



WORKING TO MAKE A DIFFERENCE

# **Rights and Responsibilities Program**

## **Program Guide**

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# Introduction

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## Rationale

Young workers have more injuries than any other age group in British Columbia:

- more than 50 percent of work-related accidents happen during a young worker's first 6 months on the job
- 34 young workers injured every working day
- 5 permanently disabled each week
- about 5 die each year at work.

Hardest hit are young male workers. They are 70 percent more likely to be injured than any other group of workers.

WorkSafeBC is committed to reducing the number of injuries and fatalities among young workers in British Columbia. The Rights and Responsibilities Program is an integral component of the WorkSafeBC strategy to create and achieve long-term reductions in occupational injuries and disease.

## About the Program

The Rights and Responsibilities Program is a self-paced, interactive, curriculum-based, online learning program that helps prepare new workers and young workers to better understand their health and safety rights and responsibilities in the workplace.

This program builds on the work done in *Student WorkSafe Planning 10*, and directly supports prescribed and elective curricula at the grade 11-12 level (see the information on Curriculum Connections in the Resources section of this document.

This Program Guide is aimed at three primary audiences:

- New workers, including student workers
- Employers and supervisors
- Teachers facilitating work experience programs for students

A separate section designed for each of these three audiences is included in this Program Guide.

This program is a partnership between WorkSafeBC and Telus, which uses a proprietary software program (Kool Tool) developed by Royal Roads University.

WorkSafeBC multimedia content in the resource is based on the award-winning video, *The Supervisor*, as well as information from the WorkSafeBC web site ([WorkSafeBC.com](http://WorkSafeBC.com)) and from WorkSafeBC publications.

## Feedback

A set of three evaluation forms has been included at the end of this resource (one for teachers, one for new workers/students, and one for employers and supervisors). Please print and complete the appropriate evaluation form(s) each time you use the materials. WorkSafeBC reviews all evaluation forms very carefully, and considers suggestions in future revisions of the materials. Continued input from users will keep these materials relevant and effective.

# **Using the Rights and Responsibilities Program**

**Information for New Workers**

**Information for Employers and Supervisors**

**Information for Teachers**

# Information for New Workers

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Young and inexperienced workers have specific needs in the workplace. One of the most important responsibilities of the employer is to ensure that workers are adequately trained in safe work procedures and properly supervised when carrying out their duties.

To assist new workers in familiarizing themselves with their workplace rights and responsibilities, WorkSafeBC has created an online, interactive resource, Rights and Responsibilities Program.

## Before You Begin Work

All new workers are encouraged to view the online resource, Rights and Responsibilities Program, before they begin their new jobs. Note that your employer may use this resource as part of your worksite safety orientation.

In addition, new workers are encouraged to familiarize themselves with the following information sheets, found in the Resources section of this guide:

- New Worker Safety
- Young Workers—Facts and Figures
- Rights and Responsibilities for Employers, Supervisors, and Workers
- Rights and Responsibilities—Test (Note that this test is also conducted as part of the online resource. You may choose to complete the test in writing or online. Try to answer the questions without consulting the other resources.)

## During and After Your Safety Orientation

Review the following information sheets, found in the Resources section of this guide, to ensure that all your health and safety needs are met:

- Refusing Unsafe Work
- Questions and Answers on Workplace Safety
- Workplace Inspection Checklist

## For Student Work Experience

If you are a student beginning a work experience program for school, it is important to know that you still have the same health and safety rights and responsibilities as paid employees in a workplace setting. Your teacher will work with you to make sure that you receive the training you need for a safe work experience.

In addition, to support the assessment of your work experience, keep a record of all materials that you receive in relation to your safety training. Specifically, you might want to keep a collection of:

- workplace-specific checklists and instructions
- work logs and diaries
- tests completed
- letters from supervisors and employers
- photographs and videos of workplace training

## Information for Employers and Supervisors

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Young and inexperienced workers have specific needs in the workplace. One of the most important responsibilities of the employer is to ensure that workers are adequately trained in safe work procedures and properly supervised when carrying out their duties. Under the *Workers Compensation Act*, the employer has the legal responsibility to ensure that every worker receives adequate training. The employer must also follow-up to see that the supervisor is carrying out all required training.

To assist employers and supervisors in ensuring a safe working environment for all workers, WorkSafeBC has created an online, interactive resource, Rights and Responsibilities Program. We encourage you to provide an opportunity for all new employees to view this resource (independently or projected on a screen to a group), and to discuss its contents with you.

Note that high-school students who are coming to you on work experience programs may have already viewed this resource.

To support this program, employers and supervisors are also encouraged to review the following information sheets, found in the Resources section of this document:

- Rights and Responsibilities for Employers, Supervisors, and Workers
- Rights and Responsibilities—Test  
this test is included as part of the online resource—you will need to determine whether your employees complete the test online or in print form

- Safety Orientation for Supervisors Checklist
- Rights and Responsibilities—Test Answer Key
- Sample New Worker Orientation Checklist (this checklist was devised for restaurant situations, but can be adapted for a variety of worksites)
- Workplace Inspection Checklist

These information sheets can be used to support on-site safety orientation and facilitate questions and discussions with your employees.

