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Esthetician – All Trades
Safety Part - 1
Legislation, Regulations, and Policies

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Safety Part - 1

Legislation, Regulations, and Policies

Rationale

Why is it important to learn this skill?

An understanding of Occupational Health and Safety, and Workers' Compensation are critical for employers and employees. Under each system, employers and employees have rights and responsibilities that must be followed to ensure safe working environments.

Outcome

When you have completed this module, you will be able to:

Describe legislation, regulations, and practices intended to ensure a safe work place in the Esthetician trade.

Objectives

1. Describe the background and history of Occupational Health and Safety (OHS) system.
2. Describe the role of the employer and employee in regard to OHS regulations.
3. Describe hazard controls.
4. Describe OHS regulations that apply to personal information and harassment.
5. Describe OHS regulations that apply to general health requirements.
6. Describe OHS regulations that apply to musculoskeletal injuries.
7. Describe OHS regulations that apply to exposure control.
8. Describe OHS regulations that apply to PPE, laundry, and waste.
9. Describe the Workers' Compensation system.

Introduction

There was a time in Canada when workers assumed almost all of the risks presented by an occupation. During these times, employers were only responsible for workplace injuries if they were proven to be entirely at fault. Injuries and deaths to workers

flourished under this system that cared little for Occupational Health and Safety (OHS).

The provincial government of Ontario created the first Act in 1886 in order to address the injuries and deaths suffered by workers. The *Workmen's Compensation for Injuries Act* established safety standards for workers in that province. Shortly after, the federal government established its own standards, and mandated regular inspections. The federal government suggested a system in which the victims of industrial accidents were compensated regardless of who was at fault. In this system, a worker would give up their right to sue their employer in exchange for compensation benefits. The financial liability of this system would be covered by employers

This module is not intended for use as a legal document, and a person must always consult with their local Authority Having Jurisdiction. The information in this module is intended as a general guide. It is important to remember that OHS and Workers' Compensation legislation changes between jurisdictions.

Objective One

When you have completed this objective, you will be able to:

Describe the background and history of the OHS system.

Background

In 1974, the Ontario government established the following three key workers' rights:

- 1) The right to refuse dangerous work without penalty;
- 2) The right to participate in identifying and correcting health and safety problems;
- 3) The right to know about hazards in the workplace.

These three rights form the basis for much of the OHS legislation in Canada.

Each province and territory in Canada protects its workers with a combination of OHS regulations, codes, acts, and standards. These mechanisms outline the general responsibilities and rights of workers, employers, and supervisors. The scope of OHS legislation varies between each province and territory. Each jurisdiction publishes its own regulations. Federal employees are covered by the federal OHS regulations.

About 90 per cent of Canadian workers are protected by provincial and territorial legislation; the other 10 per cent are covered by federal legislation. OHS legislation applies to most workplaces. Three common exceptions are private homes where work is done by the occupant or owner, farming operations, and athletes.

In each province and territory, OHS duties are usually covered by a ministry or a department of labour. A workers' compensation board or commission may be responsible in some jurisdictions.

The OHS Act

In each province and territory, protecting workers begins with legislation. Each jurisdiction adopts OHS legislation, and it becomes the *Occupational Health and Safety Act*. *The Act* provides the legal foundation for protecting workers.

The OHS Regulations

Once the legal framework is established, each jurisdiction creates regulations that describe how employers will operate in order to comply with the law. The OHS Regulations contain legal requirements that must be met by all workplaces. Many sections of the Regulations contain associated guidelines and policies.

Objective One Self-Test

- 1) True / False. The scope of OHS legislation does not vary between each province and territory.
 - 2) True / False. Most Canadian workers are protected by provincial and territorial legislation.
 - 3) For provinces and territories, what provides the legal foundation for protecting workers?
-

- 4) What contains the legal requirements that must be met by all workplaces?
-

Objective One Self-Test Answers

- 1) False.
- 2) True.
- 3) The *Occupational Health and Safety Act*.
- 4) The OHS Regulations contain legal requirements that must be met by all workplaces.

Objective Two

When you have completed this objective, you will be able to:

Explain the role of the employer and employee in regard to OHS regulations.

Responsibilities of Employers

The duties of an employer at a place of employment include:

- the provision and maintenance of working environments that ensure, as far as is reasonably practicable, the health, safety and welfare of workers;
- arrangements for the use, handling, storage and transport of articles and substances in a manner that protects the health and safety of workers;
- the provision and maintenance of a safe means of entrance to and exit from the place of employment and all worksites and work-related areas.

