Occupational Health & Safety Orientation
What is OH&S?

• A multidisciplinary field concerned with the safety, health, and welfare of people at work

• At Health PEI, we know that being safe and healthy in the workplace involves every one of our employees, in everything they do, every day they are working
All provincially regulated employers must follow the **Occupational Health & Safety Act and Regulations** – a set of minimum standards to ensure the health and safety of their workers while on the worksite.

Everyone in the workplace – employers, supervisors, and workers – is responsible for health and safety.

Healthcare workers are essentially the most important part of any safety program.
Employer Responsibilities

- Ensure that every reasonable precaution is taken to protect the health and safety of persons at or near the workplace.
- Ensure that workers are familiar with workplace hazards and the procedures to minimize risks.
- Provide and maintain equipment, machines, and materials in a safe manner.
- Provide and pay for training needed to ensure the worker’s job is performed safely.
- Ensure that all workers know how to use safety devices and personal protective equipment (PPE) appropriately.
- Provide adequate supervision to ensure safe working conditions.
Employee Responsibilities

1. Take precautions to prevent injuries to themselves or co-workers
2. Participate in training provided by the employer
3. Wear and use all protective equipment properly
4. Follow established safe work procedures*
5. Immediately report unsafe conditions or equipment to a supervisor**

*Safe work procedures: specific steps that guide a worker through a task from start to finish with the goal of minimizing risks

**If the employer cannot or does not resolve the problem/concern in a timely fashion, the worker should report it to the site’s OH&S committee/representative
Right to Refuse Unsafe Work

• Workers have a right to a safe workplace and the right to refuse work if they believe that it is dangerous to themselves or another worker.

• If a worker believes that a task or situation is dangerous, they must report the concern to a supervisor immediately and go to a safe place within the workplace.

• The employer may have the worker do other work.

• The supervisor must investigate the work refusal immediately with the worker present and follow the procedures outlined in the OH&S Act.
OH&S Committees and Representatives

In accordance with the PEI OH&S Act:

• Each facility with 20+ employees has an OH&S committee and an OH&S Bulletin Board

• Committees meet on a monthly basis unless they have received an exemption from the OH&S division of the Workers Compensation Board

• Sites must post:
  • the minutes of their last meeting
  • a list of its committee members
  • other information on health and safety topics

• Each facility/worksite with 5 to 19 employees has an OH&S representative

• Any OH&S complaints/issues from an employee are communicated to their manager or supervisor prior to being brought forth to an OH&S committee member/representative
Workplace Inspections

To comply with the OH&S Act, the entirety of a worksite must be inspected on a yearly basis, at minimum.

The purpose is to identify potential problems such as blocked exits, missing procedures, out of date fire extinguishers, etc.

Inspections are conducted by members of the OH&S committee or the site’s OH&S representative.

Inspectors will also try to speak with staff in the area to see if they have any concerns or questions.
• After any workplace incident/injury, the manager responsible for that area will investigate to determine the root cause of the incident and determine ways to prevent the same incident from occurring again
• The site’s OH&S committee will also review incidents and make recommendations for future prevention
• The employee(s) involved in the incident must cooperate with the investigation and may give recommendations for future prevention
Avoiding Injuries & Accidents at Work
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>![Thumb up]</td>
<td>Have a positive safety attitude</td>
</tr>
<tr>
<td>![Warning]</td>
<td>Check for hazards upon entering work area</td>
</tr>
<tr>
<td>![House]</td>
<td>Maintain good housekeeping standards</td>
</tr>
<tr>
<td>![Checkmark]</td>
<td>Use Personal Protective Equipment (PPE)</td>
</tr>
<tr>
<td>![Wrench and screw]</td>
<td>Inspect equipment before use</td>
</tr>
<tr>
<td>![Paper stack]</td>
<td>Follow safe work procedures</td>
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<tr>
<td>![Radioactive]</td>
<td>Report hazards and events as soon as possible</td>
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Be Proactive!
Ensure you have proper training!

Your supervisor or manager will guide you on what specific courses you will need depending on your job.

- Workplace Hazardous Materials Information System (WHMIS)
- Transportation of Dangerous Goods
- Hearing Conservation
- Ladder/Working from Heights
- Defensive Driving/Machinery Operation Training
- Radiation Safety
- Non-Violent Crisis Intervention/Gentle Persuasive Approach
- Musculoskeletal Injury Prevention (MSIP) – mandatory for all staff
- Equipment training
MSIP Training Specifics

**TLR** – Transferring Lifting Repositioning© is required for all nursing and caregiver staff

**SMART** – Safe Moving and Repositioning Techniques© is required for all support services staff

**Workstation/Office Ergonomics training** – required for all administrative, technical, and managerial staff

**Combination Training** – for staff who need a combination of training programs, e.g. diagnostic imaging needs a combination of TLR, SMART & Workstation Ergonomics training
Risks Associated with Working in Healthcare
**Musculoskeletal Injuries (MSI’s)**

**What are MSI’s?**

An injury or disorder of the muscles, joints, nerves, or related soft tissue (sprains and strains)

