

SAFE WORK

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

SUMMER 2004
 Vol.1 No.4

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

www.gov.mb.ca/labour/safety/index.fr.html

For further information
 please contact the
 Workplace Safety
 and Health Division

Stepping Up To The Plate

Your Responsibility for Workplace Safety and Health

- by Darlene Muisse

When you get behind the wheel of your vehicle, you make a conscious effort to drive safely because the need is obvious. To do otherwise can bring immediate, tragic consequences – for you, others with you or around you, and your family and friends.

Unfortunately, this wisdom does not always transfer to the workplace, where it is just as important to use safe work practices. Stop for a moment and think of what could happen to you, or those around you, if no one took responsibility for safety and health at your workplace. Chances are you can picture more than one unpleasant possibility.

As spelled out in legislation, everyone at the workplace is responsible when it comes to safety and health.

Workers, for example, are responsible for working safely to protect themselves as well as those who may be affected by what they do, or don't do, and to co-operate with their employer, supervisor, safety and health committee or representative, and others concerning workplace safety and health matters. However, this should only be a starting point. Workers are the ones on the front line and often best able and qualified to identify risks/hazards. They are also the ones at risk of injury if the work site isn't safe, or shortcuts are taken when performing a task.

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Supervisors, the safety leaders in an organization, are responsible for workplace safety and health matters relating to workers under their supervision. This includes taking precautions to protect the safety and health of these workers; ensure workers comply with safety and health procedures and legislation; ensure workers are aware of hazards in their work area; and that they are trained before they begin a new task. Whether they know it or not, supervisors play an important role in the success or failure of an organization's workplace safety and health program.

Employers have the greatest amount of responsibility for workplace safety and health because they have the greatest degree of authority and control over the operations of the workplace. Most importantly, employers and senior management must be committed to the safety and health of their employees at the workplace. It is their "actions" that really count here – the key is to walk the talk. Safety does not cost more than it saves. Safe and healthy workplaces most often are the most profitable, experiencing the benefits of reduced down time, less re-training, and a more stable workforce. In any case, it comes back to the human factor, not the least of which is the suffering experienced by the individual and family after a workplace incident. You can not put a price on a limb, let alone a life.

Spot the hazard; Assess the risk;
Find a safer way; Everyday
SAFE WORK is everyone's
responsibility.

Ergonomics: **If Your Workers** **Are Suffering,**

Ergo...what? If this is your response to an article on ergonomics, you are not alone; read on. If you believe you already understand how ergonomics relates to your employees and the work that they do, read on.

So what exactly is ergonomics? Ergonomics is the science of work – it's simple, really. Almost everybody works; it's a fact of life. People work to survive. Whether a person works in a factory or an office, ergonomics is the study of the effect that work has on a person's body. Work shouldn't hurt, unfortunately, for tens of thousands of Manitobans, it does.

If your workers are suffering from work-related musculoskeletal disorders (WMSDs), such as strains and sprains, do you have any idea how much it costs your company? It would be safe to answer, "more than it should."

Injuries related to poor ergonomics tend to require long recovery periods. This means the company must bear the financial burden of replacing that lost labour. At this point, you may think that this does not apply to your company because you don't have many workers suffering from WMSDs (that you are aware of); you have an excellent return to work program; and according to your Workers Compensation Board (WCB) premium, ergonomics isn't your issue. That's fair to say, but if you think that the cost of these injuries starts and ends with your WCB premium, read on.

A worker with a WMSD will usually continue to work until the pain is too severe to continue working before seeking medical attention. This means that they experienced pain for some length of time before enough damage was done to cause them to stop working. To give you an example, put yourself in the position of the following worker who is developing a WMSD: You've been working on an assembly

So Is Your Company's Profit

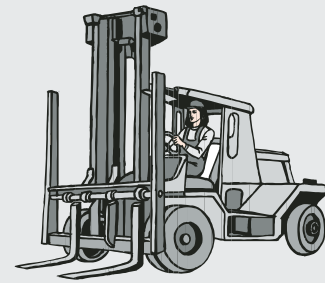
- by Alex Stuart

line for a number of weeks. At first, your body felt fine, but recently you've started feeling pain in your elbow. You've asked your co-workers if they've experienced the same discomfort while performing this task and they say it's all part of the job, so you keep working. Meanwhile, your elbow continues to hurt and you start to slow down at your task. Every few weeks the pain is enough to cause you to miss a day of work. Eventually, you are in constant pain and your productivity is compromised. At this point you are afraid of losing your job so you figure out a way to work at a pace that doesn't aggravate your pain, but it certainly isn't getting any better.