Supervision of Work

An employer or contractor shall ensure that:

- all work at a place of employment is sufficiently and competently supervised;
- supervisors have sufficient knowledge of all of the following with respect to matters that are within the scope of the supervisor's responsibility:
 - the Act and any regulations made pursuant to the Act that apply to the place of employment;
 - any occupational health and safety program at the place of employment;
 - the safe handling, use, storage, production and disposal of chemical and biological substances;
 - the need for, and safe use of, personal protective equipment;
 - emergency procedures required by these regulations;
- A supervisor shall ensure that the workers under the supervisor's direction comply with the Act.

Duty to Inform Workers

An employer shall ensure that each worker is informed of the provisions of the Act and regulations that apply to the worker.

Training of Workers

An employer shall ensure that a worker is trained in all matters that are necessary to protect the health and safety of the worker when the worker begins work at a place of employment, or is moved from one work activity or worksite to another.

The training must include:

- procedures to be taken in the event of a fire or other emergency;
- the location of first aid facilities;
- identification of prohibited or restricted areas;
- precautions to be taken against physical, chemical or biological hazards.

An employer shall ensure that the time spent by a worker in the required training is credited to the worker as time at work, and that the worker does not lose pay or other benefits with respect to that time.

Responsibilities of Workers

A worker shall:

- use the safeguards, safety appliances and personal protective equipment provided in accordance with these regulations and any other regulations made pursuant to the Act; and
- follow the safe work practices and procedures required by or developed pursuant to these regulations and any other regulations made pursuant to the Act.

Objective Two Self-Test

1) True / False. Employers are not responsible for the provision and maintenance of a safe means of entrance to and exit from the place of employment.

2) Who ensures that workers comply with the Act?

3) True / False. An employer shall ensure that each worker is informed of the provisions of the Act and regulations that apply to the worker.

4) Identify two things that an employer must train a worker in.

5) True / False. An employer shall ensure that the time spent by a worker in the required training is credited to the worker as time at work.

6) Identify two responsibilities of workers.

Objective Two Self-Test Answers

1) False.

2) The direct supervisor of the workers.

3) True.

4) Any of the following:

- procedures to be taken in the event of a fire or other emergency;
- the location of first aid facilities;
- identification of prohibited or restricted areas;
- precautions to be taken against physical, chemical or biological hazards.

5) True.

6) Any of the following:

- use the safeguards, safety appliances and personal protective equipment provided in accordance with these regulations and any other regulations made pursuant to the Act; and
- follow the safe work practices and procedures required by or developed pursuant to these regulations and any other regulations made pursuant to the Act.

Objective Three

When you have completed this objective, you will be able to:

Describe hazard controls.

Hazard Controls

Many hazards are present in a workplace. To keep a workplace safe, the hazards must be controlled. Controlling hazards happens in a deliberate, hierarchical manner. The first and best control is to *eliminate the hazard*. This is done by removing the hazard from the workplace. To a lesser extent, a substitute can be found to replace a hazard; for instance, a dangerous chemical can be replaced with a harmless one.

The second best way to control hazards is with *engineering controls*. Engineering controls are workplace designs or modifications to equipment, processes, and ventilation systems that reduce the source of exposure. Hazards can be moved away from workers into isolated areas.

Administrative controls are the third best way to control a hazard. They change the way the work is done. This can include the way a job is performed, policies, personal hygiene, and practices like operating procedures. Operating procedures can include training, equipment maintenance, and housekeeping. Instead of lifting objects by hand, they can be transported with a wheeled cart. Maintenance can be scheduled for times when machinery is not operating. Shifts can be shortened to decrease fatigue. Personal hygiene can reduce the exposure to hazards that may be ingested or accumulate on the worker's body. Hygiene controls include washing hands; not touching the mouth, eyes, or ears; and storing chemicals away from food.

The least desirable way to control hazards is with *personal protective equipment (PPE)*. This equipment can reduce a worker's exposure to things like noise and dust. If a worker is relying on PPE for safety, that means that the worker is being exposed to a hazard; therefore, using PPE is the least desirable situation.