### For More Information

WorkSafeBC has identified a number of print, video, and poster resources to support employers and supervisors in providing a safe working environment. Many of these resources are available for download (in PDF format). Links for these resources as well as ordering information for other materials is available at <http://youngworker.healthandsafetycentre.org/s/Resources-Employers.asp>

Additional sources of support and information can also be found in the Resources section of this document.

## Information for Teachers

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Students undertaking work experience have the same rights and responsibilities as paid employees.

To assist teachers in ensuring that students are familiar with their workplace rights and responsibilities, WorkSafeBC has created an online, interactive resource, the Rights and Responsibilities Program. Teachers are encouraged to provide an opportunity for all students to view this resource before beginning any work experience placement.

### Before Using the Online Resource

- Determine whether students will complete the resource individually or as a class (e.g., with the program projected on a screen).
- Determine whether students will complete the test in written form (provided in the Resources section of this document) or as part of the online interactive resource.
- Review the various support materials available, and distribute for discussion before and/or after the resource experience.

### After Using the Online Resource

- You may wish to have students view the entire video (*The Supervisor*), which was used as the basis for the online resource. For ordering information, see Additional Information and Support in the Resources section of this document.

- Consult the Additional Support and Information sources listed in the Resources section of this document. The various links provided contain a wealth of information that can be used to facilitate a safe and productive work experience for students.

### Preparing Students for Work Experience

The following information is taken from the Ministry of Education's resource, *Program Guide for Ministry-Authorized Work Experience Courses* (available online at [http://www.bced.gov.bc.ca/careers/work\\_experience.pdf](http://www.bced.gov.bc.ca/careers/work_experience.pdf))

Successful and educationally valid work experience placements in the community require that students be prepared for the expectations of work sites. Students should be knowledgeable about what to expect and what is expected of them. It is essential that students understand that they need to adapt to the workplace environment, and not perceive it as an extension of the school environment. Students need to know what work sites require in terms of behaviour, clothing, and workplace safety.

All students participating in a work experience course must have an in-school orientation to prepare them for the workplace. The orientation must include instruction on work site safety awareness. It may also contain topics such as classroom-taught skills transferable to a specific work placement, worker rights and responsibilities, and employer expectations.

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## **Assessment**

Encourage students to keep thorough documentation of all workplace safety training programs to facilitate assessment of their work. In particular, such documentation is important to facilitate portfolio assessment.

Examples of assessment evidence could include:

- workplace-specific checklists and instructions
- work logs and diaries
- tests completed
- letters from supervisors and employers
- photographs and videos of workplace training

See Curriculum Connections in the Resources section of this document for information about specific curriculum expectations for Work Experience 12A/B and the graduation portfolio.

## **Additional Information**

The following handouts, found in the Resources section of this document, can be used to support students' work experience placements:

- Rights and Responsibilities for Employers, Supervisors, and Workers
- Rights and Responsibilities—Test
- Rights and Responsibilities—Test Answer Key
- Curriculum Connections
- Refusing Unsafe Work
- Questions and Answers on Workplace Safety
- Workplace Inspection Checklist

# Resources

**New Worker Safety**

**Young Workers—Facts and Figures**

**Rights and Responsibilities for Employers, Supervisors, and Workers**

**Refusing Unsafe Work**

**Questions and Answers on Workplace Safety**

**Rights and Responsibilities—Test**

**Rights and Responsibilities—Test Answer Key**

**Sample New Worker Orientation Checklist**

**Safety Orientation for Supervisors Checklist**

**Workplace Inspection Checklist**

**Curriculum Connections**

**Additional Support and Information**

## New Worker Safety

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British Columbia has more than 250,000 workers ranging in age from 15 to 24. Many are high school, college, or university students who hold part-time jobs while attending school and who take on full-time jobs during summer months. Others work full-time, usually in entry-level jobs, and are just beginning their climb up the work ladder. They work in many areas – from fast-food and retail clothing sales to construction and tree planting.

These people have one thing in common: they are at high risk of being injured on the job. Their injuries range from minor to serious, result in short-term or long-term disabilities and sometimes even in death. Like all workers, these young people have a right to a safe and healthy workplace.

Workers between 15 and 24 years are particularly vulnerable to work-related injuries. They're eager to please and have much to offer, but they typically lack the experience to judge what's safe and what's not. Some are convinced nothing bad could ever happen to them. Others lack confidence so they don't question what happens at their workplace. New workers are at the greatest risk of getting injured during their first six months on the job. Young men are more likely to get hurt than any other group of workers.

Often, new workers:

- receive little or no safety training or supervision
- are reluctant to ask questions for fear of appearing stupid or uncool
- are assigned physically demanding or dangerous tasks
- have to use equipment or machinery designed for adults
- are unaware of their rights and responsibilities
- are distracted by other things going on in their lives
- are tired from juggling school, homework, a job, and social life
- feel rushed and pressured to get things done.

Workplace injuries can happen on any job site. When people think about the risk of workplace injury, they assume it is pretty much limited to jobs in construction, forestry, manufacturing, or agriculture. It's true that these industries can be hazardous. However, most British Columbia youth work in restaurants, supermarkets, and retail stores—the sectors with the highest rate of injury to new and young workers.

The most common causes of injuries and accidents in restaurants, supermarkets, and general retail are:

- back sprain and strain from pushing, pulling, or lifting
- getting hit by a falling object
- contact with a hot object
- falls, trips, and slips.

