



## Passport to Safety – Testing Criteria

Successful completion of the Passport to Safety test can be achieved through existing safety awareness and training programs throughout Canada. These include existing teacher-led in school programs, existing workplace orientation and awareness programs, on-line programs, self-study and existing knowledge through job and life experience and programs offered by various safety associations and injury prevention specialists.

Health and Safety Topic	Learning Outcomes A Passport participant will be able to:	Content overview
<p><b>Health and Safety is important at work</b></p>	<ul style="list-style-type: none"> <li>• demonstrate an understanding of the purposes of occupational health and safety and the principles behind it</li> <li>• demonstrate knowledge of the OH+S Act and regulations in their particular jurisdiction</li> <li>• identify national, provincial and local health and safety related agencies, departments and organizations</li> </ul>	<p><b>Internal responsibility system</b></p> <ul style="list-style-type: none"> <li>• Everyone has responsibilities under safety legislation</li> <li>• Legal responsibilities complement each other and require that each person do their part to ensure the workplace is safe</li> </ul> <p><b>Health and Safety Committees and representatives</b></p> <ul style="list-style-type: none"> <li>• Outline of requirements under the legislation</li> </ul> <p><b>How to find your way through the law, not matter what jurisdiction you live in</b></p> <p><b>Step #1</b> Find out if you're covered by the legislation  <b>Step #2:</b> Learn your rights and responsibilities.  <b>Step #3:</b> Find out what the law requires your employer to do to protect you and what you need to do under the law.</p>



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		<p><b>Federal and Provincial jurisdiction</b></p> <ul style="list-style-type: none"> <li>• Examples of federal workplaces that fall under Human Resources Development Canada (HRDC) (now Department of Human Resources and Skills Development (HRSD) health and safety jurisdiction</li> <li>• Roles of Ministries of Labour and workplace compensation boards</li> <li>• How to research and find information about health and safety in Canada (i.e. <a href="http://www.WorkSafeCanada.com">www.WorkSafeCanada.com</a> from CCOHS).</li> </ul>
<b>Workplace Injuries</b>	<ul style="list-style-type: none"> <li>• <i>demonstrate an awareness of the causes, costs and impacts of workplace</i></li> </ul>	<ul style="list-style-type: none"> <li>• Overview of causes of injuries to young workers such as: lack of experience, confidence in raising concerns, poor or no on-the-job training, lack of understanding of</li> </ul>



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	<p><i>injuries</i></p> <ul style="list-style-type: none"> <li>• <i>demonstrate an understanding of the purpose of injury prevention</i></li> <li>• <i>describe the actions to be taken when an injury occurs in the workplace</i></li> </ul>	<p>rights and responsibilities, not big or strong enough for tasks assigned, balancing work and school, etc.</p> <ul style="list-style-type: none"> <li>• Why some young workers don't report injuries and why they <b>should!</b></li> <li>• Costs and impacts of injuries to young workers – spending time in the hospital, missing school, disabilities that prevent you from playing sports, driving a car, etc.</li> <li>• Overview of injury prevention and the importance of identifying hazards, reporting unsafe conditions and preventing injuries before they happen.</li> <li>• All injuries are preventable.</li> <li>• What to do if you're injured at work.</li> </ul>



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Health and Safety Topic	Learning Outcomes A Passport participant will be able to:	Content overview
<p><b>Employer Responsibilities to train and protect workers</b></p>	<ul style="list-style-type: none"> <li>• <i>identify the responsibilities of employers and supervisors for health and safety in the workplace</i></li> <li>• <i>demonstrate an awareness of the need to receive workplace-specific health and safety training and the employer’s responsibility to deliver it</i></li> <li>• <i>demonstrate an awareness of the importance and meaning of adequate supervision and training</i></li> </ul>	<p><b>Employer responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Emphasis on the fact that employers have overall responsibility for person in the workplace</li> <li>• Review of major duties and responsibilities of employers emphasizing what they must do for their workers such as ensuring training is provided, that equipment is safe that supervision is provided, etc.</li> </ul> <p><b>Supervisor responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Definition of a supervisor. Reminder that some young workers may be supervisors because of the tasks they’ve been assigned to do.</li> <li>• Overview of supervisor responsibilities to protect workers.</li> <li>• What it means to be a good supervisor, such as working near or with the worker, available to answer questions,</li> </ul>