A risk assessment may be needed to determine the best control for a hazard. Sometimes, a temporary control may need to be implemented while a permanent

solution is chosen. Occupational health professionals can be consulted when a worker and employer are not sure what to do.

The best location for a hazard control is at the source of the hazard. For instance, if a chemical is emitting an odour, a local ventilation hood should be placed where the chemical is being used, instead of using an overhead fan that exhausts the general area.

Hazard Control Programs

Each workplace should develop a hazard control program. This program will identify hazards and develop ways to reduce or eliminate them. The hazard control program needs to be periodically reviewed. A review will determine if the program is reducing or eliminating exposure to the hazards. In addition, workplaces change, and new hazards may develop. A review can also determine if training and education is adequate.

Objective Three Self-Test

1) Which hazard control is the best?

2) A dust mask is an example of which type of hazard control?

3) Shortening of shifts is an example of which type of hazard control?

4) When may a temporary hazard control be installed?

5) What is used to assess the effectiveness of hazard controls?

Objective Three Self-Test Answers

- 1) Eliminating the hazard.
- 2) PPE.
- 3) Administrative controls.
- 4) When a permanent control is being chosen.
- 5) A hazard control program.

Objective Four

When you have completed this objective, you will be able to:

Describe OHS regulations that apply to personal information and harassment.

Personal Information

No person who acquires information of a personal medical nature with respect to a worker shall disclose that information except:

- to the worker;
- to the chief occupational medical officer;
- with the informed consent of the worker, to another person; or
- where otherwise required by law.

A physician who attends or treats a worker who is suffering from or believed to be suffering from a medical condition that is related to the present or past employment of the worker shall, without undue delay, inform the director of:

- the medical condition from which the worker is believed to be suffering; and
- the name and address of the most recent place of employment where exposure related to the medical condition is believed to have occurred.

Harassment

An employer, in consultation with the (OHS) committee, shall develop a policy in writing to prevent harassment that includes:

- a definition of harassment;
- a statement that every worker is entitled to employment free of harassment;
- a commitment that the employer will make every reasonably practicable effort to ensure that no worker is subjected to harassment;
- a commitment that the employer will take corrective action respecting any person under the employer's direction who subjects any worker to harassment;
- an explanation of how complaints of harassment may be brought to the attention of the employer;
- a statement that the employer will not disclose the name of a complainant or an alleged harasser or the circumstances related to the complaint to any person except where disclosure is:

- necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint; or
- required by law;
- a reference to the provisions of the Act respecting harassment and the worker's right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- a description of the procedure that the employer will follow to inform the complainant and the alleged harasser of the results of the investigation; and
- a statement that the employer's harassment policy is not intended to discourage or prevent the complainant from exercising any other legal rights.

An employer shall implement a harassment policy and post it in a conspicuous place that is readily available for reference by workers.

Objective Four Self-Test

- 1) True / False. No person who acquires information of a personal medical nature from a worker shall disclose that information to that worker.
 - 2) True / False. A physician is treating a patient, and the physician suspects that the injuries occurred at work. The physician is required to report the injuries as workplace injuries.
 - 3) True / False. A harassment policy does not require an explanation of how complaints may be brought to the attention of the employer.
 - 4) Where shall an employer post their harassment policy?
-

Objective Four Self-Test Answers

- 1) False.
- 2) True.
- 3) False.
- 4) In a conspicuous place that is readily available for reference by workers.

Objective Five

When you have completed this objective, you will be able to:

Describe OHS regulations that apply to general health requirements.

General Health Requirements

Under normal conditions, a salon is considered a *low-hazard work environment*. This means that the work is of a nature that does not require substantial physical exertion or exposure to potentially hazardous conditions, work processes, or substances.

Sanitation

An employer, contractor, or owner shall ensure that a place of employment is sanitary and kept as clean as is reasonably practicable and shall ensure, to the extent that is reasonably practicable, that:

- dirt and debris are removed at least daily by a suitable method from all floors, working surfaces, stairways and passages;
- floors are cleaned at least once each week by washing, vacuum cleaning, or any other effective and suitable method; and
- all inside walls, partitions, ceilings, passages and staircases are clean and are suitably finished and maintained.

Where a worker may be exposed to refuse, spills, or waste materials that may pose a risk to health or safety, an employer or contractor shall ensure that the refuse, spill or waste material is removed by a suitable method from the worksite as soon as is practicable.

