

Acknowledgements

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Disclaimer

This manual is designed to assist workplace safety and health committees and representatives. It does not replace Manitoba's health and safety laws, set out in the *Workplace Safety and Health Act* and its regulations. Use this manual in conjunction with those laws.

This manual was printed in early 2008. The law is changed from time to time. If you are in doubt about a legal issue, or want to check for the most recent versions of the law, consult the official versions of the *Act* and regulations. They are available at <u>http://www.gov.mb.ca/labour/safety/actregnew.html</u> or from a Manitoba Workplace Safety and Health Division office.

Making copies, etc.

We want this manual to be used. Do make photocopies of sections, tools or the whole thing. Just give credit to the New Eyes project and SAFE Work Manitoba. Our logos are reminders about this.

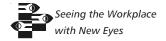
You also can find copies of this manual on the internet. Sites to check out include SAFE Work Manitoba (www.safeworkmanitoba.ca), MGEU (www.mgeu.mb.ca) and CEP www.cep.ca/reg_western/western_e.html).

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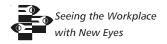
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getting solutions? H-6 H.4 What is the next step? H-6			-
H.4 What is the next step? H-6		getting solutions?	H-6
	H.4	What is the next step?	
11.5 What's the law say about getting solutions: 11-7	H.5	What's the law say about getting solutions?	H-7



Part I Glossary

Part J Toolboxes

- 1. <u>Committee Process Toolbox</u>
 - CP.1 Action plan a "to do" list
 - CP.2 Active listening 10 tips to help us do it
 - CP.3 Agendas good safety and health committee agendas
 - CP.4 Chairing a meeting tips for effective groups
 - CP.5 Consensus a key process
 - CP.6A Criteria for decision-making
 - CP.6B Criteria for decision-making
 - CP.7 Force field analysis
 - CP.8 Ground rules for committee activities
 - CP.9 Ground rules for healthy conflict
 - CP.10 Healthy solutions for workplace hazards
 - CP.11 Incident cost calculator
 - CP.12A Interviews and conversations
 - CP.12B Interviews and conversations practice instructions
 - CP.13A Minutes
 - CP.13B Minute form
 - CP.14 Orientation
 - CP.15 Recommendation form
 - CP.16 Root cause analysis and the 5 whys
 - CP.17 Six thinking hats
 - CP.18 Terms of reference
 - CP.19 Triangle model (to analyze racism and discrimination)
 - CP.20 Visions of a safe and healthy workplace what would it look like?
 - CP.21A Workplace safety and health committee self-evaluation a quick check
 - CP.21B Workplace safety and health committee self-evaluation checklist
- 2. <u>Safety and Health Toolbox</u>
 - SH.1 Five steps to a healthy and safe workplace
 - SH.2 Hazards the problems behind our symptoms
 - SH.3 Inspections how to do them
 - SH.4 Inspections looking for all hazards using the SOBANE screening approach
 - SH.5 Inspections what the HEC is going on?
 - SH.6 Ergonomic hazards the problems behind our aches and pains
 - SH.7 Ergonomic hazards examples of musculoskeletal injuries
 - SH.8 Ergonomic myths and realities
 - a. Computer work stations: *conventional vs current wisdom*b. Women need "special treatment"
 - SH.9 Ergonomic hazards: Step 1 looking for the symptoms (A screening checklist adapted from the SOBANE method)



SH.10 Ergonomic hazards: Step 2 - looking for the hazards: SOBANE

- (An observation checklist adapted from the SOBANE method)
- 1. Computer or monitor work
- 2. Tools, materials, controls, products
- 3. Tools
- 4. Work station obstructions
- 5. Posture sitting
- 6. Posture standing
- 7. Posture neck, shoulders
- 8. Posture elbows, forearms, wrists, hands
- 9. Posture other positions/postures
- 10. Repetition
- 11. Force manual materials handling equipment
- 12. Force vibrating tools
- 13. Force wrist and hand strain
- 14. Force pushing, pulling with the arms
- 15. Force lifting: characteristics of the load
- 16. Force lifting: starting position
- 17. Force lifting: moving the object
- 18. Force lifting: frequency and weight
- 19. Work environment general
- 20. Work environment lighting
- 21. Work organization/stressors time issues
- 22. Work organization/stressors other hazards
- 23. Summary of observations
- SH.11 Incident investigation report form
- SH.12 Mapping tools to see the workplace with "new eyes", supplemented by: Where does it hurt? - Body map outline Hazard categories for mapping
- SH.13 Prevention triangle
- SH.14 Workplace stressors have toxic effects
- 3. <u>Using the Law Toolbox</u>
 - L.1 Introduction to rights, duties and the "players" in safety and health in Manitoba
 - 1. Worker rights, employer duties
 - 2. The players, in detail
 - 3. Players' responsibilities some more details
 - L.2 Refusing "dangerous work"
 - L.3 Responsibilities of workplace safety and health committees and representatives in Manitoba
 - L.4 Translating the law using plain language
- 4. <u>Resource Guide</u>