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		<p>provides feedback on how the job is being performed, provides hands-on-training, checks in with the worker regularly to ensure work is being done correctly and safely, etc.</p> <p><b>Training:</b></p> <ul style="list-style-type: none"> <li>• Emphasis on the fact that training is required and needs to occur before a new task is assigned to ensure workers are familiar with hazards and safe work practices.</li> <li>• General workplace safety training and orientation, such as company safety rules, emergency procedures, first aid requirements, how to use and wear safety equipment, etc.</li> <li>• Job specific safety training related to the procedures, tools and safety equipment needed to perform the task</li> </ul>



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		<p>safely.</p> <p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>Importance of good supervision: someone near by who can check to ensure you're doing the job properly and safely, someone you can ask questions.</li> </ul>
<p><b>Worker Rights and Responsibilities</b></p>	<ul style="list-style-type: none"> <li>Identify the three rights:               <ol style="list-style-type: none"> <li>To know about health and safety</li> <li>To participate in health and safety training</li> <li>To refuse to perform work that he/she considers to be unsafe</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Explanation of the right to know, right to participate and the right to refuse unsafe work.               <ul style="list-style-type: none"> <li>What a worker can expect/what should happen when they refuse to work.</li> <li>Explanation of three responsibilities of workers: work safely, report hazards, and use or wear protective devices.</li> </ul> </li> </ul>



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<b>Health and Safety Topic</b>	<b>Learning Outcomes</b> A Passport participant will be able to:	<b>Content overview</b>
	<i>Identify health and safety responsibilities to self and to others in the workplace</i>	
<b><i>Identifying, understanding and controlling workplace hazards</i></b>	<ul style="list-style-type: none"> <li>• <i>Identify and describe workplace hazards</i></li> <li>• <i>Describe how hazards can be recognized and assessed</i></li> <li>• <i>Explain the connection between hazard recognition and injury prevention</i></li> <li>• <i>Describe methods of “hazard control”</i></li> </ul>	<ul style="list-style-type: none"> <li>• Definition and examples of workplace hazards.</li> <li>• Recognizing hazards in the workplace – how a worker can identify hazards and the responsibilities of management to determine hazards in the work.</li> <li>• Questions to ask to help determine the risk posed by hazards to help assess if they pose an immediate threat to the health and safety of workers.</li> <li>• Importance of eliminating hazards wherever possible.</li> <li>• Limited role of a young worker: you don’t implement controls, but you must expect that they be put in place so that you don’t get injured.</li> <li>• Controls must: adequately control the hazard, not create new hazards and allow the worker to do the job without</li> </ul>



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		<p>interference, discomfort or stress from the control measure.</p> <ul style="list-style-type: none"> <li>• Brief overview of control methods:               <ul style="list-style-type: none"> <li>• At the source</li> <li>• Along the path</li> <li>• At the worker</li> </ul> </li> </ul>
<p><b><i>Recognizing and Protecting yourself from physical, chemical, biological, ergonomic and psychosocial/</i></b></p>	<ul style="list-style-type: none"> <li>• <i>identify the four main types of hazards: chemical, physical, biological, ergonomic</i></li> </ul>	



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<p><b>psychological hazards.</b> (course material is organized by the type of hazard as listed below)</p>	<ul style="list-style-type: none"> <li>describe and provide examples of a psychosocial/psychological hazards and how to minimize them.</li> <li>describe possible workplace health and safety practices designed to protect against each main type of hazard.</li> <li>describe common hazards in a familiar workplace and describe how such hazards are controlled.</li> </ul>	



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<ul style="list-style-type: none"> <li><b>Physical hazards</b></li> </ul>		<ul style="list-style-type: none"> <li>• Definition and examples of physical hazards.</li> <li>• Basics of machine guarding and lock out.</li> <li>• Simple types of common equipment young workers may be exposed to or could relate to if given as an example.</li> <li>• Working safely with electricity – simple do’s and don’ts</li> <li>• Mobile equipment – importance of training, especially when working with or around powered lift trucks.</li> <li>• Preventing slips, trips and falls in the workplace – what to look out for and how to prevent them</li> <li>• Noise – examples of noise abatement including elimination, isolation, baffling and worker protection.</li> <li>• Temperature – awareness of extreme heat and cold working conditions and the need for controls to be put in place to protect workers.</li> </ul>



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<ul style="list-style-type: none"> <li><b>Chemical hazards</b></li> </ul>		<ul style="list-style-type: none"> <li>Definition and examples of chemical hazards.</li> <li>Overview of controls such as substitution, personal protective equipment, ventilation, isolation, and hygiene facilities and procedures</li> </ul>
<ul style="list-style-type: none"> <li><b>Biological hazards</b></li> </ul>		<ul style="list-style-type: none"> <li>Definition and examples of biological hazards.</li> <li>Ways in which these hazards can be transmitted: human-to-human contact, pets and wildlife, contaminated food or water, dirty needles, insects, etc.</li> <li>Preventing exposure and general safety tips.</li> </ul>



