

2011

Workplace Safety Booklet IN-HOME CARE WORKERS



KITIGAN ZIBI ANISHINABEG

MORE INFORMATION REGARDING THE CONTENTS OF THIS BOOKLET CAN BE FOUND IN THE *KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY MANUAL*. PLEASE CONTACT YOUR DIRECTOR IF YOU WISH TO CONSULT THE MANUAL.

KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY BOOKLET FOR IN-HOME CARE WORKERS 2011.

The following document was prepared for the Kitigan Zibi Anishinabeg by Deborah Decontie. This document has been adapted to meet the needs of the Kitigan Zibi Anishinabeg based on the Canada Labour Code and Federal and Provincial regulations with regards to Work Place Safety. Unless otherwise stated, references made in this document are from *An Act Respecting Occupational Health and Safety*. This current document has incorporated existing material from the *Brush cutting Health and Safety Plan* prepared for the Kitigan Zibi Anishinabeg by Linda Dwyer-Commando. In addition, I wish to acknowledge RexForet in granting permission to the Kitigan Zibi Anishinabeg Community to use certain sections within this booklet.

Introduction

This booklet is intended for people who work within the Kitigan Zibi Health and Social Services, In-Home Care Program.

This includes:

- In-Home Care Workers
- Heavy Duty Cleaners
- Water Cooler Cleaners
- Winter Workers

This booklet addresses:

- rights and responsibilities of KZA Anishinabeg and its employees
- KZA safety disciplinary policy
- safety measures and preventative actions for In-Home Care Program workers
- WHMIS



Responsibilities of the Kitigan Zibi Anishinabeg as an Employer

Safe Workplace Environment

A safe workplace environment is everyone's right and responsibility, regardless of his/her role or position within the Kitigan Zibi Anishinabeg. The KZA has an obligation to ensure that the health and safety of its employees are protected while they are working. This includes the proper installation and/or regular maintenance of:

- (1) All KZA buildings and structures (including guards, guard rails, barricades and fences);
- (2) All protective devices, machinery, equipment, tools, vehicles, and mobile equipment that is property of the KZA;
- (3) Heating, ventilation and air conditioning systems within KZA buildings.
- (4) In accordance with the Workplace Hazardous Materials Information System (WHMIS), the KZA will ensure that all hazardous substances are appropriately labeled. Material Safety Data Sheets (MSDS) will also be available to all employees who may be exposed to particular substances.
- (5) Overall, the Kitigan Zibi Anishinabeg will ensure to provide:
 - (i) Safe entry and exits to and from workplaces specifically during hours of work;
 - (ii) First-aid facilities and health services, sanitary and personal facilities, and safe drinking water;
 - (iii) Employees with information, instruction, training and supervision to ensure their health and safety at work;
 - (iv) Occupational health and safety training for Safety Committee members;
 - (v) Responses to employees who have reported hazardous circumstances for those circulating within the workplace;
 - (vi) The necessary resources required for Safety Committees.

Safety Measures

Kitigan Zibi Anishinabeg will ensure to:

- (1) Investigate, record, and report all accidents, occupational diseases, and other hazardous occurrences as well as keeping and maintaining accurate health and safety records.
- (2) Adopt and implement prescribed safety codes and standards relating to fire safety and emergency measures.
- (3) Adopt and implement measures to protect against violence in the workplace, from both internal and external sources.
- (4) Ensure that the activities of every person granted access to the workplace do not endanger the health and safety of employees.
- (5) Ensure that the Safety Officer conducts monthly inspections of all or part of the workplace so that the entire workplace is inspected at least once a year.
- (6) Comply with oral and written direction by the Safety Officer.
- (7) Respond in writing to the Safety Officer's direction or report when requested to do so.

Employee Rights

Under the Canada Labour Code, employees have three key rights: the right to know, the right to participate, and the right to refuse dangerous work.

