

## How Passport to Safety Works for EVERYONE in the Workplace...

Workplace health and safety is something that many people don't think about. Tragically, each year approximately 60,000 *young* Canadians alone experience disabling and disfiguring injuries. Passport to Safety provides young people-or any worker, with the minimum they need to know before going to work.

Four on-line Passport to Safety programs are available to help people of all ages. The first three are the Passport to Safety Challenge for Teens, Passport to Safety Test (for age 20+), and Passport to Safety 101. All ensure knowledge of the basics prior to job specific training and refresh basic safety knowledge. Passport to Safety 101 covers the material in a simpler and more graphic format, designed for students and workers with alternative learning needs. The fourth test is the Supervisor Assessment; a diagnostic tool to help assess supervisor understanding of health & safety responsibilities and managing hazards.

Applied in all its forms, Passport to Safety puts your entire workforce on the same page, with knowledge of the basics to prevent injuries and establishing a common foundation upon which to build job specific training. It clears the way for total understanding of workplace rights and responsibilities and the basics about workplace hazards. Such clarity about safe and healthy work can reduce suffering, costs and even save lives. Please ensure your employees are prepared to walk out of the workplace the same way they went in: healthy and safe. Insist they take a Passport to Safety test.

### Features of Passport to Safety Challenge, Passport to Safety Test, and Passport to Safety 101:

- They are online challenge tests developed especially for Canadian workers
- They contain modules including: Supervisor and Employer Responsibilities, Workplace Hazardous Materials Information System, and Common Workplace Hazards
- They are no-fail tests – if an incorrect answer is chosen, the worker is presented with information to read and is re-tested on the concept until he or she obtains a perfect score
- They feature a printable “Certificate of Completion”
- They provide an updateable and printable transcript that workers can use to keep track of other safety-related training that they complete
- Passport to Safety 101 features graphics-based questions and plain language for workers with alternate learning needs
- *They reinforce and refresh the basic knowledge everyone needs, especially before job-specific safety training.*

### Features of the Passport to Safety Supervisor Assessment:

- It rates the level of Supervisor knowledge in three areas; Workplace Rights and Responsibilities, Common Workplace Hazards, and Addressing Health and Safety in the Workplace
- It provides access to all of the benefits of Passport to Safety membership upon completion, including the online transcript and lifetime access to the website

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### It's easy to administer the tests. Monitor the results. See the benefits!

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- Sign in using your Employer account information provided by email when you sign up as an employer member. Click the “students” button to monitor their progress and see when they complete the test.
- Require all of your employees take the challenge. Have them print a copy of their certificate for your files.
- You can ask your employees who have completed the Passport to Safety test to add the workplace-specific training you've provided into their Passport to Safety transcript (they can continually update their transcripts online). This provides your employees with a record of the training they have received.

**Remember! Job specific training is always required.**

Find out more about Passport to Safety at [www.passporttosafety.com](http://www.passporttosafety.com)

## **Three steps to excellence in NEW EMPLOYEE health and safety orientation and training**

### **Step 1: Orientation/Generic Health and Safety Information**

This first stage of safety orientation should include familiarization with workplace emergency procedures, first aid procedures, and workplace health and safety policies and procedures, as well as a general familiarization with the rights and responsibilities of workers, employers' duties, workplace hazards and procedures for reporting hazards and concerns. Where an orientation is missing the generic components, Health and Safety 101 ([www.hs101.ca](http://www.hs101.ca)), is a free, interactive, on-line health and safety program that covers the basics. It was developed by the Ontario Workplace Safety and Insurance Board (WSIB) following the learning outcomes established by Passport to Safety. Other jurisdictions will soon be adapting this course but most information is generic and available to everyone, everywhere. Where access to computers is an issue, the website offers a printable version of the online resource.

### **Step 2: Passport to Safety Knowledge Assessment Test**

Passport to Safety provides members with a nationally developed health and safety test that challenges the user to ensure that general health and safety principles are understood. Students are presented with some questions that ensure not only that they know the basics, but also that they are comfortable in knowing how the basics apply in the workplace. When they successfully complete the test, members can print off a certificate or transcript that indicates that they have successfully demonstrated their basic knowledge of health and safety and are prepared for job-specific training. This step ensures that new and existing employees have the basic knowledge to recognize hazards in the workplace, know they have the right to a safe workplace and the right to refuse unsafe work.

### **Step 3: Job-specific Health and Safety Training**

Ensure that excellent mandatory job-specific safety training is provided in accordance with provincial safety legislation, including ensuring that potential hazards in the work are explained and job-specific safety procedures and practices are clearly understood and demonstrated where necessary. Every potential hazard, such as ergonomics for computer workers, safe driving for those required to travel, machine safety for those operating equipment, and WHMIS training for those exposed to chemicals, is to be covered. Training is not complete until the employee can demonstrate that they know the safety procedures and can operate equipment safely.

***Always provide exceptional supervision***



**Remember! Job specific training is always required.**

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