

# SAFE WORK

**S** SPOT THE HAZARD  
**A** ASSESS THE RISK  
**F** FIND A SAFER WAY  
**E** EVERYDAY

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## What's Inside

Safe Work Team **2**

Safe Work and the Supervisor **4**

Legally Yours **5**

Hazardous Materials **6**

Safe Operation of Pump Trucks **7**

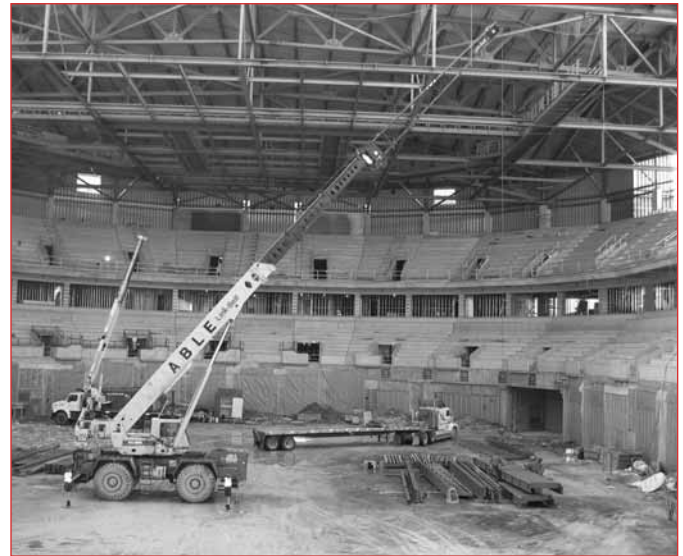
*Document available in French/Cette information existe également en français au:*

[www.gov.mb.ca/labour/safety/index.fr.html](http://www.gov.mb.ca/labour/safety/index.fr.html)

For further information please contact the Workplace Safety and Health Division

## Safety and Health Program Reduces Lost Time Injuries

- by Ian Brown and Darlene Muise



*View of future ice surface (at event level) at the construction site of the new MTS Centre on Portage Avenue.*

**F**or anyone driving along Portage Avenue in downtown Winnipeg, PCL has become a familiar acronym associated with the construction of the MTS Centre.

Lorne Madden, PCL's Safety and Loss Prevention Manager at the construction site of the MTS Centre, credits the effective workplace safety and health program of PCL Constructors Canada Inc. (PCL) for reducing and maintaining low lost time accident rates at this project, and throughout the PCL organization.

This (PCL) project, one of the city's largest to date, is anticipated to generate over one-half million man-hours of work by its completion in November 2004.

When considering the size and scope of this undertaking, the importance of a comprehensive and effective safety and health program is easily understood. Although the legal requirement for implementation of a safety and health program in all Manitoba workplaces with 20 or more workers has been in effect less than 24 months, Madden says PCL's safety program has been in place for more than ten years.

*Continued on page 3*

# SAFE Work Team to drive injury rates **down**

**T**he Workers Compensation Board (WCB) is moving in an exciting new direction in their outreach efforts in prevention by taking a lead role in the formation of a SAFE Work team, along with their partners at the Workplace Safety and Health Division (WSHD).

“This is a pivotal point in our joint efforts with WSHD to focus our activities where they will have the most impact on injury reduction,” says Doug Sexsmith, President and CEO of the WCB.

“The SAFE Work team will drive an accelerated reduction of injuries and illnesses in designated priority firms, contributing to the goal of a 25% reduction in time loss claims as set out by the government of Manitoba,” Sexsmith says.

## SAFE Work programs already underway

Together, the CEO of the Workers Compensation Board and the Assistant Deputy Minister for Workplace Safety and Health, met with leaders in the Manufacturing Industry to raise awareness of the need to dramatically improve safety in all of Manitoba’s workplaces.

“Safety is a community issue that business leaders have an opportunity to influence. Good safety records are clearly linked to an organization’s leadership,” says Sexsmith.