Many injuries to new and young workers are minor in nature, such as strains, cuts, and bruises that heal quickly. Other injuries, however, are severe (such as fractures and dislocations) and can result in short-term disability. Worse are very serious injuries – for example, amputations, broken backs, and third-degree burns. These injuries can mean permanent impairment, disfigurement, or disability.

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## **Workplace Health and Safety Rights**

All workers in British Columbia are protected by the *Workers' Compensation Act*. This legislation says employers must provide their workers with safe workplace, adequate training and supervision, and properly maintained and functioning safety equipment. Workers also have the right to refuse work if they believe the task or conditions are unsafe.

Workers have the right to:

- Receive information, instruction, and training about safe work procedures and how to recognize hazards on the job
- Be supervised to make sure they work without creating undue risk
- Be outfitted with equipment and safety gear required to do the job safely (workers are responsible for providing: their own clothing to protect themselves against the natural elements, general purpose work gloves, safety footwear, and safety headgear)
- Refuse to do tasks and to work in conditions they think are unsafe, without being fired or disciplined for refusing
- Participate in workplace health and safety committees and activities.

The *Workers Compensation Act* also protects workers from disciplinary action for reporting a safety or other work-related problem. Concerns can be reported anonymously to the Prevention Information Line at 604-276-3100 in the Lower Mainland or toll-free at 1-888-621-SAFE (7233) from elsewhere in the province.

Keeping new workers safe is a shared responsibility. Employers, unions, co-workers, parents, educators, youth, the community, and WorkSafeBC all have a part to play.

## **Take Action: What Can You Do?**

New workers need to work safely and without undue risk to themselves or others. To keep safe on the job, they can:

- Ask to be trained about safe work procedures and how to recognize on-the-job hazards.
- Follow safe procedures and encourage others to do so.
- Know their workplace health and safety rights and responsibilities.
- Ask questions if they are uncertain about anything.
- Get involved and support young worker health and safety programs.

## Young Workers—Facts and Figures

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British Columbia has more than 250,000 young workers ranging in age from 15 to 24.

Workers are at the greatest risk of getting injured during their first six months on the job.

There were 612 serious young worker injuries between 1999 and 2003. The most common injuries were:

- Amputations (45%)
- Serious fractures (19%)
- Third-degree burns (9%)

The top seven dangers for new and young workers in British Columbia are:

- Lifting objects as retail clerks, shipper-receivers, labourers, or material handlers
- Working on ladders, stairs, scaffolding, or other raised areas
- Using knives in food service, retail sales, or supermarkets
- Working with hot substances or equipment in restaurants
- Driving or riding in vehicles and operating or working near mobile equipment
- Operating food slicers in restaurants or supermarkets
- Working near running equipment or machinery in a variety of jobs

In the Food and Beverage industry, one of the most common types of workplaces for new workers, the most common types of accident claims are:

Struck by object	24%
Falls on the same level	18%
Burns and scalds	16%
Overexertion	14%
Strike against object	8%
Other bodily motion	5%
Falls from elevation	4%
Repetitive motion	2%
Violence, force	1%
Other	8%

# Rights and Responsibilities for Employers, Supervisors, and Workers

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Workers, supervisors, and employers all have specific rights and responsibilities in the workplace. It is important to know these rights and responsibilities.

## *Employers have the responsibility to*

- Ensure the health and safety of the employer's workers and other workers present at the workplace.
- Establish occupational health and safety policies and an Occupational Health and Safety program.
- Provide general direction to management, supervisors, and workers about their responsibilities and roles in providing a safe and healthy workplace.
- Provide specific direction and delegate authority to those responsible for health and safety.
- Consult and cooperate with individuals carrying out occupational health and safety duties (including joint committee members, worker health and safety representatives, and Workers Compensation Board prevention officers).
- Provide workers with the information, instruction, training, and supervision necessary to protect their health and safety.
- Provide supervisors with the support and training necessary to carry out their health and safety responsibilities.
- Provide and maintain protective equipment, devices, and clothing, and ensure that they are used.

## *Supervisors have the responsibility to*

- Ensure the health and safety of all workers under their direct supervision.
- Know the WorkSafeBC requirements that apply to the work being supervised and ensure that they are followed.
- Ensure that workers under their supervision are made aware of all known or reasonably foreseeable health and safety hazards where they work.
- Consult and cooperate with joint committee members or worker health and safety representatives, and cooperate with others carrying out occupational health and safety duties (including WorkSafeBC prevention officers).
- Ensure that the appropriate personal protective equipment and clothing are available, properly worn when required, and properly inspected and maintained.
- Investigate unsafe conditions reported to them and ensure that corrective action is taken without delay.

(A supervisor is defined in the Occupational Health and Safety Regulation as "a person who instructs, directs and controls workers in the performance of their duties.")

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### *Workers have the responsibility to*

- Cooperate with the joint committee or worker health and safety representative, WorkSafeBC prevention officers, and any other person carrying out occupational health and safety duties.
- Learn and follow safe work procedures.
- Be alert to hazards, and report hazards or problems to the supervisor or employer.
- Use the protective clothing, devices, and equipment provided.
- Perform work in a safe manner. Do not engage in horseplay or work while impaired by alcohol, drugs, or other causes.
- Refuse to do work that they have reasonable cause to believe would create an undue hazard to the health and safety of any person.
- Immediately report an unsafe situation to their supervisor or employer.

