

# Health & Safety Guides



Available on-line or spiral bound Soft Cover

*A series of pocket-size books designed to be used as an on-the-job reference tool and information resource.*

Health and Safety Guides –  
a trusted source for essential  
information on:

Recognizing and Controlling  
Job-Specific Hazards

Proper Use of Equipment

Safe Work Practices

Preventing Accident, Injury  
and Illness

Understanding Your OHS  
Rights and Responsibilities

Each guide enables the reader to:  
Prevent workplace hazards through safe  
work practice and use of personal protective  
equipment, recognize workplace hazards,  
respond to accidents and emergencies,  
and understand duties and rights as given in  
both US and Canadian occupational health  
and safety legislation.



# HEALTH & SAFETY

## Cold Weather Workers Safety Guide

Designed for Municipal workers, Construction workers, Road Repair Crews, Snow Removal Crews, Ski Resort Workers, and Emergency Crews. Incorporates cold weather safety tips and information about other outdoor conditions and use of machinery and equipment. 118 pages. **3rd Edition**



## Emergency Response Planning Guide

This guide will help your organization develop an emergency response plan to deal with fires, chemical spills, explosions, floods, injuries, illnesses and other crisis situations. It outlines actions that employers and employees must take in an emergency situation to ensure employee health and safety, minimize damage to property or equipment and protect the environment. Presented in a format that applies to a wide range of business sectors, the guide includes tips on how to conduct a risk assessment, evaluate potential losses and develop a business recovery plan. (156 pages)



## Food Service Workers Safety Guide

Designed for employees and supervisors in restaurants, catering establishments, hotels and fast food chains, this guide outlines the safe use of kitchen equipment including a new action-oriented section on "Cleaning and Sanitizing Kitchens". The guide also covers housekeeping safety tips and lifting procedures and includes customizable forms and references to additional information on the internet. 138 Pages.



**5th Edition**

## Groundskeepers Safety Guide

Designed for Groundskeepers, Landscape Contractors and Nursery workers. Includes information on safe use of chain saws and other tools, personal protective equipment, UV, heat, cold, noise, vibration and dust. 105 pages. **3rd Edition**



## Health and Safety Committees Reference Guide

This guide provides practical guidance for the formation and effective functioning of health and safety committees and can help you understand your roles and responsibilities as a committee member, investigate accidents, review an OH&S Program, conduct workplace inspections and identify and take steps to control work hazards. New committee members as well as seasoned professionals can use the guide as a practical reference tool. You can also customize the many checklist examples for your specific work environment. 168 pages.



## Health and Safety Guide for Libraries

People employed in libraries perform a wide range of automated and manual jobs, whether the facility is large or small. This guide will help you recognize, evaluate and control workplace hazards in libraries and other information centres. 186 pages.



## Indoor Air Quality Health and Safety Guide

This guide will help employees recognize symptoms and potential causes of poor indoor air quality; recommend preventive action; and select furnishings and equipment to prevent air

contaminant build-up. Intended to be used by those who work in airtight buildings and offices, it is a handy companion for employees, supervisors, managers, occupational health nurses and health and safety committee members. 130 pages. **2nd Edition**



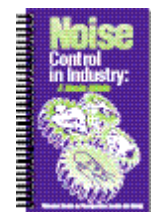
## Mould in the Workplace: A Basic Guide

Mould is recognized as an occupational hazard for indoor workers as well as outdoor workers who work in warm, humid environments. This guide provides information about mould that workers may encounter in the workplace, including tips for recognizing it, cleaning it up and preventing its regrowth. The guide will also help workers identify jobs that can pose a risk of harmful mould exposure and prevent health problems associated with exposure to mould. 126 pages.



## Noise Control in Industry: A Basic Guide

If you're a worker, supervisor, employer, health and safety committee member or industrial hygienist, our practical pocket guide will help you recognize noise problems, take steps to control occupational noise exposure and develop a hearing conservation program. You'll find practical guidelines to measure workplace and personal noise exposure levels, assess risk of hearing loss, determine the need for a hearing conservation program and much more! Health and safety professionals will find the guide useful as a handout during training sessions and employee orientation. 128 pages.



