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A Newsletter for the Users of CCINFO

Winter 2005

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CCOHS Forum 2005
Are you registered?

Registration is Limited!
Don't Delay –
Register Today!

March 3 & 4, 2005
Toronto, Canada

See page 4 for details



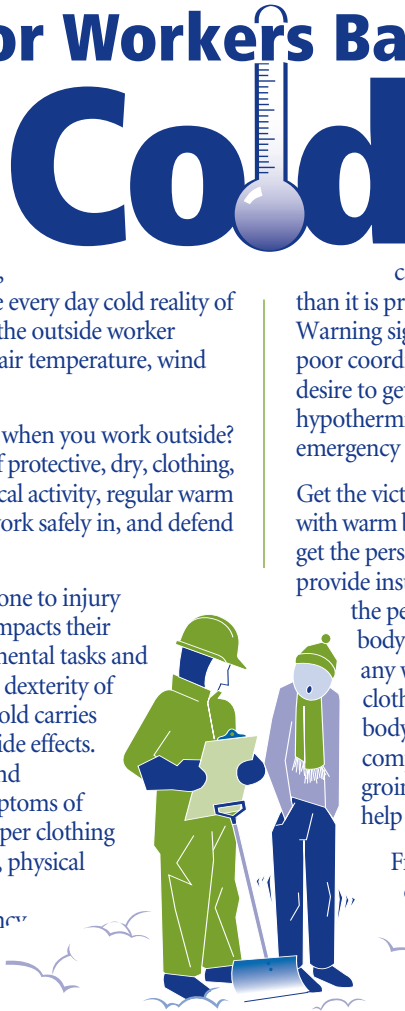
Help For Workers Battling the Cold

It's winter and the chill is upon us. While some of us fight the elements getting to work, for others, battling the elements is the every day cold reality of their work. This fight pits the outside worker against three main forces: air temperature, wind speed and humidity.

How do you beat the cold when you work outside? Aside from several layers of protective, dry, clothing, and a healthy mix of physical activity, regular warm up periods can help you work safely in, and defend yourself from the cold.

Cold workers are more prone to injury because the temperature impacts their performance of complex mental tasks and reduces the sensitivity and dexterity of their fingers. As well, the cold carries its own potentially lethal side effects. It is critical that workers and supervisors know the symptoms of over exposure to cold, proper clothing habits, safe work practices, physical fitness requirements for work in cold, and emergency procedures in the event of cold injury. Information is the first defense!

To stay safe and dry, workers must insulate themselves against air temperature, air movement (wind speed), and humidity (wetness). A key counter measure is layered clothing. Done right, it will regulate the amount of heat and perspiration generated and lost while on the job. If the work pace is too fast or if the clothing is not properly selected, excessive sweating may occur and the clothing next to the body will become wet. The moisture will dramatically drop the insulation value of the clothing and increase the risk for cold injuries.



Low body temperature (hypothermia) is the most common cold injury.

Prolonged exposure to the cold causes the body to lose energy faster than it is produced, dropping body temperature. Warning signs are numbness, stiffness, drowsiness, poor coordination and sometimes even a lack of desire to get out of the cold. If any symptoms of hypothermia are present, immediately call for emergency assistance (911).

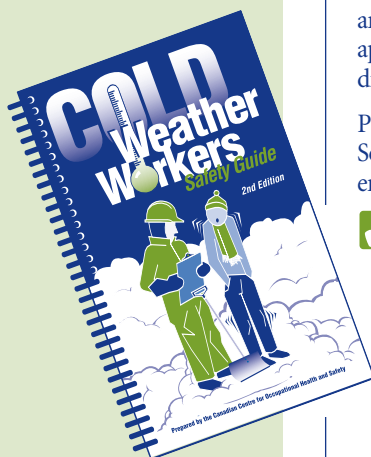
Get the victim out of the cold and cover him or her with warm blankets. If you are unable to get indoors, get the person out of the wind, use a blanket to provide insulation from the cold ground and cover the person's head and neck to help retain body heat. Once inside, remove and replace any wet or constricting clothes with dry clothing. Warm the person using your own body heat if necessary and apply warm compresses to the neck, chest wall, and groin. Stay with the person until medical help arrives.