### **Worker and Supervisor Rights**

Workers and supervisors have similar rights. They have the right to:

- A safe working environment
- Proper health and safety information, instruction, and training
- Well-maintained and functioning personal protective equipment
- Refuse unsafe work
- Not to be discriminated against for exercising any right or in carrying out health and safety responsibilities
- Participate in workplace health and safety committees and activities

### **Employer Rights**

An employer can expect workers to:

- Pay attention during health and safety training
- Remember their training and follow health and safety principles at all times
- Report any perceived hazards in the workplace
- Wear their personal protective equipment at all times
- Inform them about any physical or mental conditions that may impair their ability to perform their jobs safely

## Refusing Unsafe Work

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According to the Workers' Compensation Board Occupational Health and Safety (OHS) Regulation:

1. A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
2. A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
3. A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and
  - Ensure that any unsafe condition is remedied without delay, or
  - If in his or her opinion the report is not valid, must so inform the person who made the report.
4. If the procedure under the OHS Regulation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of:
  - A worker member of the occupational health and safety committee,
  - A worker who is selected by a trade union representing the worker, or
  - If there is no occupational health and safety committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
5. If the investigator under the OHS Regulations does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

You have the right to refuse work if you (a) have reasonable cause and (b) follow all procedures in OHS Regulation. If you refuse to do work you consider unsafe, you must follow the steps below:

1. You must discuss the situation with your supervisor or employer.
2. If the matter is not resolved, then a worker representative must be involved.
3. If the matter is still unresolved, a WorkSafeBC field officer is called in by both worker and management representatives.
4. While the matter is being resolved, you will be temporarily reassigned to another job.

If you feel you must refuse work, be sure to follow the procedures in the regulations and any other policies that the employer may have. Don't just stop work and go home! If you don't follow the procedures, you may be subject to disciplinary action by your employer.

# Questions and Answers on Workplace Safety

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## **Q: What safety training or education will I need?**

*Your employer is responsible for providing the training you need to do your work safely. Your orientation should include basic information about health and safety at the workplace. For example:*

- *How to get first aid*
- *How to report injuries and accidents*
- *How to report potential hazards and unsafe work conditions*
- *Where emergency exits are located*
- *Who is responsible for health and safety (you should meet them)*
- *What the potential hazards are on the job site*

## **Q: What sort of emergency procedures will I be trained in?**

*Emergency procedures will include knowing the location of exits, fire extinguishers, the first aid kit and any other specialized equipment needed to handle emergency situations. Your employer or supervisor should explain these procedures during your first few days on the job.*

## **Q: Will I be required to use any safety gear or protective clothing?**

*Your employer is required by law to provide you with safety gear specific to your job tasks, though you may be required to provide some basic safety gear yourself. Check with your employer.*

*Examples of safety gear common in the retail industry include:*

- *Safety vest (when working around moving equipment such as forklifts and vehicles)*
- *Work gloves and safety shoes (when handling garbage or working in storage areas)*
- *Disposable waterproof gloves (when cleaning bathrooms)*
- *Cut-resistant gloves (for some cutting and equipment cleaning operations)*
- *Eye protection and gloves (to protect you from chemicals)*

## **Q: If I have health and safety concerns, with whom should I speak?**

*Your supervisor or manager should always be kept informed of all safety concerns. In addition, some workplaces will also have either a “worker health and safety representative” or a “health and safety committee.”*

## **Q: If I am injured on the job, what should I do?**

*By law, you are required to report any work related injury to your supervisor and first aid attendant as soon as possible. As well, every workplace has to provide some level of first aid. As well, if an accident happens your employer should have a system for investigating the accident and reporting it to WorkSafeBC. Your responsibility in the process is to **be as helpful as you can be** to your employer (or WorkSafeBC official) to get at the cause of the accident.*

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**Q: How will safety information be communicated to me?**

*Your employer should have written policies and provide additional guidance for working safely. Your employer will communicate safety information to employees in a variety of ways, such as: through your supervisor, e-mail, a health and safety notice board, staff meetings, posters and notices, the health and safety committee, or a worker health and safety representative.*

**Q: What if I think a certain task is likely to endanger my coworkers or me?**

*You have the right to refuse work if you have reasonable cause to believe it is dangerous to you or someone else. The first thing you should do is tell your supervisor or manager that you think the task is dangerous. Together, you should be able to discuss the issue and find a safe solution. If the two of you cannot find a solution, a third or fourth person may be brought into the discussion to help resolve the situation. If a solution can't be found, you or your employer may contact WorkSafeBC.*

*Not only do you have a right to refuse unsafe work, you are also protected from disciplinary action by your employer if you refuse unsafe work.*

**Q: Will I be required to work alone or late at night?**

*If you are required to work alone, your employer will have specific procedures and safeguards for working alone and must review them with you as part of your training. There may also be specific procedures for working late at night, even if you are not alone.*

## **Rights and Responsibilities—Test**

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**Question 1: Which of the following would be considered an employer's rights and responsibilities?**

- Provide and maintain protective equipment, devices, and clothing.
- Establish occupational health and safety policies and programs.
- Investigate unsafe conditions reported to them.
- Do not engage in horseplay or work while impaired by alcohol or drugs.
- Provide specific direction and delegate authority to those responsible.