Ventilation and air supply

An employer, contractor, or owner shall:

- ensure the adequate ventilation of a place of employment; and
- to the extent that is reasonably practicable, render harmless and inoffensive, and prevent the accumulation of, any contaminants or impurities in the air by providing an adequate supply of clean and wholesome air and maintaining its circulation throughout the place of employment.

Mechanical ventilation

An employer, contractor, or owner shall provide a mechanical ventilation system in a place of employment that is sufficient and suitable to protect the workers against inhalation of a contaminant and to prevent accumulation of the contaminant and ensure that the mechanical ventilation system is maintained and properly used, where any work, activity, or process in the place of employment gives off:

- a dust, fume, gas, mist, aerosol, or vapour or other contaminant of a kind and quantity that is likely to be hazardous to workers.

An employer, contractor or owner who provides a mechanical ventilation system at a place of employment shall ensure that the system provides sufficient fresh and tempered air to replace the air exhausted by ventilation.

An employer, contractor or owner shall ensure that contaminants removed by a mechanical ventilation system are:

- exhausted clear of the place of employment; and
- where reasonably practicable, prevented from entering any place of employment.

Where an air cleaning system is used to clean recirculated air, an employer, contractor, or owner shall ensure that the air cleaning system is designed, installed, and maintained to remove particulate and gaseous contaminants at a rate that is sufficient to protect the health and safety of workers and, where reasonably practicable, to render the air inoffensive.

Objective Five Self-Test

1) Under normal conditions, a salon is considered what type of work environment?

2) How often should dirt and debris be removed from floors?

3) When should waste materials that may pose a risk to health or safety be removed from a workplace?

4) What type of air should replace exhausted air?

5) Who ensures that an air cleaning system is designed, installed, and maintained?

Objective Five Self-Test Answers

- 1) A low-hazard environment.
- 2) Daily.
- 3) As soon as practicable.
- 4) Fresh and tempered air.
- 5) The employer.

Objective Six

When you have completed this objective, you will be able to:

Describe OHS regulations that apply to musculoskeletal injuries.

Musculoskeletal Injuries

A *musculoskeletal injury* is an injury or disorder of the muscles, tendons, ligaments, nerves, joints, bones or supporting vasculature that may be caused or aggravated by any of the following:

- repetitive motions
- forceful exertions
- vibration
- mechanical compression
- sustained or awkward postures
- limitations on motion or action
- other ergonomic stressors

An employer or contractor, in consultation with the (OHS) committee, shall regularly review the activities at the place of employment that may cause or aggravate musculoskeletal injuries.

Where a risk of musculoskeletal injury is identified, an employer or contractor shall:

- inform each worker who may be at risk of developing musculoskeletal injury of that risk and of the signs and common symptoms of any musculoskeletal injury associated with that worker's work; and
- provide effective protection for each worker who may be at risk, which may include any of the following:
 - providing equipment that is designed, constructed, positioned, and maintained to reduce the harmful effects of an activity;
 - implementing practices and procedures to reduce the harmful effects of an activity;
 - implementing work schedules that incorporate rest and recovery periods, changes in workload, or other arrangements for alternating work to reduce the harmful effects of an activity.

Objective Six Self-Test

1) Identify three things that can cause musculoskeletal injuries.

2) True / False. An employer does not need to inform workers of tasks that may cause musculoskeletal injuries.

3) Identify four things that can be done to reduce musculoskeletal injuries.

Objective Six Self-Test Answers

1) Any of the following:

- repetitive motions
- forceful exertions
- vibration
- mechanical compression
- sustained or awkward postures
- limitations on motion or action
- other ergonomic stressors

2) False.

3) Any of the following:

- provide equipment that is designed, constructed, positioned, and maintained to reduce the harmful effects of an activity;
- implement practices and procedures to reduce the harmful effects of an activity;
- implement work schedules that incorporate rest and recovery periods, changes in workload, or other arrangements for alternating work to reduce the harmful effects of an activity.

Objective Seven

When you have completed this objective, you will be able to:

Describe OHS regulations that apply to exposure control.

Exposure Control Plan

Salon workers may be exposed to infectious materials or organisms under unusual circumstances. **Exposure** is the harmful contact with an infectious material or organism from inhalation, ingestion, skin or mucous membrane contact or percutaneous injury.

Infectious materials or organisms can be defined as infectious materials or organisms that have been identified in an approved manner as an infectious disease hazard that poses a significantly increased exposure risk to a worker.

