**

**Titles: Legislation, Personal Protective Equipment, Site Safety, Material Handling and Back Care, and WHIMS Review (Special Package – huge discount)**

*Produced by:* Construction Safety Association of Ontario

*Description:* This program will be of use and benefit to all construction personnel. Upon completion of this program, participants will be able to recognize and identify the basic requirements for health and safety on construction sites, including both equipment and procedures. Program duration is a minimum of 16 hours. Generic Level 1 training is a component of most multi-level trade training programs. Modules include: Legislation, Personal conduct, Personal protective equipment, Access structures, Electrical hazards, and Back care and materials handling.

*Cost:* \$50.00 +GST & PST, plus postage and handling.

**BOOK: Title: Construction Health & Safety Manual (1998)**

*Produced by:* Construction Safety Association of Ontario

*Contact Info:* 21 Voyager Court South, Etobicoke, ON, M9W 5M7

**Tel:** (416) 674-2726, **Toll Free:** 1-800-781-2726, **Fax:** (416) 674-8866

**E-mail:** [info@constructsafety.on.ca](mailto:info@constructsafety.on.ca), **Web:** [www.csa.org](http://www.csa.org)

*Description:* The manual covers topics of interest in all trades. The subjects include responsibilities for workplace health and safety; personal protective equipment; first aid and emergency procedures; back care; housekeeping; and access equipment such as ladders, scaffolds, and elevating work platforms. Other topics include hand and power tools for construction trades and step-by-step guidelines for welding, cutting and formwork.

*Cost:* \$22.95 +GST, plus postage and handling.

**VIDEO: Title: New on the Job (1997) Length: 10 min.**

*Produced by:* Construction Safety Association of Ontario

*Description:* The video follows a new worker from his arrival on site through the various stages of his orientation to the moment when he's ready to start work. Live-action shots highlight personal protective equipment, safety responsibilities, and hazard awareness. The video also alerts workers to the four major causes of death on construction projects.

*Cost:* \$29.95 +GST & PST, includes postage and handling.

## **Education – Elementary, Secondary, Post-secondary, Libraries, Museums**

Every type of workplace has inherent hazards. For students placed in these types of workplaces, the Education Safety Association of Ontario has excellent industry-specific resources and expertise.

*Web address:* <http://www.esao.on.ca>

## **Ontario School Boards Insurance Exchange**

*Web Address:* <http://www.osbie.on.ca/>

*Summary:* The primary goals of the Exchange are to insure member school boards against losses, and to promote safe school practices. The Ontario school "Risk Management at a Glance" material is intended to provide guidance and direction in the major risk management areas facing school administrators, principals, vice-principals, teachers and all other school staff on a daily basis.

Although this reference material is not intended to replace school board policies and procedures, it is intended to supplement the risk management considerations, which should go into making the decisions on the most common day-to-day school activities. The design of this publication is intended to promote the display of this document in a calendar-like format in every classroom to facilitate ready "Risk Management at a Glance". This can be used by every employee who may be called upon to make a decision about the permitting of or the organizing of any activity listed. For any activities not listed in this material, it is recommended that you contact your board office, or refer to the policies and procedures as stated by your school board.

## **Farming/Agriculture**

**Title: Equipment Safety Program Ideal for Worker Training**

*Produced by:* Farm Safety Association Inc.

*Contract Info:* 340 Woodlawn Road West, Suite 22-23, Guelph, ON, N1H 7K6

**Tel:** (519) 823-5600, **Toll Free:** 1-800-361-8855, **Fax:** (519) 823-8880,

**E-mail:** [info@farmsafety.ca](mailto:info@farmsafety.ca), **Web:** [www.farmsafety.ca](http://www.farmsafety.ca)

*Description:* It has been designed to meet the needs of agricultural operations that need to show that health and safety training has been provided to employees. Eight modules includes: The Farm Equipment Operator, Common Equipment Hazards, Storage Energy Hazards, Power Take-Off Safety, Other Hazards Associated with Farm Equipment, Accident Prevention with Lockout/Tagout, Operator's Manual Maintenance for Safety's Sake.

*Cost:* Booklet plus CD-ROM are available at a cost of \$15.

## **Food Service Industry**

**Title: Foodservice Safety – Video Orientation Kit**

*Length:* 23:30 min. in the four subject areas

*Produced by:* Ontario Service Safety Alliance

*Contact Info:* 4950 Yonge Street, Suite 1500, Toronto, ON, M2N 6K1

**Toll Free:** 1-888-478-6772, **Fax:** (416) 250-9500, **E-mail:** [info@ossa.com](mailto:info@ossa.com),

**Web:** [www.ossa.com](http://www.ossa.com)

*Description:* This four-module video and employee guide exposes the most common hazards and dangers in restaurant and foodservice workplaces. Subjects include: Burns and Scalds, Slips and Falls, Cuts and Lacerations, and Repetitive Strain Injuries.