**Question 2: Which of the following would be considered a supervisor's rights and responsibilities?**

- Know the WorkSafeBC requirements that apply to the work being supervised.
- Provide specific direction and delegate authority.
- Ensure personal protective equipment/clothing is available and maintained.
- Investigate unsafe conditions reported to them immediately.
- Provide and maintain protective equipment, devices, and clothing.

**Question 3: Which of the following would be considered a worker's rights and responsibilities?**

- Refuse to do work they believe would create an undue hazard to any person.
- Know the WorkSafeBC requirements that apply to the work being supervised.
- Establish occupational health and safety policies and programs
- Use the protective clothing, devices, and equipment provided.
- Perform work in a safe manner.

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**Question 4: A new worker is most likely to rely upon his or her employer for training and direction concerning health and safety.**

True       False

**Question 5: A supervisor cannot be held liable for a workplace accident unless he or she holds the official title of "supervisor."**

True       False

**Question 6: Upon promotion, supervisors always receive training in health and safety in addition to supervisory training.**

True       False

**Question 7: Workers do not have the legal right to refuse to perform any work they think unsafe.**

True       False

**Question 8: New workers don't have any health and safety rights on the job — they can get fired for speaking up.**

True       False

**Question 9: Two of the most important factors in preventing new worker injuries are training and supervision.**

True       False

**Question 10: Employers are not responsible for assigning responsibility, accountability, and authority to supervisory staff.**

True       False

## Rights and Responsibilities—Test Answer Key

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Correct answers are in **bold** face.

Question 1: Which of the following would be considered an employer's rights and responsibilities?

- Provide and maintain protective equipment, devices, and clothing.**
- Establish occupational health and safety policies and programs.**
- Investigate unsafe conditions reported to them.
- Do not engage in horseplay or work while impaired by alcohol or drugs.
- Provide specific direction and delegate authority to those responsible.

Question 2: Which of the following would be considered a supervisor's rights and responsibilities?

- Know the WorkSafeBC requirements that apply to the work being supervised.**
- Provide specific direction and delegate authority.
- Ensure personal protective equipment/clothing is available and maintained.**
- Investigate unsafe conditions reported to them immediately.**
- Provide and maintain protective equipment, devices, and clothing.

Question 3: Which of the following would be considered a worker's rights and responsibilities?

- Refuse to do work they believe would create an undue hazard to any person.**
- Know the WorkSafeBC requirements that apply to the work being supervised.
- Establish occupational health and safety policies and programs
- Use the protective clothing, devices, and equipment provided.**
- Perform work in a safe manner.**

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**Question 4: A new worker is most likely to rely upon his or her employer for training and direction concerning health and safety.**

True       **False**

**Question 5: A supervisor cannot be held liable for a workplace accident unless he or she holds the official title of "supervisor."**

True       **False**

**Question 6: Upon promotion, supervisors always receive training in health and safety in addition to supervisory training.**

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**Question 7: Workers do not have the legal right to refuse to perform any work they think unsafe.**

True       **False**

**Question 8: New workers don't have any health and safety rights on the job — they can get fired for speaking up.**

True       **False**

**Question 9: Two of the most important factors in preventing new worker injuries are training and supervision.**

**True**       False

**Question 10: Employers are not responsible for assigning responsibility, accountability, and authority to supervisory staff.**

True       **False**

# Sample New Worker Orientation Checklist

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This checklist illustrates an example of an effective new worker orientation form. The information in this checklist can be adapted for a wide variety of workplace settings.

Worker's name: \_\_\_\_\_

Date worker was hired: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Date of orientation: \_\_\_\_\_

Orientation topics covered?	Yes	No
Health and safety responsibilities		
Health and safety rules		
How to get first aid		
Location of first aid kit or services		
Location of fire exits and fire extinguishers		
How to report unsafe conditions		
Right to refuse unsafe work		
WHMIS		
Location of MSDS		
Use of personal protective equipment		
Working alone procedures		
Emergency procedures (list them here):		

Written work procedures (list them here):

  
  
  
  
  
  
  
  
  
  

Other topics covered (list them here):

  
  
  
  
  
  
  
  
  
  

Comments:

# Safety Orientation for Supervisors Checklist

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Use this checklist when training supervisors in their health and safety responsibilities. Adapt the checklist for your workplace.

Supervisor's name: \_\_\_\_\_

Date of orientation: \_\_\_\_\_

Orientation given by: \_\_\_\_\_

Annual review date: \_\_\_\_\_

Orientation topics covered?	Yes	No	Date
Supervisor's health and safety responsibilities			
Company's health and safety rules			
How to report unsafe conditions			
Right of workers to refuse unsafe work			
Use of personal protective equipment			
How to take corrective action when workers do not follow safe work procedures			
How and when to conduct workplace inspections			
What incidents are investigated and procedures to follow			
How and when to develop safe work procedures			
When and how to conduct worker instruction and training: <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Instruction and training</li> <li>• Crew talks</li> </ul>			

Emergency procedures reviewed (list them here):
Review of written safe work procedures used by workers being supervised (list them here):
Other topics covered (list them here):

# Workplace Inspection Checklist

- Adapt this checklist for regular safety inspections at your workplace.
- Go over every aspect of your workplace to identify possible hazards.
- Add or delete items as necessary for your particular workplace.