Frostbite is the second most common cold injury. Noses, ears, cheeks, fingers and toes are most often affected.

The freezing constricts blood vessels, which impair blood flow and may cause permanent tissue damage. If only the skin and underlying tissues are damaged, recovery may be complete. However, if blood vessels are affected, the damage is permanent and could result in amputation of the affected part.

Seek medical attention. If possible, move the victim to a warm area. Give the victim warm drinks to replace lost fluids. Remove any wet clothing and loosen constricting jewelry that may restrict circulation. Loosely cover the affected area with a sterile dressing (keeping fingers or toes separated) and quickly transport the victim to an emergency

continued...



care facility. DO NOT attempt to rewarm the affected area on site (but do try to stop the area from becoming any colder). Without the proper facilities, tissue that has been warmed may refreeze and cause more damage. DO NOT rub area or apply dry heat and DO NOT allow the victim to drink alcohol or smoke.

Prevention is the best way to deal with cold stress. Some do's and don'ts to help stay safe in a cold environment include:

- ✓ DRESS in multiple layers of loose, dry, protective clothing.
- ENSURE your hands, feet, face, head and eyes are covered.
- KEEP moving.
- TAKE regular breaks from the cold in warm places.
- EAT properly and frequently to maintain body heat and prevent dehydration.

- ✗ DO NOT USE alcohol, nicotine or other drugs that may affect blood flow.
- DO NOT EXPOSE yourself to cold temperatures after a recent shower or bath.

But when is it just simply too cold to work? There are no legislated limits in Canada, but common sense, and the suggested guidelines outlined in the Threshold Limit Values For Cold Stress – Work/Warm-up Schedule, should provide sound advice.

The Threshold Limit Values for cold stress were developed by the Saskatchewan Department of Labour and later adopted by the American Conference of Governmental Industrial Hygienists (ACGIH).

Learn more about CCOHS' Cold Weather Workers Safety Guide on our website:
www.ccohs.ca/products/publications/cold.html

All First Nations Health & Safety Conference



In October, the Six Nations of the Grand River Territory hosted the All First Nations Health & Safety Conference in Ohsweken, Ontario. The four day conference was held October 19 to 22, 2004 and attracted First Nations participants from across Ontario and as far away as Saskatchewan.

Among the topics presented and issues discussed were:

- Roles and Responsibilities of Chief and Council (Employer)
- Workplace Well Being
- Developing a Joint Health & Safety Committee
- Violence in the Workplace
- Emergency Preparedness

As a first time event, organizers weren't the only ones delighted by the success of the conference. Response from the delegates was positive and many expressed their appreciation for a health and safety event with a First Nations approach that focused on issues especially relevant to their community.

"Excellent opportunity to learn more, see how another First Nation approaches the challenge. Good to see the success! I look forward to the next Conference and will be strongly encouraging our Council members to attend."

"Conference was very informative. Hospitality was excellent!"

The Six Nations is hoping to make this an annual event to promote wellness, health and safety to its community and help prevent injuries and illness in the workplace.

Next years conference is set for September 19-23, 2005. Be sure to mark it on your calendar!

WHMIS

for Workers

New e-Learning Course Teaches Workers to Work Safely With Hazardous Chemicals

CCOHS recently released *WHMIS for Workers*, a new e-learning course that will help train employees to recognize and work safely with hazardous materials in the workplace.

The course, which takes about 50-60 minutes to complete, helps workers understand and follow WHMIS (Workplace Hazardous Materials Information System), teaching them about their rights and responsibilities, WHMIS classes, symbols and their meanings, material safety data sheets (MSDSs), and labels. **WHMIS for Workers** also includes practical advice on basic health and safety measures to protect the worker and prevent workplace injuries and illnesses. Quizzes allow

Benefits of e-Learning

Flexible - employees work at their own pace and at their own convenience.