Using this example, think about how much money the worker's WMSD costs the company without it even becoming a lost time injury. If the pain caused the worker to slow down in production by a conservative estimate of 10 per cent, and the worker produces profit for the company at a rate of \$50 per hour, this injury costs the company \$800 per month (\$50 per hour x 10 % x 8-hour day x 5-day week x 4 weeks per month). That's a lot of money considering that if this worker was paid at a rate of \$12.50 per hour, the worker's wage for that same month would be \$2,000. Granted, the figures for your company are probably different, but the concept remains the same. A worker can develop a WMSD over many months, during which time it costs the company money, even if it never becomes a lost time injury.

Safety and profit are linked - both are critical for a safe and healthy workforce and a healthy business. Furthermore, employers have a legal obligation to take the necessary precautions to ensure the safety and health of their workers. So, whatever your business goal may be, ergonomics is the tool to help you achieve success. Have we piqued your interest yet? *Read on:*

www.gov.mb.ca/labour/safety/index.html



Certification Required

For workplaces where powered lift trucks (e.g. forklifts) are operated, employers are reminded that workers operating these vehicles must meet the following three (3) requirements, per Manitoba Regulation 162/98, and the Code of Practice for Powered Lift Trucks:

- 1) Worker Training** – Prior to operating a powered lift truck, the employer must ensure that the worker receives instruction, training and testing in the vehicle's operation, in accordance with the Code of Practice for Powered Lift Trucks. Training may be provided by an external vendor, as long as the training meets the requirements of the Code.
- 2) Evaluation of Worker Competency** – Following worker training, the employer must ensure that the worker is familiar with operation of the vehicle and that he/she is competent to do so, as outlined in the Code.
- 3) Certification** – The employer must issue a certificate for those workers who have met training and competency requirements in the operation of a powered lift truck.

For further information, please contact the Workplace Safety and Health Division at 945-3446.

The Non-Smokers Health Protection Act

Province-wide Smoking Ban

It's official! The Non-Smokers Health Protection Act (NSHPA) received Royal Assent June 10, 2004. Effective October 1, 2004, smoking will be prohibited in enclosed public places and indoor workplaces across the province, with very few exceptions. The workplace will now be a healthier environment for workers in Manitoba. The NSHPA defines a workplace as follows:

"indoor workplace" means an enclosed area of a building, structure, mine or other premises in which an employee engages in work, including any eating area, washroom, corridor, lounge, reception area, lobby, elevator, escalator, stairway, amenity area, storage area, closet, laundry room and parking garage used by employees, and any other enclosed area frequented by employees during the course of their employment, but does not include a private residence."



Summary of the smoking ban provisions in the NSHPA

The NSHPA broadens the ban on smoking in enclosed public places and prohibits smoking in indoor workplaces and a number of other places where people work or live together in a group setting (see the NSHPA for exceptions).

- The ban will apply to a vehicle used in the course of employment while it is carrying two or more employees.

- The ban will not apply to outdoor eating and drinking areas, but will enable parameters to be set by regulation respecting when an outdoor area becomes "enclosed".
- Owners, employers and/or others in charge of a place, area or vehicle are responsible for enforcing the ban in their indoor workplace. They will also be required to display signage in accordance with requirements established by regulation.
- Proprietors of premises where smoking is permitted will be required to take reasonable steps to minimize drifting smoke.

The Non-Smokers Health Protection Act (Various Acts Amended), S.M. 2004, c.17, can be viewed at: <http://web2.gov.mb.ca/laws/statutes/2004/c01704e.php>

The NSHPA sets out minimum standards THAT WILL APPLY across the province. However, the Act will continue to enable municipalities to enact by-laws which are "...more severe or restrictive, or more extensive" in their application.