Garry Leach, President and CEO of Gerdau Ameristeel MRM Special Sections Inc., presented to some of the manufacturing industry’s key leaders on the importance of safety in his organization and how ultimately, his personal commitment to the safety of all his employees made a tangible and healthy contribution to his bottom line.

“Mr. Leach’s message that safety has to originate at the highest level in the organization in order for it to be truly successful and generate both human and financial benefits was an important one,” says Sexsmith.

This was illustrated through the reductions MRM achieved in workers compensation assessments in the amount of \$1 million. A million dollar reduction in costs means a significant reduction in human suffering.

“We are optimistic that the commitment voiced by those who attended the meeting will translate to a demonstrated commitment in the workplace,” said Sexsmith.

Together, the WCB and WSHD are planning to host similar forums for both the construction and health care industries in 2004.

Some of the key points Leach made during his presentation include the following:

- Safety begins at the top
  - the CEO has to take responsibility or the safety program won’t work;
- If the CEO doesn’t accept responsibility for safety no one will;
- Push safety down to the floor or the safety program won’t be successful;
- Safety is a managed process;
- Safety is good for business;
- Time loss claims are preventable;
- Zero is an achievable goal!
- Benchmarking is important;
- To succeed at a safety program one only has to ask the three following questions:
  - How prepared am I to initiate a program?
  - How prepared am I to drive the program to the shop floor?
  - How prepared am I to hold people accountable?
- Safety needs to be a key indicator for management and part of the compensation package.

*Continued from page 1*

“PCL is continually stressing, through word and deed, the importance of safety throughout our company. Senior management walk the talk by getting involved at all levels of our Safety and Loss Prevention Program,” says Madden. When asked how employees are made aware that this program is in place at the job site, Madden replied that a copy of the corporate policy statement and safety philosophy, along with environmental policy statement, are required to be posted at all worksites, in addition to the project safety plan. “All of these items are generally posted in the lunch rooms or site trailers so it’s visible to the employees,” says Madden.

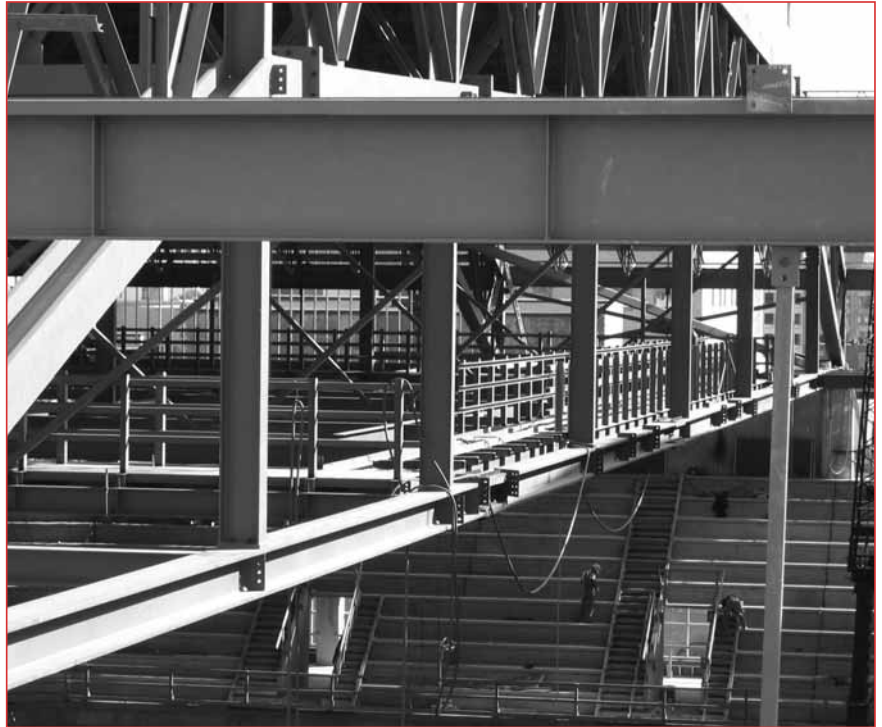
Staff are encouraged to participate in the safety and health activities on site including involvement with the project safety and health committee that meets monthly.