MSI’s account for over 90% of all injuries within Health PEI with the majority of injuries affecting backs and shoulders

**How are they caused?**

- Repetitive movements
- Sustained/awkward postures
- Excessive forces/heavy lifting, especially when repositioning patients in bed

**How can they be prevented?**

- Stay physically fit
- Use good mechanics
- Follow safe work procedures
- Ask for and wait for help
- Use Equipment
- Don’t Rush
Slips, Trips and Fall Prevention

01
Be aware of your surroundings and look where you are walking

02
Take short, slow steps to maintain your centre of balance

03
Look for hazards such as icy parking lots, wet floors, torn carpets, or loose cords

04
Wear supportive shoes with good traction
Sharps & Needlestick Injuries

- Do not recap, bend, shear or break needles/other sharps
- Dispose of sharps and needles at point of use in appropriate container
- Change containers when 2/3 full

Sharps & Needlestick injuries can be among the most serious injuries in healthcare due to transmission of diseases!
Blood-Borne Pathogens

Use universal precautions – treat all medical waste and blood as if it were contaminated and take appropriate safety precautions.

Be cautious around blood and biohazardous materials.

Do not eat, drink, smoke, apply cosmetics, or handle contact lenses in any area where contamination may exist.
Hazardous Chemicals

• Hazardous chemicals exist in many areas of healthcare facilities, including cleaning/sanitizing products and medications

• Ensure that you know where to find Safety Data Sheets, which contain information about the product’s use, proper disposal and first aid measures

• When dealing with chemicals:
  • Take training seriously
  • Read labels & SDS’s
  • Use appropriate PPE
  • Know your emergency procedures
## Electrical Safety

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<tbody>
<tr>
<td>1</td>
<td>Check cords for damage before using</td>
</tr>
<tr>
<td>2</td>
<td>Don’t use damaged equipment &amp; report to your supervisor immediately</td>
</tr>
<tr>
<td>3</td>
<td>Never work around electricity when you/your surroundings are wet</td>
</tr>
<tr>
<td>4</td>
<td>If you receive a shock from electrical equipment, report to your supervisor immediately</td>
</tr>
<tr>
<td>5</td>
<td>Keep cords away from heat and water</td>
</tr>
<tr>
<td>6</td>
<td>Don’t overload power bars or electrical outlets</td>
</tr>
<tr>
<td>7</td>
<td>Never run cords under rugs, across walkways, or through doorways</td>
</tr>
<tr>
<td>8</td>
<td>Always follow the manufacturer’s instructions</td>
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Fire Preparedness

- Know the location of all emergency exits and fire alarms
- Learn how and when to use fire extinguishers
<table>
<thead>
<tr>
<th>ACTIVATE</th>
<th>Activate the fire alarm and call 911</th>
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<tbody>
<tr>
<td>ASSIST</td>
<td>Assist people in exiting the building</td>
</tr>
<tr>
<td>ATTEMPT</td>
<td>Attempt to extinguish the fire if it’s small and contained</td>
</tr>
<tr>
<td>ASSEMBLE</td>
<td>Assemble outside the building</td>
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What to do if you’re injured at work
Post-injury Procedure

Seek first aid or medical attention

Inform your supervisor/manager of the injury ASAP

Complete “Employee Event” report on PSMS

Employee Files WCB Form 6
Employer Files WCB Form 7
PSMS Employee Event Reporting

• PSMS is the Provincial Safety Management System where all incidents get reported

• If you are reporting a workplace injury, you will need to look for the icon indicating “Employee Event”

• On the form:
  • Choose severity level from 1-5
  • Give a brief and factual description of the event
  • Check off primary contributing factors
  • Give recommendations for improvements

• Event reports should ideally be submitted by the end of your shift, or within 24 hours of occurrence
Workers Compensation Board (WCB)

- Provides workplace injury and illness insurance for Island workers including medical aid such as physiotherapy, chiropractic treatment, and medications
- Covers payment of wages if a worker misses time at work due to a workplace injury
- Assists with return to work planning once a worker is ready to return to work
- Offers liability protection for Island employers and OH&S services for workplaces
Health PEI’s OH&S Team

OH&S – Safety & Compliance

• 902-894-2149

OH&S – Return to Work

• 902-438-4531
OH&S Related Policies

For a summary of all Occupational Health & Safety Policies, please visit the Staff Resource Centre at: https://src.healthpei.ca/orientation-wellness-and-safety

Some policies include:

- Violence in the Workplace
- Employee Event Reporting
- Musculoskeletal Injury Prevention
- Respectful Workplace
- Immunization and Tb Testing
- N95 Respirator Fit Testing
- Footwear
Health PEI has both an OH&S policy and program

The program document is found on the “Employee Wellness & Safety” Page on the Staff Resource Centre at https://src.healthpei.ca/occupational-health-and-safety and outlines many of the topics covered in this module.

It also provides managers and employees with tools that will improve the health and safety of their workplace.
THANK YOU AND BE SAFE!