**2nd Edition**



# GUIDE SERIES

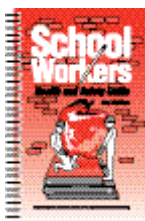
## Office Ergonomics Safety Guide

This on-the-job reference guide helps office employees to identify ergonomic hazards and take remedial action. It includes criteria for job design and adequate office environment, explains how to design a workstation, select and adjust an office chair and organize tasks to prevent discomfort and injury. 109 pages. **5th Edition**



## School Workers Health and Safety Guide

Designed as an ideal work companion for teachers, custodians, school administrators and school board officials. It outlines ways to recognize and control health and safety hazards associated with school occupations, from routine classroom activities and building maintenance to science labs, sports activities, and industrial arts shops. 158 pages. **3rd Edition**



## Violence in the Workplace Prevention Guide

This guide is an essential resource for anyone who needs to learn about workplace violence and its prevention. Detailed advice is provided on how you can develop a workplace violence prevention program. It includes specific prevention tips on a multitude of workplace and work-related travel situations, as well as practical advice on how you can respond to specific violent situations. 163 pages. **2nd Edition**



## Warehouse Workers Safety Guide

Designed for those who work in warehouses, storage facilities, bulk stores and the transport industry. A handy companion for workers, supervisors, managers, occupational health nurses and health and safety committee members. The guide includes monitoring health and safety performance, emergency preparedness and common health hazards and safety tips. 140 pages. **2nd Edition**



## Welders Health and Safety Guide

This guide will help you recognize hazards associated with welding work; prevent accident, injury and illness; follow safe work practices; select and use proper personal protective equipment (PPE); and understand your duties and rights as given in the occupational health and safety legislation. 142 pages.



## Wellness in the Workplace Guide

This guide provides practical steps and program suggestions for workplace health and wellness programs. You will be able to create a wellness program or integrate one or more initiatives into your existing framework. Also includes sample survey questions that can be customized to suit your workplace! 220 pages.



## Working in Hot Environments: Health and Safety Guide

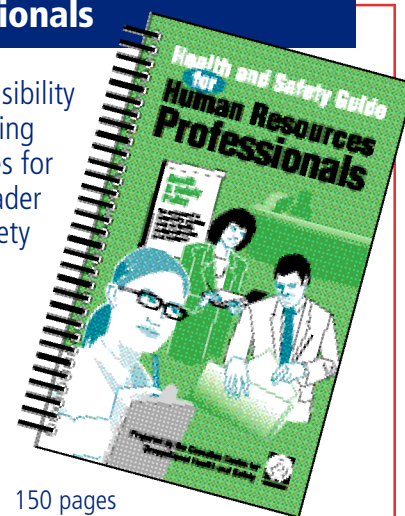
Designed for Industry, Grounds Maintenance, Construction Workers, Road Repair Crews and Emergency Response Workers, this guide incorporates safety tips and information for hot working conditions. Includes relevant topics such as outdoor work during summer months, working inside hot industrial environments and the signs and symptoms of heat-related illness. 96 pages



## Health and Safety Guide for Human Resources Professionals

**New**

This guide outlines the role and responsibility of Human Resources Professionals in ensuring employee health and safety. Clear strategies for leveraging existing resources shows the reader how to integrate workplace health and safety in all aspects of human resources management practices. Topics covered include the role of human resources in fostering workplace safety culture and ways to co-ordinate appropriate workplace health and safety training and administrative reporting procedures.



150 pages



**Convenient access to essential health and safety information**

Developed for workers and managers in a variety of jobs, the Health and Safety Guide Series contains essential health and safety information that applies to a wide range of industries. All of our Guides offer practical OHS advice in clear, easily understood terms, and all are available in English and French.

**Select the guide that best suits you!**

The information in each guide is carefully selected to be detailed, informative and relevant to a particular working environment. Whichever guide you choose, you can be assured that you will have the information you need to identify and assess hazards specific to your work environment, to implement safe and healthy work practices, and to exercise your OHS rights and responsibilities at work. Value-added features include safety tips and procedures, practical guidelines, checklists and references to additional resources.

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