

Employing New Workers

Tips for Employers and Supervisors

Did You Know...

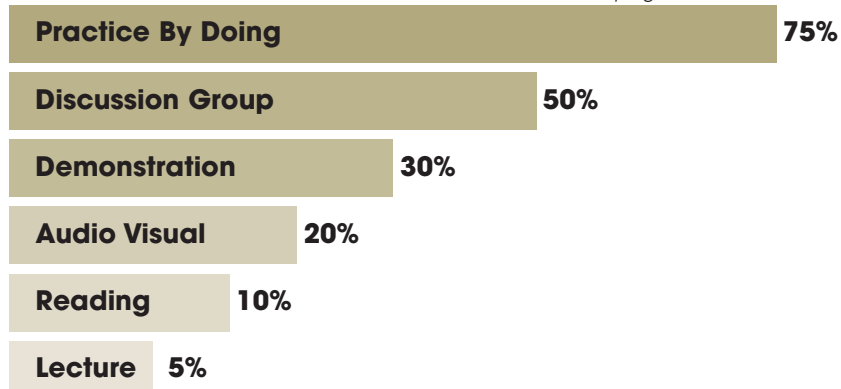
- That every year nearly 7000 young workers aged 15 – 24 report injuries to the WCB*?
- That young male workers are almost twice as likely to be injured on the job than any other group?
- That new workers have 5 to 7 times the risk of injury in the first 4 weeks of a new job?
- That new workers tend not to ask questions because they want to make a good impression and look “smart”?
- That new workers are an asset to your workplace – with fresh eyes, new ideas and good questions to ask?
- That, as a supervisor, you are legally responsible for your workers?
- That Manitoba students are learning about their rights and responsibilities in the workplace?
- That if you fail to comply with the WSH Act, you could be subject to prosecution?

**Source: Workers Compensation Board of Manitoba*

Here's What You Need To Do...

- Spend more time explaining the job, providing training and supervising new workers.
- Set and explain safety rules and ensure everyone follows them.
- Ensure all hazards are explained and thorough, job-specific safety training is provided before workers begin their tasks.
- Explain the importance of prompt reporting of unsafe conditions and health and safety concerns. Ensure they know it is a priority for you and tell them how to report the hazard so you can act on it immediately.
- Make yourself available to answer questions and provide advice.
- Lead by example: wear required protective devices and always reinforce safety on the job.
- Establish and maintain open lines of communication.

TOP TRAINING TECHNIQUES *Source: Knox, A.B. Helping Adults Learn



Remember your first few days on the job?

How much did you know then?

How much were you taught by your supervisor?

LEGISLATION

Section 4.1 of **Manitoba's Workplace Safety and Health Act (WSH Act)** outlines your duties as a supervisor.

The law says that you, as a supervisor, must:

1. Ensure that all workers work in accordance with the provisions of the WSH Act and its Regulations.
2. Ensure that your workers use protective devices and wear the required personal protective equipment.
3. Let your workers know about any potential or actual dangers in the workplace that you are aware of.
4. Take every precaution reasonable in the circumstances for the protection of workers under your supervision.



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Tips for Supervisors

Starting Points...

This list, though not comprehensive, outlines information you should cover with your new workers.

- Everyone is entitled to work in a healthy and safe work environment.
- Everyone has the responsibility to contribute to making and keeping the workplace safe.

Discuss:

- Asking for help when they are unsure.
- Proper equipment operation including the mandatory use of guards and lock-out systems.
- Emergency procedures including the location of first aid, fire exits, extinguishers and eye wash stations.
- How and when to use personal protective equipment.
- Your company's health and safety rules.
- Correct lifting techniques.
- Good housekeeping practices.

Training Techniques:

- Because people learn differently, use a variety of training techniques with your new worker.
- Guide your new worker through resources for health and safety information.
- Schedule sufficient time in the appropriate learning environment.
- Be hands-on, evaluate their learning and give them feedback.

Bright Ideas...

- Host a new worker welcoming get-together to celebrate their arrival.
- Give a guided tour of the entire workplace.
- Introduce new workers to key people in the organization. This may include the Health and Safety Manager, Health and Safety Committee members or Health and Safety Representatives.
- Use articles and other information about workplace injuries and deaths that have occurred in other workplaces to reinforce the health and safety message.
- Put stickers on equipment warning new workers they shouldn't use it without training or supervision.
- Continually reinforce the importance of health and safety.
- Pair up your new worker with an experienced, safety-conscious worker.
- Recognize safe work practices and if safety rules are not observed, find out why.

BOTTOM LINE

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



ARE YOU A NEW SUPERVISOR?

Get training in Manitoba's safety and health legislation and in the hazards in your workplace. The WSH Act requires employers to appoint competent supervisors; knowledgeable about the work and hazards of the jobs they are supervising.

For general requirements or questions about workplace safety and health, you can call Client Services at **945-3446** or visit the website at www.gov.mb.ca/labour/safety

For more information about young workers go to www.safemanitoba.com

To determine specific rights and obligations under the laws regulating workplace health & safety, the reader is directed to the provisions of the Workplace Safety and Health Act and the Regulations made under that statute.