<b>Floors and walkways</b>	<b>Yes</b>	<b>No</b>
Are aisles clear of materials or equipment?		
Are main aisles at least 1 m (36 in) wide?		
Are doorways clear of materials or equipment?		
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?		
Are floors clean and free of oil or grease?		
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high?		
<b>Fire safety and security</b>	<b>Yes</b>	<b>No</b>
Are fire extinguishers clearly marked?		
Are fire extinguishers properly installed?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids properly stored?		
Will space heaters shut off automatically when tipped over?		
Are emergency phone numbers close to phones?		
Are smoke, fire, and burglar alarms in place?		

<b>Stairs, ladders, and platforms</b>	<b>Yes</b>	<b>No</b>
Are ladders safe and in good condition?		
Are stair handrails fastened to the wall securely?		
Are stairwells clear of materials and equipment?		
Are stairs and handrails in good condition?		
Are ladders and stairs provided with anti-slip treads?		
<b>Walls</b>	<b>Yes</b>	<b>No</b>
Are signs and fixtures securely fastened to the wall?		
<b>Lighting</b>	<b>Yes</b>	<b>No</b>
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive lighting contrast?		
Is task lighting provided in areas of low light or high glare?		
Are windows covered with blinds, drapes, or other means of controlling light?		
Does emergency lighting work?		





## Curriculum Connections

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The following tables outline the relevant work experience curriculum expectations for Work Experience 12A/12B and the Graduation Portfolio.

### Work Experience 12A and 12B

#### Workplace Health and Safety

Prescribed Learning Outcomes	Suggested Achievement Indicators
<p><i>It is expected that students will:</i></p> <ul style="list-style-type: none"> <li>• apply hazard recognition and injury prevention skills in a work experience placement</li> </ul>	<p><i>The following set of indicators may be used to assess student achievement for each corresponding prescribed learning outcome.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> initiate conversation with supervisor and ask questions about workplace hazards and workplace safety procedures (record the information in a journal)</li> <li><input type="checkbox"/> practise and accurately document safe work procedures appropriate to the work site</li> <li><input type="checkbox"/> use established safety guidelines for recognizing hazards and reducing risk and injury in the workplace (e.g., those set out by the Workers' Compensation Board, WHMIS)</li> <li><input type="checkbox"/> use personal protective and other safety equipment appropriate to the work site</li> </ul>
<ul style="list-style-type: none"> <li>• demonstrate knowledge of basic workplace incident response procedures and protocols</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> identify fire exits, alarms, and first-response personnel in the work experience placement</li> <li><input type="checkbox"/> describe or list protocols and procedures for reporting accidents and incidents that may occur in the work experience placement</li> <li><input type="checkbox"/> list reasons why it is important to report every workplace injury, no matter how minor</li> </ul>
<ul style="list-style-type: none"> <li>• demonstrate knowledge of workplace health and safety rights and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> identify and describe workplace health and safety rights and responsibilities of employers, supervisors, and workers</li> <li><input type="checkbox"/> identify key issues related to supervision, orientation, and training related to workplace health and safety</li> <li><input type="checkbox"/> provide examples from work experience placements where workers may need to exercise their workplace health and safety rights, and</li> <li><input type="checkbox"/> indicate how they could meet their workplace safety responsibilities</li> <li><input type="checkbox"/> list or discuss avenues of recourse for health and safety rights violations and for failures to meet responsibility</li> </ul>

Prescribed Learning Outcomes	Suggested Achievement Indicators
<ul style="list-style-type: none"> <li>analyze hazards or potential hazards in an occupation or industry sector related to a work experience placement (e.g., restaurant industry, construction industry)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> initiate conversation and ask questions (e.g., concerning workplace hazards)</li> <li><input type="checkbox"/> conduct interviews with employer, supervisor, and co-workers in their work experience placement or chosen industrial sector</li> <li><input type="checkbox"/> report on the results of communications (e.g., writing, presentation, poster, video)</li> </ul>

## Graduation Portfolio Assessment

Criteria	Sample Evidence
#1 Documents participation in 30 or more hours of work/volunteer experience	<ul style="list-style-type: none"> <li>a letter, form, or certificate signed by an employer or community agency/organization listing dates and hours worked</li> <li>pay slip(s)</li> <li>time log sheet/book</li> <li>T4 slip</li> </ul>
#2 Describes the type of work done and the tasks/duties performed	<ul style="list-style-type: none"> <li>a letter, report, or form signed by an employer or community agency/organization describing the nature of the work or tasks/duties performed</li> <li>workplace supervisor's evaluation</li> <li>journal entries</li> <li>photos/video</li> <li>presentation</li> </ul>
#3 Identifies the fundamental skills used or developed in your work/volunteer experience	<ul style="list-style-type: none"> <li>a report that links the fundamental skills used or developed to the work or tasks/duties performed</li> <li>photos/video</li> <li>presentation</li> </ul>
#4 Identifies the personal management skills used or developed in your work/volunteer experience	<ul style="list-style-type: none"> <li>a report that links the personal management skills used or developed to the work or tasks/duties performed</li> <li>photos/video</li> <li>presentation</li> </ul>
#5 Identifies the teamwork skills used or developed in your work/volunteer experience	<ul style="list-style-type: none"> <li>a report that links the teamwork skills used or developed to the work or tasks/duties performed</li> <li>photos/video</li> <li>presentation</li> </ul>

## Additional Support and Information

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Any of the following resources can be used to supplement and support a training program for new workers and work experience.