Quick and Easy - brings employees up to speed quickly and easily.

Trackable - track and report on training activities and progress.

Cost-effective - spend training dollars on training instead of airfare and hotels.

Consistent - ensure that everyone receives consistent information and training.

the participant to test their knowledge of the course material.

Delivered over the Internet in an e-learning format, the course is cost effective and makes training easily accessible. As its name states, **WHMIS for Workers** is designed to meet the needs of all workers who require WHMIS training but will also

appeal to future workers, for example students in science and technology programs, or young workers preparing for a new job. It is a valuable tool for human resources and safety professionals with responsibility for training and compliance.

Be sure to take advantage of the special introductory rates until February 28, 2005.



Try it for yourself! Visit www.vubiz.com/demo/WHMISpreview.asp for a preview of the course - but remember you'll need to register in order to complete the entire course.

Special Introductory Pricing

Single User \$60

Multi-user License

\$180 + \$15 / seat

**SAVE
25%**

Until February 28, 2005

Registration for this course is provided online at www.ccohs.ca/products/courses/hscourse/register_online.html, by e-mailing clientservices@ccohs.ca, or by calling 1-800-668-4284.

French version available in January 2005!

CCOHS Pocket Guides Playing Favourites!

As many of you know, for years CCOHS has offered a growing collection of health and safety guides. These compact, easy-to-follow pocket guides focus on specific topics and occupations, and are packed with graphics, checklists, safety tips and a useful summary of regulatory requirements. CCOHS designed these popular work-specific handbooks to be used on the job and as references to safe work practices. Each guide is between 80-150 pages long and written using plain, non-technical language. They can be used for training/awareness, posting in the workplace and answering questions on a technical subject in easy-to-understand terms. The guides have been a popular choice for conference goodie bags, safety meetings and employee orientation packages.

There is an extensive list of titles, however the "best sellers" include *Violence in the Workplace Prevention Guide*, *Health & Safety Committees Reference Guide*, *Office Ergonomics Guide* and the *Emergency Response Planning Guide*.

Pocket guides are available in English and French and are reasonably priced at \$10 each, plus shipping and handling (USD outside of Canada). CCOHS offers discounts for bulk purchases, so everyone can have one!

View the entire collection on the web at www.ccohs.ca/products/print.html.



Counting down to Forum 2005 – Have You Registered?



New Strategies for **Recognizing and Preventing Occupational Disease**

A Two-day Occupational Health and Safety Forum

March 3 & 4, 2005

Toronto, Canada

**Space is Limited!
Don't Delay –
Register Today!**

Space is limited and filling up fast. Don't Delay – Register Today! You won't want to miss this important event.

Each year in Canada, occupational diseases cause hundreds of deaths, and pain and disabling illnesses for many thousands more. On March 3-4, 2005, CCOHS is hosting a national event in Toronto to focus attention on this under-recognized workplace issue that has such an important human and economic impact on Canadians.

With "New Strategies for Recognizing and Preventing Occupational Diseases" as its

theme, this first of its kind pan-Canadian forum will not only bring together government, employer and labour representatives – but also provide an opportunity for researchers, health and safety practitioners, healthcare personnel, and others to exchange ideas, discuss how to improve recognition of occupational diseases, and recommend strategies to prevent disease and control exposures to hazardous agents.

Visit forum05.ccohs.ca/ for a full itinerary and the latest updates on what promises to be an exciting, pan-Canadian discussion.



OSHLINE™ An Essential Resource Tool in a World of Information Overload

OSHLINE™ is a bibliographical database developed by CCOHS, that continues the coverage of the NIOSHTIC® health and safety literature database that was discontinued in 1998. Since that time CCOHS has developed OSHLINE™ to include over 20,000 references to health and safety literature, selected from over 200 peer-reviewed journals and reports.

OSHLINE™ has become a comprehensive, reliable source for current OSH research information, with the latest hot topics and current issues. It is one of a few specialized databases focused on occupational health and safety, saving valuable time in researching and serving as a useful information source in a world of information overload.