*Cost:* \$44.95 plus \$5 postage and handling.

## **Forestry**

**Title: Health, Safety & Your Job in Forestry (2000)**

*Produced by:* Ontario Forestry Safe Workplace Association

*Contact Info.:* P.O. Box 2050 Avenue, Station Main, 690 McKeown Avenue,  
North Bay, ON, P1B 9P1

**Tel:** (705) 474-7233, **Fax:** (705) 474-4530, **E-mail:** [info@ofswa.on.ca](mailto:info@ofswa.on.ca),

**Web:** [www.ofswa.on.ca](http://www.ofswa.on.ca)

*Description:* This booklet is designed to give you a look at some of the most important health and safety issues in the workplace.

**The OFSWA web site can also lead you to excellent resources on chain saw safety, alerts to address hazards like bears, etc.**

## **Health Care**

### **Health Care Health & Safety Association of Ontario**

*Web Address:* <http://www.hchsa.on.ca>

*Summary:* HCHSA supports the prevention and reduction of workplace injuries and occupational diseases in the health care sector in Ontario by assisting health care sector organizations to adopt preventative best practices and approaches. Information on the site includes: a variety of publications in print and electronic form; newsletters; legislative information; research updates; guidelines; reporting forms and program manuals; selected occupational health and safety training and certification; and relevant professional health and safety information.

## **Manufacturing/Factories/Machine Guarding**

*Title:* **Blowin' in the Wind: Machine Guarding Prevents Deaths**      *Length:* 12 min.

*Produced by:* Canadian Auto Workers

*Contact Info.:* **Toll Free:** 1-800-268-5763,

**Health and Safety Department:** (416) 495-6558, **E-mail:** [caw@caw.ca](mailto:caw@caw.ca),

**Web:** [www.caw.ca](http://www.caw.ca)

*Description:* Deficiencies and the minimal use of machine guarding and lock-out have resulted in workplace injuries and fatalities. Both videos are complementary in describing the importance of machine guarding and locking out in the health and safety of a workplace.

*Cost:* \$10 for each video including postage and handling.

**The Industrial Accident Prevention Association (IAPA) has a well-developed resource library with topics related to various aspects of industrial safety. Their web site can be accessed at [www.iapa.on.ca](http://www.iapa.on.ca).**

## **Mines and Aggregates**

Working in a pit, quarry, surface or underground mine or at a mining plant demands a specialized knowledge of health and safety. Many of the hazards are unique and getting the right safety information is critical. This safety association works closely with the mining industry and other stakeholders to ensure the very best in mining safety information.

*Web address:* <http://www.masha.on.ca>

## **Municipal: including local government; recreation; arenas; sanitation; fire fighting**

This association covers a wide range of workplaces and services for municipal operations. With such a wide range of occupations and workplaces covered by municipalities, the Municipal health and safety association provides valuable resources for this important sector.

*Web address:* <http://www.mhsao.on.ca>

## **Pulp and Paper Industry**

The Ontario Pulp and Paper Health and Safety Association provides industry-specific health and safety materials that would be of interest to anyone involved in a placement in this specialized industry.

*Web address:* <http://www.pphsa.on.ca>

## **Retail; Service Industry; Tourism; Hospitality; Automotive Sales and Service**

The Ontario Service Safety Alliance (also mentioned under Food Service Industry) provides health and safety resources to this spectrum of workplaces. There are resources aimed at the physical hazards involved in the work, as well as issues such as violence – an issue that must be addressed in some service and retail occupations where the student/young worker may face situations that put him/her at risk.

*Web address:* <http://www.ossa.com>

## **Transportation Industry**

The Transportation Health and Safety Association of Ontario and the Ontario Trucking Association both have tremendous expertise about the industry itself and health and safety elements that everyone working in the industry needs to know.

### **Transportation Health and Safety Association of Ontario**

*Web address:* <http://www.thsao.on.ca>

### **Ontario Trucking Association**

This association's free video(s), including "Career Highways – Safety" have been used and recommended by co-op teachers.

*Web address:* <http://www.ontruck.org>

## **Utilities; Electrical Safety**

The specialized work undertaken by public utility workers, including those who work with high voltage lines and install and maintain public utilities, involves tasks that can put an untrained and unprotected worker in very dangerous situations. This specialized association provides expertise on electrical safety, working at heights, safe use of ladders and other important topics.