### Young Worker Videos

The following WorkSafeBC-produced videos address a number of issues related to young workers. A discussion guide and other support materials are available for each video.

Additional information about each of these resources—including how to order—is available at <http://youngworker.healthandsafetycentre.org/s/Resources-Educators.asp?ReportID=32951>

- **The Supervisor**

This video is a documentary-drama that examines issues related to supervisor responsibility for workplace health and safety. The video graphically depicts the emotional, legal, and financial consequences of a fictionalized workplace accident that leads to the death of a young worker.

- **The Workplace: Youth at Risk**

A video featuring the dramatic stories of five injured young workers and their parents whose lives have been forever altered by a workplace

accident. This updated version features a new introduction by Dave Anderson, WorkSafeBC President and CEO, as well as some new footage of Lauren Barwick, a dressage rider paralyzed in a workplace accident. The video was produced jointly by Shaw Cablesystems and WorkSafeBC.

- **Lost Youth Video-Four Stories of Injured Young Workers**

Michael, Jennifer, John, and Nick all speak of losing their youth after suffering serious workplace accidents. Through dramatic recreations of these accidents and one-on-one discussions with the young people and their parents, *Lost Youth* tells four stories of lives forever altered.

- **Joe Who?**

Young workers are often hard to reach, especially when it comes to workplace safety. *Joe Who?* is a valuable tool, giving young people a voice to speak to each other about the tragic consequences of workplace injuries. The play was written and performed by students from Matthew McNair Secondary School in Richmond. It offers a unique perspective on the challenges experienced by young workers in B.C.

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## **Student Worksafe Planning 10**

This resource, developed for the revised Planning 10 curriculum, contains a wealth of valuable information for any school or workplace setting.

<http://youngworker.healthandsafetycentre.org/s/Resources-Educators.asp?ReportID=33282>

## **Health and Safety Centre**

This section of the WorkSafeBC web site contains information about injury prevention and occupational health and safety specific to a range of industry sectors.

<http://www.healthandsafetycentre.org/s/Home.asp>

## **WorkSafeBC Speakers Resource**

WorkSafeBC has compiled a list of volunteer speakers who can talk to your school or parent advisory council (PAC) about health and safety and young worker issues. We have a variety of speakers with unique expertise and experiences ranging from injured young workers to business leaders to health and safety educators.

Speakers include:

- Injured Young Workers
- Parents of Injured Young Workers
- WorkSafeBC Occupational Health and Safety Officers
- Health and Safety Professionals
- Industry Representatives
- Organized Labour

For more information:

<http://youngworker.healthandsafetycentre.org/s/Resources-Speakers.asp>

## **Information for Parents**

*Is your child safe at work?*

This brochure was developed in partnership with BC Confederation of Parent Advisory Councils (BCCPAC) parent representatives to provide parents with useful tips on keeping young workers safe on the job.

[http://www.worksafebc.com/publications/high\\_resolution\\_publications/assets/pdf/parent\\_brochure\\_update.pdf](http://www.worksafebc.com/publications/high_resolution_publications/assets/pdf/parent_brochure_update.pdf)

## **Full Listing of WorkSafeBC Publications**

<http://www.worksafebc.com/publications/>

In addition, some publications have been produced in high resolution form, suitable for high-quality printing. These resources are found at:

[http://www.worksafebc.com/publications/high\\_resolution\\_publications/default.asp](http://www.worksafebc.com/publications/high_resolution_publications/default.asp)

WorkSafeBC Publications can also be ordered by phone or fax.

Phone: 604-232-9704

Toll-free: 1-866-319-9704

Fax: 604-232-9703

Toll-free fax: 1-888-232-9714

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## **Ministry of Education Resources**

Graduation Portfolio Assessment and  
Focus Areas: A Program Guide  
[http://www.bced.gov.bc.ca/graduation/  
portfolio/portfolio\\_guide.htm](http://www.bced.gov.bc.ca/graduation/<br/>portfolio/portfolio_guide.htm)

Work Experience: A Resource for the  
Graduation Portfolio  
[http://www.bced.gov.bc.ca/careers/weres.  
htm](http://www.bced.gov.bc.ca/careers/weres.<br/>htm)

Program Guide for Ministry-Authorized  
Work Experience Courses  
[http://www.bced.gov.bc.ca/careers/work\\_  
experience.pdf](http://www.bced.gov.bc.ca/careers/work_<br/>experience.pdf)

Policy Document: Elective Work  
Experience Courses and Workplace Safety  
[http://www.bced.gov.bc.ca/policy/policies/  
elective\\_work\\_experience.htm](http://www.bced.gov.bc.ca/policy/policies/<br/>elective_work_experience.htm)