The Right to Know

Employees have the right to know about foreseeable hazards within a work area and be provided with necessary information, instructions, training and supervision to protect their health and safety. Employees may also be granted access to employer reports pertaining to work and health place safety through the Health and Safety Committee or the Safety Officer.

The Right to Participate

Employees have the right to participate in identifying and/or correcting concerns in the workplace that may be hazardous to themselves or other employees.

The Right to Refuse Dangerous Work

Employees have the right to refuse work if there is a reasonable cause that harm could come to themselves or other employees because of:

- (i) A dangerous workplace environment;
- (ii) Using a machine or apparatus that may present a danger;
- (iii) Performing an activity that constitutes a danger.

Employee Responsibilities

Responsibilities of All Employees

For my protection, and the protection of my co-workers, it is my responsibility to:

- (1) Become aware of the safety regulations. I must respect these regulations as well as all health and safety procedures that have the ultimate goal of preventing accidents;
- (2) Wear any individual protective equipment or clothing required for my job, and/or use any safety materials, equipment, or devices provided to protect me;
- (3) Refrain from bringing family members to work with me, to ensure their safety and the safety of my co-workers.
- (4) NOT consume or have in my possession any alcoholic beverages on the job site or while driving a vehicle, and to never arrive to work under the influence of alcohol or drugs;
- (5) Pay close attention to fire hazards at all times;
- (6) Use protective fire equipment and alarms that are installed in the case of a fire only;
- (7) Keep my work area and environment clean and orderly;
- (8) Avoid using tools, equipment or other objects that would put myself or my co-workers in danger;
- (9) Realize that any person not respecting safety regulations may have disciplinary measures brought against him/her;
- (10) Inform my supervisor immediately of any accidents that may or may not have caused an injury or damages to any equipment;
- (11) Submit a medical certificate to my supervisor authorizing me to return to work following an injury or sick leave;
- (12) Cooperate with management and other employees in an attempt to eliminate injuries;
- (13) Report any injury, illness or property damage to the immediate supervisor as soon as possible;

- (14) Report hazardous conditions or unsafe work practices to the supervisor;
- (15) Know the location of all first aid equipment on the job;
- (16) Refrain from horseplay, fighting or practical jokes while working;
- (17) Operate only the equipment for which you are trained and authorized;
- (18) Follow proper lifting procedures. (Back straight, knees bent, load close to body);
- (19) Attend safety meetings when appropriate.

Safety Disciplinary Policy

Health and Safety Requirements are enforced to protect all workers from injury and illness. A safety disciplinary policy is in place to provide a mechanism for disciplining employees who repeatedly violate health and safety rules and guidelines. The Kitigan Zibi Anishinabeg believes that in order to maintain a safe and healthful workplace, employees must be cognizant and aware of all KZA, Provincial and Federal safety and health regulations as they apply to the specific job duties required.

Failure of employees to comply with rules and regulations regarding Workplace Safety will lead to disciplinary consequences as outlined in the *Kitigan Zibi Human Resources Policy*.

Violence Within the Work Environment

Violence towards employees of the Kitigan Zibi Anishinabeg **will not be tolerated.**

In the event that a violent act should occur within the workplace, whether from external or internal sources, **CALL THE KITIGAN ZIBI POLICE DEPARTMENT IMMEDIATELY.**

In the case of an assault, there will be mandatory reporting to police and charges will be pressed.

The Director/Supervisor or person in charge will document the incident, and an Incident Report will be filed. A copy will be sent to the Safety Officer.

If the source of the assault is a Kitigan Zibi employee, disciplinary and administrative measures will be applied in accordance Section 16.0 of the *Kitigan Zibi Anishinabeg Human Resources Policy*.

More information can also be found in the "Respect in the Workplace Policy" found in Appendix 2 of the *Human Resources Policy* regarding Personal and Sexual Harrassment within the Workplace.