Each salon shall develop an exposure control plan to cope with exposure to infectious materials or organisms. Since these hazards cannot be removed from the work environment, the best way to reduce them is with engineering controls. In this instance, engineering controls are physical controls or barriers that isolate or remove an infectious disease hazard and include:

- medical devices approved by Health Canada that have engineered sharps injury protections;
- sharps disposal containers; and
- other devices that isolate or remove sharps hazards.

If workers are required to handle, use or produce an infectious material or organism or are likely to be exposed at a place of employment, an employer, in consultation with the (OHS) committee, shall develop and implement an exposure control plan to eliminate or minimize worker exposure. An exposure control plan must:

- be in writing;
- identify any workers who may be exposed;
- identify categories of tasks and procedures that may put workers at risk of exposure;
- describe the ways in which an infectious material or organism can enter the body of a worker and the risks associated with that entry;

- describe the signs and symptoms of any disease that may arise from exposure.

Infection control measures also include personal protective equipment, and safe work practices and procedures.

Each salon shall set out the methods of cleaning, disinfecting or disposing of clothing, PPE, or other equipment contaminated with an infectious material or organism that must be followed and indicate who is responsible for carrying out those activities.

An employer, in consultation with the committee, shall review the adequacy of the exposure control plan, and amend the plan if necessary, at least every two years or as necessary to reflect advances in infection control measures, including engineering controls.

An employer shall inform workers who may be exposed at a place of employment.

If a worker has been exposed to blood or potentially infectious bodily fluids at a place of employment, an employer shall, with the consent of the worker, during the worker's normal working hours, arrange for immediate medical evaluation and intervention by a qualified person in an approved manner and for confidential post-exposure counselling.

Waste Sharps

An employer shall provide readily accessible containers for waste needles, syringes, blades, clinical glass, and any other clinical items that are capable of causing a cut or puncture and shall ensure that workers and self-employed persons use those containers.

Containers must:

- have a fill line;
- be clearly identified as containing hazardous waste; and
- be sturdy enough to resist puncture under normal conditions of use and handling until the containers are disposed of.

Objective Seven Self-Test

1) Define exposure.

2) What is a sharps disposal container an example of?

3) What four things are included in an exposure control plan?

4) How is it determined who will disinfect PPE?

5) What happens immediately after a worker is exposed to blood?

Objective Seven Self-Test Answers

- 1) *Exposure* is the harmful contact with an infectious material or organism from inhalation, ingestion, skin or mucous membrane contact or percutaneous injury.
- 2) An engineering control to cope with exposure.
- 3) The exposure control plan must include :
 - the identity of workers who may be exposed;
 - the categories of tasks and procedures that may put workers at risk of exposure;
 - a description of the ways in which an infectious material or organism can enter the body of a worker and the risks associated with that entry;
 - a description of the signs and symptoms of any disease that may arise from exposure.
- 4) Each salon will determine who disinfects PPE.
- 5) The worker must attain immediate medical evaluation and intervention, and seek post-exposure counselling.

Objective Eight

When you have completed this objective, you will be able to:

Describe OHS regulations that apply to PPE, laundry, and waste.

Personal Protective Equipment

Where it is not reasonably practicable to protect the health and safety of workers by design of the plant and work processes, suitable work practices or administrative controls, an employer or contractor shall ensure that every worker wears or uses suitable and adequate personal protective equipment PPE.

Where PPE will not effectively protect a worker, an employer or contractor shall, where reasonably practicable, provide alternative work arrangements for that worker.

General Responsibilities

Where an employer or contractor is required by these regulations to provide PPE, the employer or contractor shall:

- supply approved PPE to the workers at no cost to the workers;
- ensure that the PPE is used by the workers;
- ensure that the PPE is at the worksite before work begins;
- ensure that the PPE is stored in a clean, secure location that is readily accessible to workers;
- ensure that each worker is aware of the location of the PPE and trained in its use;
- inform the workers of the reasons why the PPE is required to be used and of the limitations of its protection; and
- ensure that PPE provided to a worker:
 - is suitable and adequate and a proper fit for that worker;
 - is maintained and kept in a sanitary condition; and
 - is removed from use or service when damaged.

Where an employer or contractor requires a worker to clean and maintain (PPE), the employer shall ensure that the worker has adequate time during normal working hours without loss of pay or other benefits for this purpose.