This committee involves not only PCL employees, but all trades that will be on site throughout the project. “At this monthly meeting, employees are encouraged to voice any concerns regarding health and safety on the job,” Madden says, adding that day-to-day issues can also be raised at the weekly tailgate meetings or through the Pre-Job Safety Instruction (PSI) Program. The PSI Program is intended to identify the task and associated hazard while at the same time identifying the plans to eliminate or control that hazard. “Front line supervisors start each shift by having a PSI session with employees under their responsibility, and then again for any new task as the day progresses.

Other methods we use to identify and control hazards are regular inspections, either formal or safety tours, or the tailgate meetings,” adds Madden.

PCL’s safety and health program also details procedures to deal with environmental occurrences, controlled product spills, evacuation, etc. to help all (PCL and trade) employees be better equipped in case of an emergency. In fact, to plan for the unforeseen, PCL contacted the Winnipeg Fire Department to conduct simulated rescues of tower crane operators working on site.

Employee training is a huge priority at PCL. New workers, whether new to the trade or to PCL Constructors, receive site specific orientation sessions prior to commencing any work. This



training includes safety videos, an overview of PCL’s safety practices, policies and procedures as well as a check-list to ensure that everyone understands their safety roles and responsibilities. Madden says, “New workers are also taught the importance of the buddy system, in which a veteran employee trains a less experienced employee.”

The training, however, doesn’t stop at new workers. Supervisors receive training in accident reduction techniques through the organization’s START program. In addition, each PCL salaried employee is encouraged to complete 35 hours of training with the organization’s College of Construction, established in 1990.

Safety and health on the job really is everyone’s responsibility, and PCL believes their policy statement makes that very clear. “PCL’s Chief Executive Officer regularly reviews and reinforces a corporate policy statement, which identifies PCL, line management, supervisors and workers as all playing key roles in the success of our Safety and Loss Prevention Program,” says Madden.

PCL Constructors treats its safety and health program as a “living” program, which involves the continuous monitoring of safety statistics and performance (e.g. number of first aids, medical aid injuries, lost time injuries, etc.) in order to make the changes required for improvement. Madden says, “We want to ensure that our program remains active, current, and most of all able to help protect our workers from harm.”

# SAFE Work and the Supervisor:

## What are a supervisor's responsibilities when it comes to safety and health?

- by Judy Fraser

The first few days on a new job are particularly important for new or young workers. Statistics show that the majority of serious incidents occur during a worker's first year on the job. Do you, as an employer or a supervisor, know what you must do to help prevent those from happening?

### What is a supervisor?

Supervisors are known by many names, including lead hand, charge hand, foreman, team leader, etc. For the purpose of ensuring the safety and health of workers, The Workplace Safety and Health Act (WSH Act) has added a definition that applies, no matter what the title might be. Along with this definition, there are specific legal responsibilities.

The WSH Act says that a supervisor is someone who is:

- in charge of a workplace
- in charge of or has authority over a worker

Supervisors are in the best position to implement management's policies. They are pivotal to the success of a company, with safety and health being a large part of their responsibility.

### Do Workers Look to Supervisors for Information?

A national study by Ipsos Reid in 2003 determined that the person most relied on for training and direction concerning safety and health is a worker's immediate supervisor. The WSH Act requires an employer to ensure that all workers are competently supervised and trained to deal with the hazards of the workplace.

### What Must a Supervisor Do – Legal Responsibilities

For workers under his/her supervision, a supervisor has a legal obligation to ensure that:

- all precautions are taken to protect the safety and health of those workers
- workers perform their work in accordance with procedures and safety and health laws

- workers use all devices and wear all personal protective equipment as required
- workers are advised of the safety and health risks for the area in which they are working. If they move to another area or different activity, workers must be trained before they begin the new work.