Development of the province-wide smoking ban

The groundwork for the smoking ban was initiated in 2002, with an All-Party Task Force subsequently established by the Minister of Health to conduct public hearings and recommend ways to prevent exposure to second-hand smoke in public and workplaces. Through the spring and fall of 2003,

the All-Party Task Force held 13 public hearings in 12 different communities across Manitoba. The Task Force also met with Wally Fox-Decent, Chair of the Minister's Advisory Council on Workplace Safety and Health. The Advisory Council recommended a phased-in smoking ban in all indoor and outdoor workplaces. Approximately 70 per cent of the presenters to the Task Force supported a province-wide smoking ban in public and workplaces. The Task Force's report may be viewed at: www.gov.mb.ca/healthyliving/smoking.html

Provincial Tobacco Control Strategy

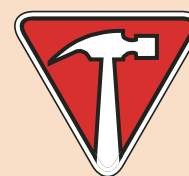
October 1, 2004 will be a historic day in Manitoba. Manitoba will be the first Canadian province to enact such comprehensive protection for the public and workers. Amending the NSHPA to protect Manitobans from exposure to second-hand smoke in public and workplaces represents a significant step forward in achieving the goals of the Provincial Tobacco Control Strategy, announced by the Minister of Health in January 2002. (Details on Manitoba's tobacco control strategy are contained in a document entitled 'Cutting through the Smoke' available on line at: www.gov.mb.ca/healthyliving/smoking.html or by calling (204) 788-6735.)

Cessation resources

For many smokers, the ban will present an opportunity to cut down or quit. Help is available for Manitobans at the following resources:

- Free one-on-one cessation support from a trained counselor is available to anyone over the phone by calling the Smokers Help Line at: 1-877-513-5333
- For cessation programs in Winnipeg, call Health Links: 788-8200; toll-free: 1-888-315-9257
- The Canadian Cancer Society has a self-help guide entitled 'One Step at a Time' which is available by calling: 1-888-532-6982
- The Manitoba Lung Association self-help guide entitled 'Get on Track' and self-help guide for youth entitled 'Butt Out' is available by calling: 1-888-566-5864
- Health Canada's 'On the Road to Quitting' and 'e-Quit' are web-based resources available at www.gosmokefree.ca
- The Wellness Institute at Seven Oaks Hospital offers their 'Kick Butt' group counseling program, call: (204) 632-3900

Article provided by the Public Health Branch, Manitoba Health and Healthy Living



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Visit our WEB page at
www.gov.mb.ca/labour/safety/
and provide your comments to
the editor of Safe Work
- Darlene Muise at
dmuise@gov.mb.ca

Published since 1982 by:

Manitoba Labour
and Immigration -
Workplace Safety
and Health Division
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Winnipeg, Manitoba R3C 0P8
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Circulation

One copy distributed to all workplaces in Manitoba at no charge. If you wish to be placed on the mailing list for your own copy, call (204) 945-3446.

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Publications Mail Agreement

40065629

Return undeliverable
Canadian addresses to:
Manitoba Labour & Immigration
Workplace Safety & Health Division
200-401 York Ave.
Winnipeg MB R3C 0P8

Safe Operation of Dump Trucks

By Doina Priscu, Ian Brown and Les Welling

Earlier this year, Manitoba workers were injured in workplace incidents where dump trucks tipped over while performing dump operations. Investigations revealed that factors contributing to these incidents included frozen loads stuck at the top of the truck box, uneven terrain, and unsafe dumping practices.

Proper maintenance and operation of these vehicles is essential for providing a safe work environment for workers (e.g. on construction sites, community and city waste disposal sites, etc.) and prevent damages to equipment. The Workplace Safety and Health Division encourages contractors to develop safe work procedures for the operation of dump trucks, which should include consideration to:

- Spray coat the inside of the truck box in the spring and fall months in order to prevent the load from sticking (using an 'environmentally friendly' spray);
- Allow a safe distance between trucks so that the adjacent vehicle(s) will not be contacted in the event of a tip-over;
- Establish a dump sequence in order to allow a safe distance between trucks while dumping (calculated in the same way as space allowance between trucks if a tip-over were to occur).
- Allow dumping operations to be performed only on solid and level ground;
- Put procedures in place for the use of other equipment (e.g. back-hoe) to free a load stuck to the truck box. At no time should the dump truck operator use a back and forth movement of the truck box (jiggling) as a solution.