In-Home Care Safety Measures

Cleaning:

During my cleaning duties, I will:

- (1) Wear shoes with non-slip soles when working on wet floors;
- (2) Leave the mop bucket in a visible area; I will avoid leaving it in potentially dangerous places such as around corners, or behind furniture or doors;
- (3) Ensure any electrical cleaning equipment (vacuum, etc) and their accessories (hoses, plug, cords) are in proper working order before use;
- (4) Wear the proper protective gear, such as gloves, when working with chemicals;
- (5) Employ proper techniques when lifting or moving heavy objects.
- (6) Handle garbage bags with caution, as unaware of potentially harmful contents (broken glass or discarded sharp objects);
- (7) Comply with manufacturer's instructions when using, diluting cleaning materials that contain hazardous chemicals;
- (8) Ensure proper ventilation when using materials containing hazardous chemicals such as cleaning products or paint;
- (9) When mopping stairs, stand on the stair or two below the step being mopped, as this put less strain on the back;



Needlestick Injuries

Needlestick injuries are wounds that are caused by needles that puncture the skin.

Front-line workers may come across needles or syringes in the various home and/or work environments that they find themselves in.

Therefore, it is important to be aware of this type of injury so as to avoid contracting any infectious diseases or blood borne illnesses.

(10) Recapping and Disposal Procedure

- (i) Never move an exposed needle tip towards an unprotected hand.
- (ii) Lay the cap on a flat surface and scoop it onto the tip of the syringe held in one hand, keeping the free hand away from the exposed needle.
- (iii) Needles should be disposed of in wide-mouth, puncture proof containers. Do not overfill the containers for this purpose.



Working Alone

- (1) When working alone, there are certain activities that must be avoided such as working:
 - (i) At heights;
 - (ii) In confined spaces;
 - (iii) With electricity;
 - (iv) With hazardous substances or materials;
 - (v) With hazardous equipment such as chainsaws or firearms;
 - (vi) With materials at great pressure; or,
 - (vii) With the public when there is a potential for violence.

Working in the Cold

To protect myself from cold, I will:

- (1) Not continuously expose myself to cold when the temperature is or falls below -32°C .
- (2) Wear gloves at temperatures below 4°C for light work and below -7°C for moderate work.
- (3) Dress appropriately for cold temperatures, including wearing multiple layers of light-weight, loose fitting clothing.
- (4) Wear footwear suited for cold temperatures (e.g., felt-lined, rubber-bottomed, leather topped boots with removable felt insoles.)
- (5) It is also strongly recommended to wear a hat, such as a wool knit cap or tuque or a liner under a hard hat to reduce excessive heat loss through the head.

Working in the Heat

In order to prevent heat-related illnesses such as heat rash, heat stroke, or heat exhaustion in extremely hot temperatures, I will

- (1) Wearing loose breathable fabrics, such as cotton.
- (2) Drink plenty of cool $10^{\circ}\text{--}15^{\circ}\text{C}$ water every 15-20 minutes to avoid dehydration.



Proper Hand Washing:

Since In-Home Care Program workers may deal with different clients in various environments, they should be aware of the necessity to practice effective hand washing regularly to avoid the spread of germs and bacteria to themselves and others.

For effective hand washing, follow these steps:

- (1) Remove any rings or other jewelry
- (2) Use warm water and wet your hands thoroughly
- (3) Use soap (1-3 ml) and lather very well
- (4) Scrub your hands, between your fingers, wrists, and forearms with soap for 20 seconds
- (5) Scrub under your nails
- (6) Rinse thoroughly
- (7) Turn off the taps/faucets with a paper towel
- (8) Dry your hands with a single use towel or air dryer
- (9) Protect your hands from touching dirty surfaces as you leave the bathroom

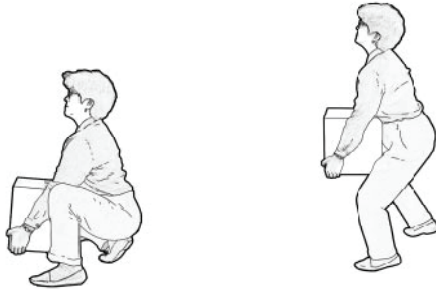


Manual Material Handling

Workers assigned to the handling of loads or persons shall be instructed in the proper manner of performing their work safely.