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<ul style="list-style-type: none"> <li><b>Ergonomic hazards</b></li> </ul>		<ul style="list-style-type: none"> <li>• Definition and examples of ergonomic hazards.</li> <li>• Identifying ergonomic hazards in our everyday lives.</li> <li>• Need to consider a person's capabilities and the task itself to ensure there is not undue stress on the body: workstation design is a good example.</li> <li>• Vibration: identifying sources and remedies.</li> <li>• Lifting, carrying, pushing and pulling: assessing the load and determining if there are ways to move it without causing injury – i.e. Smaller loads, getting help, using a cart, etc.</li> </ul>



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<ul style="list-style-type: none"> <li><b>Psychosocial/psychological</b></li> </ul>		<ul style="list-style-type: none"> <li>Definition and examples of psychosocial/psychological hazards</li> <li>Stress:               <ul style="list-style-type: none"> <li>definition,</li> <li>sources of stress in the workplace such as harassment</li> <li>job condition that may lead to stress such as the design of tasks, management style, interpersonal relationships and job roles, career concerns, and environmental conditions.</li> <li>Impact of stress on health: Physical, psychosocial, behavioural.</li> <li>What can be done about stress: Stress management, organizational change.</li> </ul> </li> <li>Violence:</li> </ul>



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		<ul style="list-style-type: none"> <li>Describe violence as acts where workers are abused, threatened, intimidated or assaulted.</li> <li>Importance of recognizing and reporting violent acts so they can be addressed immediately.</li> </ul>
<b>Workplace Hazardous Materials Information System (WHMIS)</b>	<ul style="list-style-type: none"> <li><i>specify the four components of WHMIS</i></li> <li><i>describe how WHMS is applied in the workplace</i></li> </ul>	<ul style="list-style-type: none"> <li>What is WHMIS and the type of products that are covered by the legislation.</li> <li>Purpose of WHMIS</li> <li>Brief overview of the four components:               <ul style="list-style-type: none"> <li>Classification and Symbols</li> <li>Warning labels: supplier and workplace</li> <li>Material Safety Data Sheets</li> <li>Worker Training</li> </ul> </li> <li>Roles of suppliers, employers and workers related to WHMIS.</li> </ul>



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<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>describe the role personal protective equipment plays in the prevention of injuries and exposure to hazards</li> <li>match appropriate Personal Protective Equipment to areas of the body they protect</li> </ul>	<ul style="list-style-type: none"> <li>Overview of the importance of personal protective equipment, ensuring appropriate safety gear is worn and that it fits properly, examples of where it's used and that it is the "last line of defense".</li> <li>Overview of the types of safety gear:               <ul style="list-style-type: none"> <li>Breathing protection</li> <li>Protective clothing</li> <li>Hand protection</li> <li>Footwear</li> <li>Eye Protection</li> <li>Head Protection</li> <li>Hearing Protection</li> <li>Personal Fall Arrest System</li> </ul> </li> </ul>



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<b>Emergency Procedures</b>	<ul style="list-style-type: none"> <li>define and give examples of a workplace “Emergency ”</li> <li>describe procedures and processes involved in an emergency plan</li> </ul>	<ul style="list-style-type: none"> <li>Definition of a workplace emergency.</li> <li>Overview of an emergency plan and the elements a comprehensive workplace emergency plan should cover.</li> <li>The types of things a worker needs to know (training should cover) about emergency procedures in their workplace.</li> </ul>
<b>Protecting yourself</b>	<ul style="list-style-type: none"> <li>describe health and safety-related actions to be taken when placed in an unfamiliar work situation.</li> </ul>	<ul style="list-style-type: none"> <li>Tips to help young workers:               <ul style="list-style-type: none"> <li>ask the right questions,</li> <li>determine whether a hazard poses immediate risks to their health and safety, including examples of hazardous situations</li> </ul> </li> <li>Working alone – knowing how to protect your safety if you are left alone and unsupervised.</li> </ul>



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		<ul style="list-style-type: none"> <li>▪ Talking to your supervisor – raising concerns about hazards               <ul style="list-style-type: none"> <li>• Tips on when and how to talk to your supervisor about health and safety</li> </ul> </li> <li>▪ Consulting with others in the workplace and friends and family when you have concerns about your job.</li> </ul>