Responsibility for the safe operation of the dump truck is shared between the truck operator, site supervisor, and owner of the truck.

The supervisor of a site where a dump truck(s) is, or will be, operating shall assist the truck operator(s) by planning ahead to receive the truck(s). In

order to practice due diligence, supervisors must provide sufficient space and appropriate ground condition for the truck(s) to be set up appropriately and safely carry out the task of dumping.

Owners of these trucks must ensure that their operators are provided with the necessary knowledge, skills and equipment to operate their trucks in a competent and safe manner. This includes not only the provision of the above but also a means for the operators to evaluate the system of operation to ensure the necessary safety standards are met.

Operators of dump trucks 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;
- the operator's manual, set up procedures, dumping procedures;
- daily pre-operational inspection and equipment check.

For more information visit our web page at <http://www.gov.mb.ca/labour/safety/publication/index.html> or contact the Workplace Safety and Health Division at 945-6848.



Workplace Safety and Health Division Welcomes New ADM

Deputy Minister of Labour and Immigration, Mr. Jeff Parr, recently extended a warm welcome to Mr. Don Hurst, who joined the Department of Labour and Immigration on July 19, 2004 as the Assistant Deputy Minister (ADM), Workplace Safety and Health Division. The ADM is responsible for programming and regulations in the areas of Inspection Services, Mine Safety, Occupational Health, Occupational Hygiene, Engineering and Ergonomics, Prevention Services and Partnerships, and Mechanical and Engineering.

Don completed a masters degree in Economics at the University of Manitoba and began his career with the Manitoba Department of Finance in 1985. From 1990 to 1994 he worked for the Department of Finance, Canada, as a Tax Policy Analyst. Returning to the Manitoba Department of Finance in 1994, Don worked as Senior Treasury Board Analyst until May 2000. Since that time, he has served with the province as Project Manager on economic development issues in the Community and Economic Development Committee of Cabinet.

What's New:

NEW

SAFE Work Bulletins

New bulletins available on our Web site:

www.gov.mb.ca/labour/safety/

No. 232 –

Making Your Computer Workstation Fit You

No. 233 –

Ergonomic Hazards of the Seated Posture

No. 234 –

Office Ergonomics: Neck/Shoulder Area Hazards

No. 235 –

Office Ergonomics: Arm/Hand/Wrist Hazards

No. 236 –

Ergonomic Risk Assessment

IMPORTANT NOTICE New Steamfitter-Pipefitter Regulation

A new trade regulation became effective **January 28, 2004**. To legally work in Manitoba to the scope of the trade you must be certified or be an apprentice.

Uncertified individuals have until **January 27, 2005** to apply for a Manitoba Certificate of Qualification through a grandparenting provision called *Trades Qualification without examination*.

For more information or an application, call R. Krishka, PLAR Coordinator at 945-4169. From rural Manitoba call toll-free, 1-877-978-7233.

REMINDER

WSHD Training Program Locations

(As per training calendar on back cover)

- Winnipeg and Brandon courses – see address on calendar
- For all other locations (and addresses) visit the WSHD Web site at: www.gov.mb.ca/labour/safety/training/index.html

NEW

Workplace Safety & Health Division Training Program

The Workplace Safety and Health Division will be offering a new Safety and Health Trainer Program (SHTP) as of September, 2004 (see training calendar on back cover). This hands-on workshop is for participants who wish to provide instruction to others on workplace safety and health information. The program will provide an overview of facilitator training skills and an opportunity for attendees to receive a peer review of their training skills.

The Division currently has two content courses available: Level One Safety and Health Committee Training, and Supervisors and Safe Work.

If you would like more information on the new training program, please call Grace Selby at 945-2294. An application form is available on the Division's website www.gov.mb.ca/labour/safety and must be sent (at least 30 days prior to the course) to: Director, Prevention Services and Partnerships Branch, Workplace Safety and Health Division, 200-401 York Avenue, Winnipeg, Manitoba R3C 0P8.