O.C. 885-2001, s. 166.

- (10) I will use proper ergonomic techniques for picking up heavy loads such as boxes or other objects.



This lift is the most common method of good lifting technique. Use the basic lift for objects small enough to straddle where you have enough room to use a wide stance.

Safe Lifting Technique

1. Get close to the object.
2. Stand with a wide stance: put one foot forward and to the side of the object.
3. Keep your back straight, push your buttocks out, and use your legs and hips to lower yourself down to the object.
4. Move the load as close to you as possible.
5. If the box has handles, grasp the handles firmly and go to step 9.
6. Put the hand (that is on the same side of your body as the forward foot) on the side of the object furthest from you.
7. Put the other hand on the side of the object closest to you. Your hands should be on opposite corners of the object.
8. Grasp the object firmly with both hands.
9. Prepare for the lift: look forward.
10. Lift upwards following your head and shoulders. Hold the load close to your body. Lift by extending your legs with your back straight, your buttocks out, and breathe out as you lift.

*SOURCE: U.S. Army Center for Health Promotion and Preventative Medicine, Ergonomics Program.
("Copying and distribution of this pamphlet is authorized and encouraged").*

Cooking for Clients

Personal Protective Clothing

When Working in Food Services, I shall:

- (11) Wear snug fitting **clothing** with buttons fastened (i.e., avoid loose clothing that could get caught or catch on fire)
- (12) Wear **aprons** that are made of flame-resistant materials.
- (13) Wear slip-resistant **shoes**.
- (14) Use appropriate **gloves** as hand protection for the specific hazard.

Safety Measures when Cooking

When preparing food, I will adhere to the following rules designed for:

Preventing Cuts

- (i) Use proper cutting boards
- (ii) Store knives in knife rack or drawer with handle facing front.
- (iii) Do not try to catch a knife if it falls.
- (iv) Only use knives that are well sharpened
- (v) Store knives in a knife rack or drawer with the handle facing the front
- (vi) Use a proper chopping board or block, one preferably with a slip-resistant mat to prevent the board from slipping.
- (vii) Clean the knife immediately after use, and avoid leaving it in dish water.

Preventing Burns and Scalds

- (i) Open hot water taps slowly to avoid splashes.
- (ii) Follow all electrical and fire safety guidelines.
- (iii) Follow the manufacturer's instructions for all equipment.
- (iv) Wear proper personal protective equipment.
- (v) Turn off any elements when not in use.
- (vi) Use the right size burner for your pot or pan.
- (vii) Do not overfill pots and pans.
- (viii) Remove metal spoons from a pot when cooking.
- (ix) Ensure pot handles do not stick out from the cooking surface.
- (x) Use oven mitts or a dry cloth to lift lids from hot pots.



Preventing Slips and Falls

- (i) Always use a ladder or footstool for climbing, instead of other substitutes like chairs or boxes.
- (ii) Close cupboard doors when not in use.
- (iii) Replace burnt out lights as soon as possible.
Keep floors and stairs, clean, dry, and non-slippery.
- (iv) Wear proper shoes with slip-resistant soles.

Working with Electric Devices

- (i) In the kitchen, always comply with the manufacturer's instructions when using any equipment or machinery, or electric devices (e.g., blenders, food processors, etc.)
- (ii) When using devices with blades:
 1. Always use the attachment that pushes food toward any type of blade.
 2. Ensure that any chopping devices have proper guards and that they are in place.
 3. Turn off and unplug and processor before cleaning/changing blades.