*Web address:* <http://www.eusa.on.ca>

## **General Health and Safety for Young/New Workers**

**Title: The First Step...Student Safety Handbook** (2000) (Also available in French.)

*Produced by:* London Occupational Safety and Health Information Services

*Contact Info.:* 424 Wellington Street, Suite 218, London, ON, N6A 3P3

**Tel:** (519) 433-4156, **Fax:** (519) 433-2887, **E-mail:** [losh@execulink.com](mailto:losh@execulink.com),

**Web:** [www.losh.on.ca](http://www.losh.on.ca)

*Description:* A handbook for students, first time workers, employers, unions, teachers, parents and health and safety professionals. This book may be used with other health and safety training programs, for example: WHIMIS, school curriculum, or Young Worker Awareness Program.

*Cost:* 1 copy - \$20 plus \$5 for postage and handling.

100+ copies - \$15 each plus postage and handling.

**Title: Outreach Edition: Things You'd Better Know...To Work Smart, Work Safe**

(2001) *Length:* 13 min. **FREE**

*Produced by:* Workplace Safety & Insurance Board (WSIB)

*Description:* Created as part of the Young Worker Awareness Program, this video is narrated by Marisa Ellis whose brother was killed after getting caught in an industrial mixer on the second day of the job at a bakery. It details the rights and responsibilities of young workers, and features the stories of:

-Marco, who lost his right hand trying to remove a piece of metal from a press.

-Sandy, whose left hand was cut off by a fan

-Matt, who was paralysed while employed as a camp counsellor

-Isobel, who suffered from head and neck injuries after slipping and falling on the job

-Sean Kells, who died after a chemical explosion

The program also has a companion student booklet (pictured below) that provides students with a free, lasting reference to help them work safely.

**Young Worker Awareness CD ROM:** A free educational CD that has been used by many co-operative education and classroom teachers to provide students with their own health and safety resources. The CD contains a wide variety of general health and safety information and requires students to enter various "classrooms" where they can view videos, take a quiz and get some important information.

**NOTE:** *The YWAP Scavenger Hunt/Quiz for teachers has been developed to help teachers use the CD as a learning tool. The Quiz is released for the first time in the co-op/apprenticeship resource document. To get your copy of the scavenger hunt and the full co-op resource go to the Cooperative Education section of this website.*

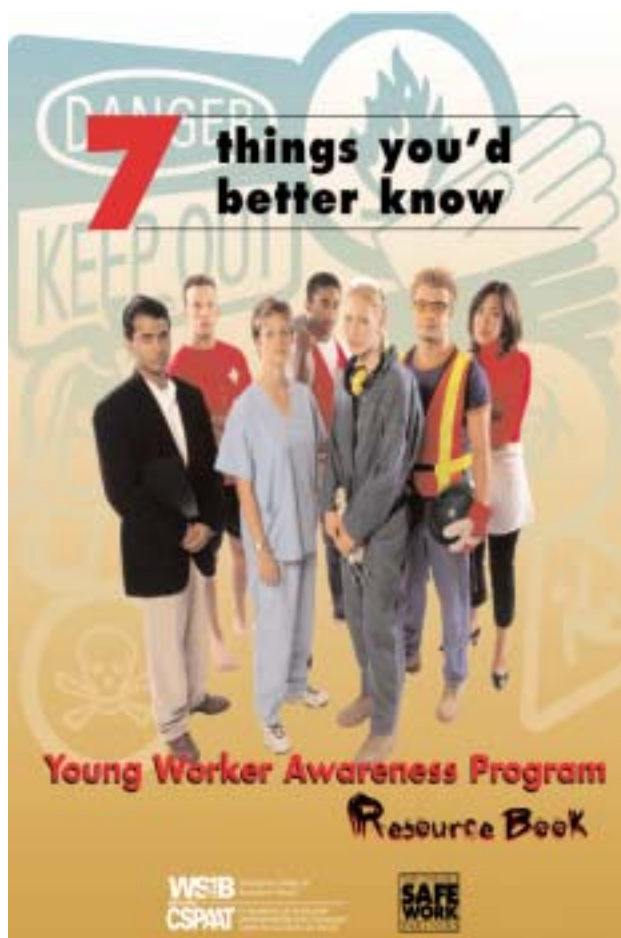
*Contact:* WSIB 1-800-663-6639

*Web Address:* <http://www.wsib.on.ca>

**Young Worker Awareness Program**

*Web Address:* <http://www.youngworker.ca>

*Summary:* The Young Worker Awareness Program is designed to give students the information they need to protect their health and safety on the job. This complete web site provides a lot of information for students – makes a great research site!



## Young Worker Awareness Program

### School presentations

For several years, Ontario schools have been welcoming in persons from their community to deliver the Young Worker Awareness Program (YWAP). YWAP provides an excellent overview of rights and responsibilities of workers, which also provides good information for students on work placements. Those that deliver the program are committed to preventing injuries among young workers. Bringing in a community representative to reinforce the lessons you've been teaching for co-op safety is a great idea!

#### Contact Toll-Free:

IAPA – 1-800-406-IAPA (4272)

Workers' Centre – 1-888-869-7950

WSIB – 1-800-663-6639