# **Feedback Forms**

**For New Workers**

**For Employers and Supervisors**

**For Teachers**

# **Rights and Responsibilities Program Evaluation Form for New Workers**

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After you have used these materials, please provide us with your comments by completing the following questionnaire and returning it by fax or mail to WorkSafeBC (contact information at the end of this form). The information you provide will assist us in the revision of future young worker health and safety program.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Type of workplace (e.g., restaurant, retail store, warehouse): \_\_\_\_\_

Are you a student? If yes, please provide your school name: \_\_\_\_\_

If you are a student, did you use this resource as part of (check all that apply):

Graduation Portfolio

Work Experience 12A or 12B

Secondary School Apprenticeship programs

other (please specify): \_\_\_\_\_

When did you use this resource? \_\_\_\_\_

Approximate length of time spent using the materials in this resource: \_\_\_\_\_

Please use the following section to comment on the online interactive resource, New Worker Rights and Responsibilities. For each question, rate your response on a scale of 1 to 5, with 1 being strongly disagree and 5 being strongly agree.

The online resource provided valuable information.

The resource was interesting and engaging.

I enjoyed using the resource.

The resource was easy to use and navigate.

Please use the following section to comment on the Rights and Responsibilities Program Guide (this document). For each question, rate your response on a scale of 1 to 5, with 1 being strongly disagree and 5 being strongly agree.

The guide provided valuable information.

The guide was clear and easy to follow.

Any additional comments?

Please send this completed evaluation form to the WorkSafeBC via fax or mail:

Fax to 604 207-1478

WorkSafeBC Young Worker Program  
PO Box 5350 Stn Terminal  
Vancouver BC V6B 5L5

Thank you for your time.

# Rights and Responsibilities Program Evaluation Form for Employers and Supervisors

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After you have used these materials, please provide us with your comments by completing the following questionnaire and returning it by fax or mail to WorkSafeBC (contact information at the end of this form). The information you provide will assist us in the revision of future young worker health and safety program.

Name: \_\_\_\_\_

Contact information (company name, phone, e-mail): \_\_\_\_\_

Type of business: \_\_\_\_\_ Your position: \_\_\_\_\_

Number of new workers with whom you used this resource: \_\_\_\_\_

Were these new workers: \_\_\_ paid employees \_\_\_ work experience students

Dates used: \_\_\_\_\_ Approximate length of time spent using the materials in this resource: \_\_\_\_\_

Did you administer the program yourself or did someone else on your staff use it? \_\_\_\_\_

Please use the following section to comment on the online interactive resource, Rights and Responsibilities. For each question, rate your response on a scale of 1 to 5, with 1 being strongly disagree and 5 being strongly agree.

\_\_\_ The online resource provided valuable information for workers.

\_\_\_ Workers found the resource interesting and engaging.

\_\_\_ Workers enjoyed using the resource.

\_\_\_ The resource was easy to use and navigate.

Please use the following section to comment on the print Rights and Responsibilities Program Guide (this document). For each question, rate your response on a scale of 1 to 5, with 1 being strongly disagree and 5 being strongly agree.

\_\_\_ The guide provided valuable information for new workers.

\_\_\_ The guide provided valuable information for me and other supervisory staff.

\_\_\_ The guide was clear and easy to follow.

Did you use any other WorkSafeBC sources to supplement your training in relation to this program?

yes / no

If so, which resources: \_\_\_\_\_

Any additional comments?

Please send this completed evaluation form to the WorkSafeBC via fax or mail:

Fax to 604 207-1478

WorkSafeBC Young Worker Program  
PO Box 5350 Stn Terminal  
Vancouver BC V6B 5L5

Thank you for your time.

# Rights and Responsibilities Program Evaluation Form for Teachers

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After you have used these materials, please provide us with your comments by completing the following questionnaire and returning it by fax or mail to WorkSafeBC (contact information at the end of this form). The information you provide will assist us in the revision of future young worker health and safety program.

Name: \_\_\_\_\_

School (name, district, address, phone): \_\_\_\_\_

e-mail: \_\_\_\_\_

Number of students with whom you used this resource: \_\_\_\_\_ Dates used: \_\_\_\_\_

Approximate length of time spent using the materials in this resource: \_\_\_\_\_

Did you use this resource in conjunction with (check all that apply):

Graduation Portfolio

Work Experience 12A or 12B

Secondary School Apprenticeship programs

other (please specify): \_\_\_\_\_

Please use the following section to comment on the online interactive resource, Worker Rights and Responsibilities. For each question, rate your response on a scale of 1 to 5, with 1 being strongly disagree and 5 being strongly agree.

The online resource provided valuable information for my students.

The resource was interesting and engaging for my students.

Students enjoyed using the resource.

The resource was easy to use and navigate.

Please use the following section to comment on the Rights and Responsibilities Program Guide (this document). For each question, rate your response on a scale of 1 to 5, with 1 being strongly disagree and 5 being strongly agree.

The guide provided valuable information for my students.

The guide was clear and easy to follow.

Did you use any other WorkSafeBC resources to supplement your teaching in relation to this program?

yes / no

If so, which resources: \_\_\_\_\_

Any additional comments?

Please send this completed evaluation form to the WorkSafeBC via fax or mail:

Fax to 604 207-1478

WorkSafeBC Young Worker Program

PO Box 5350 Stn Terminal

Vancouver BC V6B 5L5

Thank you for your time.