



**Task Title: Read and Understand a Health and Safety Manual**  
OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:**

The learner will read an excerpt from a health and safety manual and answer relevant questions.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Read continuous text/A1.2

**Materials Required:**

- Pen/pencil and paper and/or digital device

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## Learner Information

All workers need to understand health and safety requirements in the workplace. It is important to know your rights and responsibilities so you can be safe at work every day.

Scan the excerpt from "Health & Safety at Work".

## **Health & Safety at Work**

The Occupational Health and Safety Act (OHSA) spells out the duties of employers, supervisors and the rights and duties of workers.

It is important for your safety that you understand everyone's health and safety duties. The more authority a person has in the workplace, the more health and safety duties they have.

### **Duties of the Employer:**

1. Make sure workers know about hazards and dangers in the workplace and how to work safely.
2. Make sure every supervisor knows how to take care of health and safety on the job.
3. Create health and safety policies and procedures for the workplace.
4. Make sure everyone knows and follows the health and safety procedures.
5. Make sure workers wear and use the right protective equipment.
6. Do everything reasonable to keep workers from getting hurt or sick on the job.

### **Duties of the Supervisor:**

1. Tell workers about hazards and dangers in the workplace and show them how to work safely.
2. Make sure workers follow the law and the workplace health and safety policies and procedures.
3. Make sure workers wear and use the right protective equipment.
4. Do everything reasonable to keep workers from getting hurt or sick on the job.

### **Duties of the Worker:**

1. Follow the law and the workplace health and safety policies and procedures.
2. Always wear or use the protective equipment that the employer requires.
3. Work and act in a way that won't hurt them or any other worker.
4. Report any hazard they find in the workplace to their supervisor.

### **Rights of the Worker:**

You have the right under the OHSA to be told about the hazards in the work you do and to be instructed on how to do your work safely.

If someone asks you to do work that you don't know enough about, your employer and supervisor are responsible for making sure you know how to

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do the work safely. That's why you have the right to speak up and ask questions – even if you are shy or unsure. People can get hurt on the job if they don't have the right information and training.

You should never have to be worried that you will get in trouble for asking questions or reporting a problem. It's against the law for your employer or your supervisor to punish you in any way for doing what the OSHA says and asking your employer or supervisor to do what the OSHA expects them to do. This is called a "reprisal". It's even against the law for your supervisor or employer to threaten to punish or fire you for doing these things.

You also have a right to refuse to do unsafe work if you have reason to believe it puts you or a fellow worker in danger.

## Work Sheet

**Task 1: Who is responsible for creating health and safety policies for the workplace?**

Answer:

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**Task 2: What should a worker do if someone asks them to do work that they don't know enough about?**

Answer:

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**Task 3: When does the worker have the right to refuse work?**

Answer:

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