

***STAYING  
SAFE AT  
WORK***

MySafeWork



***KNOW YOUR RIGHTS***  
***ASK QUESTIONS***  
***REPORT INJURIES***  
***STAY ALERT***  
***SPEAK OUT***  
***PLAN AHEAD***  
***BE COURAGEOUS***

Do you need help with a safety issue at work?

**Email: [help@mysafework.com](mailto:help@mysafework.com)**

# ***TABLE OF CONTENTS***

<b>SPEAKING OUT</b>	<b>1</b>
<b>ORIENTATION &amp; TRAINING</b>	<b>3</b>
<b>SAFETY EQUIPMENT</b>	<b>5</b>
<b>REFUSING UNSAFE WORK</b>	<b>7</b>
<b>HARASSMENT &amp; VIOLENCE</b>	<b>9</b>
<b>DISCRIMINATION</b>	<b>11</b>
<b>REPORTING INJURIES &amp; ILLNESSES</b>	<b>13</b>
<b>YOUR MENTAL HEALTH</b>	<b>15</b>
<b>PRACTICING MINDFULNESS</b>	<b>17</b>
<b>SAFETY CHECKLIST</b>	<b>19</b>
<b>QUESTIONS FOR JOB INTERVIEWS</b>	<b>20</b>

# Speaking Out

If you are concerned about your safety or someone else's safety, say something!

## 1 Talk To Your Boss

If you feel unsafe, immediately stop what you are doing and talk to your boss or supervisor.

**You have the right to say "no" to unsafe work.**

See Page 7: [Refusing Unsafe Work](#)

## 2 Talk To Your JHSC

Does your company have 20 or more employees? If so, your company must have a Joint Health & Safety Committee (JHSC). The JHSC helps identify dangerous situations at your work and can recommend safety changes to your boss. If you have questions about safety, talk to someone on your company's JHSC.

## 3 Ministry of Labour

If you think your boss might punish you for speaking out about a safety issue, call the Ministry of Labour and ask for a general inspection. You do not need to give your name. Or, ask someone to call on your behalf.

Ministry of Labour: [1 \(877\) 202-0008](tel:18772020008)



**If you feel unsafe at work, say something. Speak out for yourself. Speak out for others.**

# Orientation & Training

**When you start a new job, your boss must give you health and safety training.**

If you are worried that your boss might punish you for asking for safety training, call the Ministry of Labour. You do not need to give your name. Or, ask someone call on your behalf.

**Ministry of Labour: 1 (877) 202-0008**

## Is Your Training Complete?

- I know how to do my job safely
- I understand my legal rights
- I understand my employers' legal duties
- I am aware of hazards in my workplace
- I am comfortable using tools and machinery
- I know how to use safety equipment
- I know who to talk to about safety issues
- I know what to do if I am being harassed



**It is *your right* to ask  
for orientation and  
training before  
starting any new  
task.**

# Safety Equipment

## 1 Your boss must provide:

-  Eye and face protection
-  High-visibility clothing
-  Respirators
-  Hearing protection
-  Harnesses when working at heights
-  Lifejackets

If your boss does not give you the safety equipment you need, call the Ministry of Labour.

Ministry of Labour: **1 (877) 202-0008**

## 2 You are responsible for:

-  Work gloves
-  Appropriate footwear
-  A hard hat
-  Warm clothing



**Your boss must make sure that your safety equipment fits you and that you are trained to use it properly.**

# Refusing Unsafe Work

If your work makes you feel unsafe, unsure, or worried, stop doing it — you have the right to say no.

## 1 Stop

Immediately stop doing the task. Have courage and remember: your health is worth more than a paycheque!

## 2 Explain

Tell your supervisor: "I am exercising my right to refuse unsafe work." Calmly explain the situation.

## 3 Ask Your Boss to Investigate

Your boss must conduct an investigation in your presence to determine if the work is unsafe.

## 4 Ministry of Labour

If the issue is not resolved, call the Ministry of Labour and tell them you are refusing unsafe work. Or, ask someone to call on your behalf.

Ministry of Labour: **1 (877) 202-0008**



**Your boss cannot fire you for refusing unsafe work — it is against the law. If it happens to you, immediately contact a **Legal Aid Clinic** in your community.**

 **google:** legal aid clinics near me

# Harassment & Violence

Harassment and violence at work are never acceptable. Here are some tips:

## 1 Tell Your Boss

Inform your boss, supervisor, joint health and safety committee, or safety representative. Write down the important details and ask your boss to investigate.

## 2 Unite With Coworkers

Get together with your coworkers and discuss the issue. It is likely that you are not the only person experiencing harassment.

## 3 Ministry of Labour

If your boss does not investigate the situation, or if the harassment does not stop, call the Ministry of Labour. Or, ask someone to call on your behalf.

Ministry of Labour: **1 (877) 202-0008**

## 4 Call 911

If you are in danger, you should contact the police. Call 911 immediately.