Visit: www.callb4udig.mb.ca for a list of utilities to be contacted.

Training Program Schedule 2004 - 2005

All courses are **FREE OF CHARGE** * (except Blaster Certification - see details below)

Location Legend:

W - Winnipeg
200-401 York Ave
Wpg. MB
(204)945-3610
Fax: (204) 948-2209

B - Brandon
328 - 340 9th Street
Brandon, MB
(204) 726-6361
Fax: (204) 726-6749

P - The Pas
T - Thompson

(For the above, register and check with Brandon Office for course location)

H - Steinbach
E - Portage la Prairie

S - Swan River
D - Dauphin

A - Altona
K - Selkirk

F - Flin Flon

R - Winlker

(For the above, register and check with Winnipeg Office for course location)

COURSE LISTING:	SEPT. 2004	OCT. 2004	NOV. 2004	DEC. 2004	JAN. 2005
LEVEL 1 (2-day course) Overview on the rights and responsibilities of people in the workplace for: meetings, hazard recognition and control, incident investigation, inspections and right to refuse situations.	8,9-W 22,23-W 23,24-B	5,6-W 25,26-K 5,6-f 13,14-E 21,22-R	2,3-H 16,17-W 23,24-W	1,2-W 8,9-A 15,16-W 15,16-B	12,13-W 25,26-W
Hazard Recognition and Control Recognizing and controlling hazards in the workplace, including how to complete a job safety analysis and conduct an inspection.	28-W	18-B 19-W	30-W	7-W	18-W
Investigating Workplace Incidents Overview on how to conduct an incident investigation at your workplace. Includes techniques for information gathering, interviewing witnesses and preparing the report.	14-W 29-W	7-W 19-B 21-W	9-W 25-W	9-W 21-W	14-W 27-W
Workplace Hazardous Materials Info System How to maintain an effective program for: Labeling, Material Safety Data Sheets, Worker education for hazardous/controlled products.	14-F 28-B 16-T 17-W 27-W	8-W 22-W	2-W 19-W	3-W 20-W	7-W 31-W
Workplace Health Hazard Regulation WHHR Required inventories & evaluations of controlled products, monitoring worker exposure, occupational exposure limits, record maintenance.	15-F 29-B	13-W	18-W		21-W
Introduction to Office Ergonomics Overview on how to recognize and prevent typical office injuries, and how to set up office workstations for maximum comfort and efficiency.	30-W	20-B 28-W	26-W	17-W	20-W
Introduction to Industrial Ergonomics How to start and maintain an effective ergonomics program in an industrial setting. Includes techniques for conducting ergonomic interventions.			8-W	10-W	28-W
* Blasting Blaster Training Course and Examination or Re-examination to acquire Blaster's Certificate.	24-W	26-D 28-S	16-F 17-P 18-T	8-W 15-B	
Supervisor & Safe Work Outlines what you need to know about safety and health, due diligence and your responsibilities as a supervisor, under the Act.	16-W 21-B	7-F 20-W	18-E 22-W 25-R 30-H	9-B 13-W	10-W 18-A 21-K
Safety & Health Trainer Program See "New Training Program" information on page 7 of newsletter for application requirements		25-W	9-B	6-W	19-W

Note: All Winnipeg Courses are held at the above Winnipeg location.

Classes start at 8:30 a.m. and end at 4:00 p.m.

*** Blaster Certification Course Fee (includes GST):**

Blaster Course & Exam - \$53.50 Blaster Training Course - \$26.75 Blaster Examination / Rewrites - \$26.75
(Forward course payment and registration form to Wpg/Bdn office.)

- Return of tuition fees (course costs) will be made, provided 14 days notice.

Note: Blaster Course can be taken without writing the exam, and vice versa.

COURSE REGISTRATION FORM:

- Instructions for registration now available on W.S.&H. Division Internet Web site at <http://www.gov.mb.ca/labour/safety/select> "Events/Training Courses"
- E-mail completed form to: sludwig@gov.mb.ca
- **ONLY IF YOU DO NOT HAVE COMPUTER ACCESS**, call or fax the appropriate office above to receive a form.
- Please submit any registration changes at least 5 days prior to class date.