Where reasonably practicable, an employer or contractor shall make appropriate adjustments to the work procedures and the rate of work to eliminate or reduce the danger or discomfort to the worker that may arise from the worker's use of PPE.

A worker who is provided with PPE by an employer or contractor shall:

- use the PPE; and
- take reasonable steps to prevent damage to the PPE.

Where PPE provided to a worker becomes defective or otherwise fails to provide the protection it was intended for, the worker shall:

- return the PPE to the employer or contractor; and
- inform the employer or contractor of the defect or other reason why the PPE does not provide the protection that it was intended to provide.

An employer or contractor shall immediately repair or replace any PPE returned to the employer or contractor.

Respiratory Protective Devices

Where a worker is likely to be exposed to dust, fumes, gas, mist, aerosol or vapour or any airborne contaminant that may be present in any amounts that are harmful or offensive to the worker, an employer or contractor shall:

- provide an approved respiratory protective device for use by the worker that:
 - provides suitable and adequate protection to the worker from the airborne contaminants;
 - is the proper size for the worker's face;
 - where a tight fit is essential to the proper functioning of the respiratory protective device, makes an effective seal to the facial skin of the worker; and
- ensure that the respiratory protective device is regularly cleaned and maintained in an approved manner; and
- ensure that the respiratory protective device is kept, when not in use, in a convenient and sanitary location in which the respiratory protective device is not exposed to extremes of temperature or to any contaminant that may inactivate the respiratory protective device.

If a respiratory protective device is provided to a worker, the employer or contractor shall ensure that the worker:

- has been trained by a competent person in the proper testing, maintenance, use and cleaning of the respiratory protective device and in its limitations;
- can demonstrate that he or she:
 - understands the training;
 - can test, maintain and clean the respiratory protective device; and
 - can use the respiratory protective device safely;
- tests the respiratory protective device before each use.

Eye and Face Protectors

Where there is a risk of irritation or injury to the face or eyes of a worker from flying objects or particles, an employer or contractor shall provide eye or face protectors and require the worker to use them.

Hand and arm Protection

An employer or contractor shall provide, and require a worker to use, suitable and properly fitted hand or arm protection to protect the worker from injury to the hand or arm, including:

- injury arising from contact with chemical or biological substances;
- injury arising from prolonged exposure to water; and
- puncture, abrasion or, irritation of the skin.

Noise Control

An employer, contractor, or owner shall ensure that all reasonably practicable means are used to reduce noise levels in all areas where workers may be required or permitted to work.

The means to reduce noise levels may include any of the following:

- eliminating or modifying the noise source;
- substituting quieter equipment or processes;
- enclosing the noise source.

Laundry and Waste

Contaminated laundry is laundry that has been contaminated by waste. *Waste* is any biomedical or pharmaceutical materials or substances that may be hazardous to the health or safety of a worker and that requires special handling precautions, decontamination procedures or disposal, and includes:

- human anatomical waste; and
- blood and body fluid waste.

An employer shall ensure that workers handle contaminated laundry as little as possible and with minimum agitation to prevent gross microbial contamination of the air and of any worker handling the laundry.

Where exposure to waste is likely to endanger the health or safety of a worker, an employer shall develop and implement a process that ensures that the waste:

- is segregated at the place where the waste is located or produced;
- is contained in a secure, clearly labelled package or container that holds the contents safely until it is cleaned, decontaminated or disposed of; and
- is cleaned, decontaminated, or disposed of in a manner that will not endanger the health or safety of any worker.

An employer shall ensure that:

- a worker who generates, collects, transports, cleans, decontaminates, or disposes of waste or launders contaminated laundry is trained in safe work practices and procedures, and is provided with (PPE), that are appropriate to the risks associated with the worker's work; and
- a worker uses the safe work practices and procedures and the PPE.

Equipment Contaminated with Waste

An employer shall ensure that, where reasonably practicable, any equipment that has been contaminated with waste is inspected and decontaminated before it is repaired or shipped for repair.

Objective Eight Self-Test

1) What happens to damaged PPE?

2) Identify two responsibilities of a worker who is provided with PPE:

3) Where is a respiratory device kept when not in use?

4) True / False. Where there is a risk of irritation or injury to the face or eyes of a worker from flying objects or particles, the worker is not required to wear eye protection.