**Speaking out against harassment takes courage. Unite with your coworkers. Together you're stronger!**

# Discrimination

**It is against the law for your boss to treat you unfairly based on your:**

Race

Ancestry

Ethnic origin

Creed (religion)

Marital status

Sex (including being pregnant)

Gender identity

Record of criminal offences

Colour

Place of origin

Citizenship

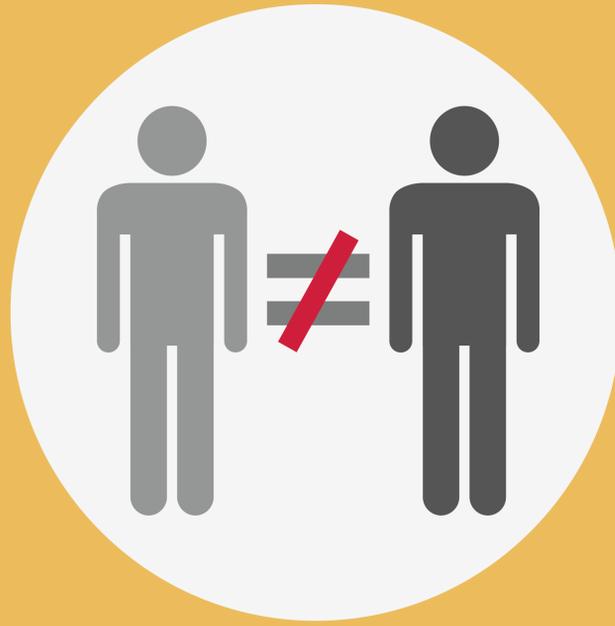
Age

Family status

Sexual orientation

Gender expression

Disability



**If you are being  
harassed or  
discriminated  
against, call the  
Human Rights Legal  
Support Centre:  
1 (866) 625-5179**

# Reporting Illnesses & Injuries

If you get hurt or sick at work, take action immediately.

## 1 Tell Your Boss & See A Doctor

If you're injured, sick, or involved in an accident at work, tell your boss as soon as possible — even if the injury or illness is minor. Tell your doctor that you were hurt at work.

## 2 Get Compensated \$

**You can receive money if your injury:** causes you to miss work — causes you to see a doctor — forces you to do a different job — causes you to earn less money. You can receive money even if the injury or sickness was your fault.

## 3 Call the WSIB

The WSIB is an agency that gives compensation to workers who get hurt or sick at work. Tell the WSIB about your injury by calling **1-800-387-0750**.

Submit **Form 6** to the WSIB within 6 months of your injury. If you miss the 6 month deadline, you should still file your claim and explain why you did not file earlier.



**Your boss might offer to pay you money instead of telling the WSIB about your injury or illness.**

**You should not accept this offer. Instead, see a doctor, call the WSIB, and file Form 6 as soon as possible.**

 **google: WSIB eform 6**

# Your Mental Health

## 1 Don't Keep It Secret

If you are suffering from mental health issues, talk to a trusted friend and talk to a doctor. You are not alone and there is hope! Mental illness is treatable.

## 2 Let Yourself Recover

Use your sick days to recover. Mental illness is the same as any physical illness. If you are not feeling well, don't push yourself.

## 3 Ask For Accommodations

If your mental health is affecting your ability to work, you have the right to ask for your work to be adjusted.

**You might ask for:** a flexible work schedule — more frequent breaks — extra time to complete tasks — modified job duties — written instructions instead of verbal instructions — a different space to work in.

## 4 Your Privacy

You do not have to give your employer details about your medical conditions. However, if you are asking for accommodations, you may have to provide some details from your doctor.



**It is against the law for your boss to fire you because of your mental illness. If this happens to you, contact a **Legal Aid Clinic** in your community.**

 **google:** legal aid clinics near me

# Practicing Mindfulness

Life can be stressful. But don't let stress make you unsafe.

## 1 "Today, I Will Be Safe"

Start each day with the intention of staying safe at work. Remind yourself of any hazards you might encounter during the day.

## 2 Try Not To Worry

Don't let worrying distract you from your work. Accidents happen in a split-second; a moment of distraction could result in a serious injury.

## 3 Breathing Exercises

If you are feeling stressed or anxious, try a breathing exercise. Pay careful attention to your in-breath and out-breath for 5 minutes.

## 4 Listen To Your Body

Are you in pain, feeling tense, tired, or uncomfortable? If so, take a break, breathe, and stretch.



**Studies show that practicing mindfulness can dramatically improve your safety and happiness at work.**

# Safety Checklist

- My boss gave me orientation and training before starting a new task.
- I am aware of the hazards at my work and the dangerous parts of my job.
- I was given proper safety equipment and was trained how to use it.
- I know how to exercise my right to refuse unsafe work.
- I know who is on my company's Joint Health & Safety Committee.
- If I get injured at work, I have a plan to deal with it.
- If I am harassed at work, I have a plan to deal with it.
- I understand my employer's policies to prevent harassment and bullying.

# Questions For Job Interviews

A job interview is your chance to find out whether the company is committed to keeping you safe. Here are some questions to ask:

- Does the company give orientation and training to new employees?
- What type of training will I receive?
- Has the company had any recent workplace deaths or injuries? If so, what has the company done to make sure it does not happen again?
- Does the company have a mentoring or coaching program?
- Will I ever be left alone on the job?
- If I feel unsafe, who should I talk to?

Good companies care about safety. If the interviewer seems annoyed by your questions, it might be a sign that you should look for another company to work for. You deserve a boss that cares about your health and safety.

**Our mission is to  
prevent vulnerable  
workers from being  
killed, injured, and  
harassed on the job.**

**[MySafeWork.com](https://www.MysafeWork.com)**

Do you need help with a safety issue at work?  
Email: **[help@mysafework.com](mailto:help@mysafework.com)**