Personal and Environmental Hygiene

As an employee preparing food,

- (1) I will ensure to maintain proper personal hygiene, which includes daily bath/shower, clean clothes and clean nails, as well as good dental hygiene.
- (2) I understand that regular hand washing is imperative to avoid the spread of germs and transmitting contaminants to food.
 - (i) I will ensure to WASH MY HANDS after:
 1. Eating or drinking
 2. Smoking
 3. Taking out garbage
 4. Touching my face, especially the mouth or nose area
 5. Blowing my nose
 6. Using the washroom
 7. Handling raw food, particularly meat or poultry
- (3) Gloves
 - (i) I will wear gloves if I have any type of cut or infection on my hands.
 - (ii) I will keep the cut/infection bandaged and wear gloves over top.
 - (iii) I will change my gloves if I touch anything that requires washing my hands afterwards.
 - (iv) I will avoid wearing latex/rubber gloves near open flames or heat sources where there is a possibility that my gloves could either melt or catch on fire.
- (4) Hair
 - (i) I will take precautions to keep loose hair out of the food I prepare by either wearing a hairnet or a hat, and/or keep any long hair tied back.

- (5) Utensils:
 - (ii) I will use utensils to serve food and keep from touching the food to a bare minimum.
 - (iii) I will use a clean spoon for each time that I sample the food.
- (6) Kitchen Area
 - (i) Using hot water and soap, I will ensure to thoroughly clean after every use:
 1. Surface areas including countertops, stoves, and sinks
 2. Cutting boards, especially after cutting raw meat or poultry.
 3. Can openers
 4. All dishes, forks, knives, platters and containers
 5. Any kitchen tools such as blenders, food processors, meat grinders etc.
 - (ii) I will regularly clean with soap and hot water:
 1. Pantry areas
 2. Inside/Outside of fridge
 3. Inside/Outside of microwave

SOURCE: Canadian Guide for Occupational Health & Safety, Food Service Workers Safety Guide



Transporting Clients

Driver

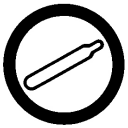







As a driver I:

- (1) Not consume drugs, alcohol, medications or any other substances that may affect my driving.
- (2) Will stow all belongings properly before leaving.
- (3) Make any required adjustments in the vehicle such as seats, mirrors, steering wheel, climate controls, etc. before leaving.
- (4) Wear my safety belt at all times
- (5) Adhere to the rules of the Highway Safety Code including the observance of the speed limit as well as all traffic lights and signs.
- (6) When fueling a vehicle, will stop the motor, refrain from smoking or using a cellphone and not perform other tasks at the same time (to prevent accidental spills).
- (7) Will not text, take or make any calls on my cellphone while driving. If absolutely necessary, I will pull over in a safe location to use a cellphone.

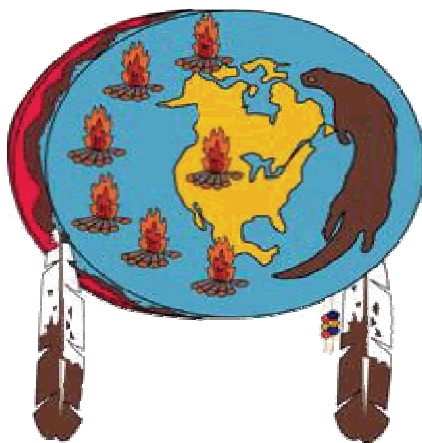


WHMIS SYMBOLS

WHMIS stands for the *Workplace Hazardous Materials Information System*. Caution should be used if there are chemicals within the home which have these symbols. Hazardous materials are divided into six main classes under WHMIS classification system which are symbolized as follows:

A		Compressed gas
B		Flammable gases Flammable liquids Combustible liquids Flammable solids Flammable aerosols Reactive flammable materials
C		Oxidizing material
D1		Poisonous and Infectious Material Very toxic material causing immediate and serious effects Toxic material causing immediate and serious effects
D2		Very toxic material causing other effects Toxic material causing other effects
D3		Biohazardous Infectious Material
E		Corrosive material
F		Dangerously reactive material





KITIGAN ZIBI ANISHINABEG

BOX 309
MANIWAKI, QUEBEC
J9E 3C9