The database provides access to current, peer-reviewed journal articles, research reports, conference proceedings and textbooks – all with detailed abstracts and subject keywords, as well as good toxicological coverage of health effects of chemicals. References are to English language materials. The OSHLINE™ coverage is constantly evolving to include new journals

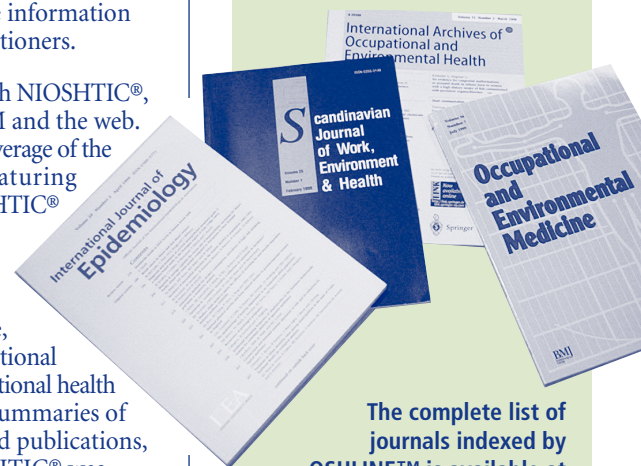
and emerging topics to meet the information needs of health and safety practitioners.

CCOHS bundles OSHLINE™ with NIOSHTIC®, making it available on CD-ROM and the web. OSHLINE™ complements the coverage of the discontinued NIOSHTIC®, featuring seamless searching of both NIOSHTIC® and OSHLINE™.

About NIOSHTIC®

NIOSHTIC® is a comprehensive, bibliographic database of international coverage of documents on occupational health and safety. It contains detailed summaries of over 200,000 articles, reports and publications, spanning over 100 years. NIOSHTIC® was compiled by the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services.

For more information or to order OSHLINE™ with NIOSHTIC® contact Client Services at 1-800-668-4284 or clientservices@ccohs.ca.



The complete list of journals indexed by OSHLINE™ is available at www.ccinfoweb.ccohs.ca/bibliographic/search.html

MSDS Management Service

NEW!

from CCOHS

Anyone who has been responsible for ensuring they have current Material Safety Data Sheets (MSDSs) on hand for every hazardous substance in the workplace, knows what an overwhelming undertaking it can be! Relief is at hand.

CCOHS' new MSDS Management Service makes it easier and affordable to communicate chemical safety information in your work place. Thousands of hazardous substances are used in workplaces every day – from gas and cleaning products, to the toner used in photocopiers. Under occupational health and safety law, employers are required to keep workers informed on the hazards of chemicals used in the workplace.

As part of the right-to-know (WHMIS, HCS - Hazard Communication Standard), employers must make Material Safety Data Sheets (MSDS) available for each hazardous substance in the workplace. Keeping track of MSDSs that are usually in a paper format, and ensuring they are up-to-date can be a major undertaking.

CCOHS' new online MSDS Management Service draws on the extensive CCOHS MSDS database as the primary source for the most current records from more than 1200

manufacturers and suppliers. The Service allows organizations to create their own customized collection of MSDSs. Users can then search from a smaller collection tailored to their specific requirements, giving them quick and ready access to MSDSs. You can locate MSDSs by company listings, or by using the search box to search by company name, product name or code or other identifying information on the MSDS. As chemical suppliers produce new MSDSs, CCOHS automatically updates the database, and informs users of the changes by email.

CCOHS bundles additional content-rich, complementary products and services as part of the MSDS Management Service including the CHEMINFO database, Chemical Notification Service and a database of WHMIS classifications, as well as other relevant materials.

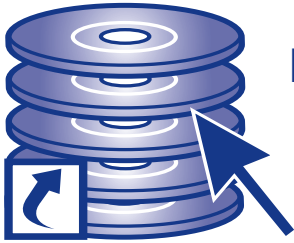
MSDS Management Plus! Service

For organizations that do not have the resources to set up and maintain their own MSDS collection, CCOHS offers MSDS Management Plus! Service. This is a complete turnkey service that includes the set up and uploading of MSDSs to create custom collections and to help organizations manage their MSDSs.

