

## Statistics and Records

Maintaining current health and safety statistics is a major part of a good health and safety program. C&M Electric has established a system to record and review statistics in order to recognize hazards and monitor the success of our health and safety program. Records, reports and other performance measures will be reviewed in order to establish areas of the safety program needing improvement.

## Worker Rights



### Worker Rights

Under the OSHA workers share three 'rights'

#### Right to Know

Management recognizes that workers have the "right to know" about any hazards to which they may be exposed, and will provide any and all information prescribed, required and/or requested to ensure the worker has adequate information to perform their work in a safe and healthy manner.

#### The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety hazards and to recommend solutions through the H&S Representative or JHSC Members.

#### The Right to Refuse Unsafe Work

All workers have the right to refuse unsafe work that they believe is dangerous and may result in injury to a worker or

- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself or herself or any other person.
- The physical condition of the workplace, or the part of it in which they are working, is likely to endanger himself or herself or any other person.
- Any equipment, machine, device or thing used or operated or the physical condition of the workplace or the part in which they are working is in contravention of the Occupational Health and Safety Act and applicable Regulations and such contravention is likely to endanger themselves or any other person.

## Occupational Health

Occupational health refers to the identification and control of the risks arising from physical, chemical, and other workplace hazards in order to establish and maintain a safe and healthy working environment.

### Do's:

- Wear and use PPE as required.
- Report any hazardous condition to the supervisor.
- Only perform work tasks where risks have been identified and controls have been put in place and which you understand.
- When working with WHMIS controlled products, always refer to the MSDS/SDS and follow the controls outlined.
- Ensure hazardous materials on site are properly labeled and any missing or damaged labels are immediately replaced.
- Follow any and all principles learned during training concerning protection for occupational health risks.
- Continually assess the workplace and make recommendations to the supervisor on any procedural changes, which may prove effective in providing for the health and safety of the workers.

## First Aid

Any worker who is in need of Emergency First Aid Treatment will receive such treatment promptly and efficiently from a certified and qualified person.

### Worker:

- Report all injuries, accidents/incidents and near misses to the supervisor.
- In the event of an injury requiring medical treatment, return all paperwork required to the supervisor or management as requested.
- Know where the first aid kit is and who the first aider is.
- Record treatment on the Treatment Log form found in the first aid kit.
- If you find the first aid kit is in need of re-stocking - report it to your supervisor.



### General First Aid Procedure:

In the event of an injury, the First Aid Procedure is as follows:

- 1 Obtain first aid promptly.
- 2 Notify the supervisor immediately.
- 3 If necessary, be accompanied to hospital or clinic by a designated individual.
- 4 If medical treatment is required, obtain a Medical Treatment Package for Injured Workers from the supervisor.
- 5 Ensure the *Medical Treatment Package for Injured Workers* is completed by the first doctor that provides treatment.
- 6 Return the *Medical Treatment Package for Injured Workers* to the office or to the supervisor the next working day.



## H&S Representative & JHSC

Health and safety committees and representatives play a vital role in preventing work-related injuries and diseases, and are an important part of what is called the internal responsibility system. This system, based on cooperation between employers and employees, improves the overall understanding of occupational health and safety issues in the workplace.

A worker must report any hazard or contravention of the Act to the employer or supervisor. As a best-practice it may also be advisable to alert the health and safety representative that the matter has been presented to the employer. If the matter is not resolved to the worker's satisfaction, a worker may choose to inform the health and safety representative about the identified hazard or contravention.