5) How should contaminated laundry be handled?

6) What happens to equipment that has been contaminated with waste?

Objective Eight Self-Test Answers

- 1) It is taken out of service.
- 2) Use the PPE and take reasonable steps to prevent damage to the PPE.
- 3) In a convenient and sanitary location.
- 4) False.
- 5) Contaminated laundry should be handled as little as possible and with minimum agitation.
- 6) The equipment is to be inspected and decontaminated before it is repaired or shipped for repair.

Objective Nine

When you have completed this objective, you will be able to:

Describe the Workers' Compensation system.

The OHS system helps employers provide safe work environments, and it helps workers perform their jobs safely. But that is only half of the story. What happens when a worker is injured? The OHS system is not designed to deal with injured workers. This is the realm of workers' compensation systems. Together, the two systems care for workers.

Workers' Compensation Boards (WCB)

Each province and territory has developed its own Workers' Compensation Boards, and / or commissions, and legislation. WCB's operate like insurance companies by protecting registered employers from lawsuits when a workplace injury occurs. The WCB's also provide benefits and programs to injured workers. WCB's are funded by the premiums paid by employers. Premiums are based on injury frequencies and costs. Workers receive a guarantee of benefits, including wage loss, in return for giving up their right to sue an employer if they were hurt on the job.

WCB systems are based on five principles:

1. No-fault compensation. Workers are paid benefits regardless of how the injury occurred.
2. Security of benefits. A fund is established to guarantee that money exists to pay benefits.
3. Collective liability. Employers share liability for workplace injury insurance. The total cost of the compensation system is shared by all employers who contribute to a common fund.
4. Independent administration. Organizations who administer workers' compensation insurance are separate from government.
5. Exclusive jurisdiction. Only workers' compensation organizations provide workers' compensation insurance. All claims are directed to the compensation board which is the decision maker and authority for claims.

Objective Nine Self-Test

- 1) True / False. The WCB system is the same between all provinces and territories.
 - 2) True / False. An employer can be sued by a worker for a workplace injury.
 - 3) Who funds the WCB system?
-

- 4) True / False. WCB organizations are independent from government.

Objective Nine Self-Test Answers

1) False.

2) False.

3) Employers.

4) True.

Module Summary Self-Test

1) Approximately what percentage of Canadians are covered under federal OHS legislation?

2) What provides the legal foundation for protecting workers?

3) True / False. Employers shall provide a safe means of entrance to and exit from the place of employment.

4) True / False. An employer shall ensure that the time spent by a worker in the required training is not credited to the worker as time at work.

5) How often should a hazard control plan be reviewed?

6) In a workplace, a machine presents an injury hazard. The employer builds a room around the machine, and puts a warning sign on the door. This is an example of what type of hazard control?

7) True / False. A person who collects medical information can disclose that information to the chief occupational medical officer.

8) True / False. In respect to a harassment complaint, a worker does not have the right to request the assistance of an occupational health officer to resolve a complaint.

9) True / False. In order to maintain good sanitation, all inside walls must be painted or finished in a similar manner.

10) A mechanical ventilation system is removing contaminants from inside a salon. Where must the system exhaust the contaminants?

11) True / False. A sustained posture can cause a musculoskeletal injury.

12) True / False. Vibration can cause a musculoskeletal injury.

13) Who reviews the adequacy of an exposure control plan?

14) What are three characteristics of a sharps container?

15) What shall be done where PPE will not effectively protect a worker?

16) Identify three ways to reduce noise levels:

17) True / False. The Workers' Compensation Boards also provide programs to injured workers.

18) True / False. Several different organizations can provide workers' compensation insurance.

Module Summary Self-Test Answers

- 1) Ten percent.
- 2) The *Occupational Health and Safety Act*.
- 3) True.
- 4) False.
- 5) Periodically.
- 6) Engineering controls.
- 7) True.
- 8) False.
- 9) True.
- 10) The contaminants must be exhausted clear of the place of employment.
- 11) True.
- 12) True.
- 13) Employers and employees.
- 14) It must have a fill line, be clearly identified as containing hazardous waste, and be sturdy enough to resist puncture under normal conditions.
- 15) An employer or contractor shall, where reasonably practicable, provide alternative work arrangements for that worker.

- 16) Eliminate or modify the noise source, substitute quieter equipment or processes, and enclose the noise source.
- 17) True.
- 18) False.