### What's the Employer's Role in Effective Supervision?

- Training - An employer is required to ensure that workers receive competent supervision. This means that the supervisor must have the appropriate combination of education, experience, and knowledge to carry out his/her responsibilities. It is important that supervisors themselves receive adequate training and education. Sometimes supervisors are appointed to the position because they are good at what they do. Unfortunately, this does not necessarily mean the person will make a good supervisor and know how to instruct and manage the day-to-day activities of others. The specific skills and knowledge required to become an effective supervisor should be taught. This would not only increase the individual's comfort level but also ensure they are equipped to train other workers on safe work procedures for the tasks they supervise.
- Strong safety and health policies - It is critical that a company have a strong safety and health policy to support the supervisor's work, and that supervisors fully understand and put into practice the company's policies and procedures.
- Senior management commitment is something that supervisors have to know is there if it is expected that training and safety policies will be effective. Senior management needs to take the time to make safety visible in the organization and show that they are serious when it comes to the safety and health of workers.

# LEGALLY YOURS

In the pursuit of the objectives of *The Workplace Safety and Health Act* (Chapter W210), it is necessary to prosecute individuals or firms who are in contravention of the Act. Publication of this information is intended to inform and educate both employers and workers of the responsibilities that are **legally yours** in the hope that some may learn from the experiences of others. Any similarity between the names of persons charged and those not connected with the infraction or operation are coincidental.

COURT DATE	PERSON/CO. CHARGED	CONTRAVENTIONS	TOTAL PENALTIES
Sept 25/03	Aactive Personnel Service Ltd.	Failure to provide information and instruction to a worker. W210 Sec. 4(2)(b)	\$ 3,000 \$ 450 (Victim's Surcharge)
Oct. 10/03	Black Cat Blades Ltd.	Failure to monitor and enforce compliance with a work procedure. W210 Sec. 4(2)(b)	\$26,500 + \$ 3,975 (Victim's Surcharge)
Nov 14/03	Wilson Auto Electric	Failure to ensure the safety, health and welfare at work of all his workers. W210 Sec. 4(1)(a)	\$20,000 + \$ 3,000 (Victim's Surcharge)
Nov 20/03	Boehm Hotel operating as Marlborough Hotel	Failure to ensure the safety, health and welfare at work of all his workers. W210 Sec. 4(1)(a)	\$18,000 + \$ 2,700 (Victim's Surcharge)
Dec 15/03	Dominion Pallet and Crate Ltd.	Failure to notify the Workplace Safety and Health Division of a serious accident. M.R. 108/88R Sec. 8	\$ 5,000 + \$ 750 (Victim's Surcharge)

## Considering A Supervisory Position? Already in One?

- Anyone considering or already in a supervisory position has the right to ask their employer for information. Ask for a written orientation program that can be used with all new workers so that the basics are covered in a consistent fashion.
- What you need to know will vary with your job or the kind of industry you are in. Considering the newly legislated legal requirements for supervisors, asking questions about specific hazards and written safe working procedures will allow more effective training of new workers.
- Be aware that people learn by different methods, therefore, using the same approach with all workers may not be effective.
- Check to ensure that workers understand the task (observe them performing the task). Remember that many new workers are also trying to "fit in" with their co-workers in addition to learning a new job.

- Encourage all workers to ask questions – many new workers try to impress their supervisor and don't want to appear as though they don't understand.
- Strongly consider assigning a mentor to a new worker – this can help ease the transition to "fitting in" and allow workers to focus on the safety aspects of their new job. Keep in mind that experienced, professional workers may not always follow the safety and health rules – they may have integrated shortcuts into their day-to-day activities without being aware of their unsafe work practices.

### Bottom Line

YOU have direct responsibility for the safety of your workers, but also a unique opportunity to be a role model for young workers just starting out. Be a part of creating tomorrow's safe and healthy workforce.