You can find more product and pricing information on the CCOHS website: www.ccohs.ca/products/msds/msdsservice.html



For more information or to arrange a **FREE Trial** of our MSDS Management Service please contact Client Services at 1-800-668-4284 or clientservices@ccohs.ca



Disc Information Service

USER TIPS

In November, subscribers who used to receive the CCINFOdisc service were treated to a new, freshly enhanced version of this service now known as the Disc Information Service (DIS). This new Service features more powerful search software and an easy to use browser-based interface. Discs can now also be fully installed to your hard drive, allowing quick cross-disc and database searching.

A short manual entitled "Getting Started" was included in the November 2004 update, to guide you through the installation of the CD-ROM and to familiarize you with the features of the software.

We've included a few tips to help you get the most from your Disc Information Service and make the CD-ROM service more effective and easier for you to use.

TIPS

The first time you access the Disc Information Service, you will be prompted to select a browser to use for searching and viewing records. To change to a different browser or upgrade to a newer version of your browser, try the following steps:

Start the Disc Information Service

Type <http://127.0.0.1:8080/en/resetbrowser.html> in the address box of the browser and hit **Enter**.

Restart the Disc Information Service

To run DIS with Personal Firewalls

New and upgraded computers (like those with Microsoft Service Pack 2) have powerful firewall software that will routinely ask about new software. This is especially true if the software (like CCOHS' DIS software) operates using "web browser software". When DIS software is used, personal firewalls will detect and ask you about the software.

Two alerts could be raised.... one about SEARCH.EXE acting as a server, and the other about SEARCH.EXE trying to access the Internet. The first message appears only when DIS software starts, the second message appears frequently while using the software.

At these alerts two choices are usually given, Allow and Deny. Allow the SEARCH.EXE (DIS software) to work. By further selecting to do this Always or to Remember this setting you should be able to avoid any further alerts.

In general, in order to run DIS with a personal firewall software, the user must allow

SEARCH.EXE to act as a server, and add the user's own machine (i.e., 127.0.0.1) to the trusted zone.

To reduce disc swapping

During installation, you have the option of installing the "data" files to your hard drive. This installation method uses the most disk space because the entire contents of the CD-ROM/DVD are installed to your system, however it eliminates the need for the disc, reduces disc swapping, and also speeds up record viewing.

MSDS and FTSS subscribers can further reduce disc swapping by switching to the DVD version of the databases that come on a single DVD instead of multiple CD-ROMs.

To speed up searching

Cross-database and cross-product searching is a convenient and useful feature of the DIS software, however, it does require additional time to execute. To execute searches more quickly you can search individual databases simply by first selecting the specific database on the Search page.

We recommend that you install the indexes onto the hard drive (default installation) for faster searching of the disc products.

Extensive Help is available right in the Disc Information Service. However, Client Service Representatives are ready to answer any questions you may have! Contact them at 1-800-668-4284 or clientservices@ccohs.ca.



Visit Us at these Upcoming Events

**CCOHS Forum 2005: New Strategies
for Recognizing and Preventing
Occupational Disease**
March 3-4, 2005
Toronto, ON
www.ccohs.ca

**Health & Safety Training for
Managers and Supervisors Course**
March 7-8, 2005
Hamilton, ON
www.ccohs.ca

**Health & Safety 2005
IAPA Conference & Trade Show**
April 4-6, 2005
Toronto, ON
www.iapa.on.ca

**2005 Public Forum
Our Jobs, Our Lives**
July 24-27, 2005
Vancouver, BC
www.publicforum2005.ca
(Booth #23)

National Day of Mourning
April 28, 2005
Toronto, ON

**North American Occupational
Safety and Health Week
(NAOSH Week)**
May 1-7, 2005

LIAISON

is a publication of the
Canadian Centre for
Occupational Health
and Safety (CCOHS)

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