# What You Don't Know CAN Hurt you!

## Site-Specific Training for Hazardous Substances

**S**ome employers and supervisors assume, incorrectly, that generic Workplace Hazardous Materials Information System (WHMIS) training, alone, provides adequate information to employees, and will satisfy their legal obligations for training workers on chemical products and their hazards in the workplace.

Generic WHMIS training is a good first step in providing workers with a broad-based knowledge on the subject. In other words, employees will learn how to read labels and material safety data sheets (MSDSs); what the various WHMIS classifications mean; routes of entry for hazardous materials; and ways to protect themselves from exposure.

However, to ensure that employees can perform all aspects of their jobs safely, to protect the safety of all workers in the vicinity of the hazardous materials, and to be in compliance with the law, site-specific chemical/controlled product training must also be performed.

Site-specific training informs workers about the type, quantity and properties of the chemicals they will work with; when exposures may occur; how to use and handle these chemicals safely; what control measures are in place to protect them from exposure; what personal protective equipment is required and when; proper storage and disposal procedures; and what to do in an emergency.

The following example illustrates the difference between generic and job or site-specific chemical/controlled product training:

- During generic training, an employee reading an MSDS learns that to protect his skin from a certain chemical he should wear gloves. But which type of glove should be used? Some gloves are wrist length while others extend to the elbow. Some gloves protect against chemical splashes and some against immersion in a liquid. Some gloves only give protection for specific chemical products. The possibilities are endless. Site-specific training will let the employee know which

type of glove to use, with which chemical, and in which circumstances.

Site-specific training is required if your employees have only received generic WHMIS training, and also:

- When a new employee is hired, or an existing employee is transferred to a new area of the workplace;
- When a new hazardous material is brought into the workplace;
- When an existing (hazardous) product is used in a different way, resulting in new hazards; and
- When new information is obtained about an existing hazardous product.

The task of designing and delivering site-specific training to employees usually falls to the supervisor. This is because he/she has detailed knowledge of the workplace activities as well as a direct responsibility for the safety and health of those workers under his/her supervision.

The supervisor is required to consult with the workplace safety and health committee when developing the training material and deciding on the method of delivery. It is also important for the supervisor to consult with the workers who perform the activities since they are the ones using the materials and equipment. Keep in mind that all workers must be able to understand the material presented, including those with literacy issues or who speak English as a second language.

Once the training is completed, employees should be given a simple written or oral test to determine if the information has been understood. It is also important to observe the employees' work activities following training to ensure proper procedures are being used.

Finally, documenting the training/instruction given to each worker will assist in making sure that all employees receive proper training, and will help determine any additional training required by employees who change tasks within the workplace.

# Safe Operation of Concrete Pump Trucks

- By Doina Priscu and Dave Hidlebaugh

In September 2003, a worker was badly injured while holding onto the end nozzle of a concrete pump truck that was pouring concrete at a construction site. An investigation conducted by the Workplace Safety and Health Division revealed that the primary cause of the incident was placement of the front outrigger on an unstable soil surface, causing the outrigger to sink into the soil. Because the boom of the truck was fully extended at the time, the sinking action of the outrigger caused the truck to shift and the boom to strike the worker.

Since concrete pump trucks are being used more frequently on construction sites in Manitoba, proper maintenance and operation is essential for providing a safe work environment for workers as well as good performance of the operation.

It is important that concrete pump trucks be inspected on a regular basis. Since this type of truck is used to hoist materials (concrete), and has a "boom" section that articulates overhead, it should be considered in the same category as a mobile crane. Concrete pump trucks are normally equipped with outriggers and must be set up with the same care as in set up of a mobile crane. The appropriate padding size (for placement underneath the outriggers) must be selected according to a proper risk assessment of ground and weather conditions at the site as well as referring to the operator's manual.

In addition, concrete pumpers are susceptible to structural failures in the boom sections because of constant dynamic loading conditions. For this reason, frequent monitoring should be conducted for signs of potential failure due to structural damage.

The operation of pouring concrete, using concrete pump trucks, requires a team effort from the site supervisor, truck owner and operator, as well as the worker assigned to hold the end reducer. It is essential that each of these work-site personnel understand their role in this operation in addition to the risks associated with this type of equipment.

In order to practice due diligence, supervisors of a construction site (using concrete pump trucks) shall assist the truck operator by providing sufficient space and appropriate ground conditions in order for the truck to be set up appropriately for the task of pumping.

Owners of these trucks must ensure that the truck operators are provided with all necessary knowledge, skills and equipment to operate their trucks in a competent manner as well as ensuring truck operators comply with the necessary safety standards.



Pump truck operators must be trained in the safe operation of the equipment. They must understand and be able to apply:

- the basic fundamentals of the equipment design and operation;
- the mechanical limitations of the equipment;
- safe practices for working near overhead powerlines;
- the operator's manual, set up procedures, outrigger use and padding size, leveling procedures; and
- daily pre-operational inspection and equipment check.

Workers helping the concrete pump truck operators during set up and pouring have to understand the risks involved with the operation. At no time, shall the helper:

- position themselves in locations unseen by the truck operator;
- attempt to straighten a kinked end hose by increasing the pressure; or
- attempt to clear a blockage of the end hose with their hand.

Appropriate personal protective equipment must be used by the workers and operators on any construction site. For more information visit the Workplace Safety and Health Division's web page, or contact the Workplace Safety and Health Division at 945-6848.

# What's New:

## NEW - WorkSafe bulletins

A few of the new bulletins available on our Web site:  
<http://www.gov.mb.ca/labour/safety/>

- No. 226 – Safety and Health of Students (Duties Under the Act)
- No. 227 – Hand Injuries
- No. 228 – Servicing Tires and Wheels
- No. 229 – Drilling Oversize Rock Chunks Underground (Hazard Alert)
- No. 230 – Safe Work and the Supervisor (Responsibilities)
- No. 231 – Worker Rights and Responsibilities

## REMINDER - Safety and health videos

You can book our (free) safety videos by e-mail: [sgarant@gov.mb.ca](mailto:sgarant@gov.mb.ca) order from our web site at:

<http://www.gov.mb.ca/labour/safety/publication/index.html>;

or fax your requests to: 945-4556. If you do not have access to e-mail, fax, or the web, call Sheryle Garant at our Winnipeg office: 945-3603, or toll free at 1 (800) 282-8069, ext. 3603. Be sure to inquire about our safety videos for committees.

Note - our video catalogue is also available through the above e-mail address.

Visit: [www.callb4udig.mb.ca](http://www.callb4udig.mb.ca) for a list of utilities to be contacted.



## Small Business Safety Certification

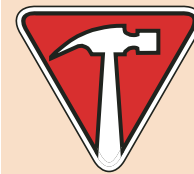
The Manitoba Construction Safety Association recently introduced a new program initiative for employers with less than 10 employees. The new "Small Business Safety Certification" (SBSC) program is designed to help companies develop and implement an effective safety and health system by following a simple, straight forward approach.

Requirements for Small Business Safety Certification include training, workplace safety and health program implementation, and verification that Manitoba Construction Safety Association standards are met.

For more information, please contact:

(MCSA Winnipeg)  
Sean Scott, 775-3171  
(MCSA Brandon)

Dick McCallum, 728-3456



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and provide your comments to  
the editor of Safe Work  
- Darlene Muisse at  
[dmuisse@gov.mb.ca](mailto:dmuisse@gov.mb.ca)

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200 - 401 York Avenue,  
Winnipeg, Manitoba R3C 0P8  
Editor: Darlene Muisse  
Phone: (204) 945-0767  
Fax: (204) 945-4556  
E-mail: [dmuisse@gov.mb.ca](mailto:dmuisse@gov.mb.ca)

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