

# Alternate Delivery Tool

Seasonal, Casual and Students

## *OHS for New Employees*



*Guidance for Managers and Supervisors*

Alternate Delivery of Introduction to OHS for New Employees



January 2019

Information: [ohs@cfmws.com](mailto:ohs@cfmws.com)

---

*Notes:*

---

---

---

---

---

---

---



## *Alternate Delivery Tool*

# Introduction to OHS for New Employees

Guidance for Managers and Supervisors

## Background

New employees conduct their corporate learning and development online using the Defence Learning Network (DLN) or GCcampus, the organization's e-learning platforms. However, access to these platforms can be difficult in the case of seasonal employees, students and casual employees.

To help ensure new and rehired employees in these three employment status' receive important occupational health and safety training promptly, you may use to this Alternate Delivery tool.

Please be aware that this delivery method is only to be used for employees who fall in one of the specified employment status, and who cannot be trained promptly using the DLN. It is not a substitute for conventional training.

## Your duties

When conducting this alternative form of training, you are taking on the responsibilities for facilitating the corporate training normally completed on the DLN. You will assume responsibility for ensuring your employees you train meet the requisite standards.

The training will take place using the instructions provided. You must present the training video, and confirm knowledge of the learners as defined in this document.

Once the training has been completed, you will inform your local Human Resources office of the results. This will be done using the appended attendance form. Please ensure the form is returned to your local Human Resources office promptly after the training.

## Preparing your session

The exercises in the training session outlined in the following pages are intended for groups up to 15 individual learners.

If you have a larger group to train, you can present the video to the group as a whole, then subdivide it into several smaller groups for the exercises.



# Introduction to OHS for New Employees

Guidance for managers and supervisors

## Introduction

Occupational Health and Safety (OHS) of new employees is very important to our organisation.

## Learning Objectives

The training of this module is to provide the learners, new and rehired employees, with an introduction to OHS at CFMWS.

Specifically, at the end of the module the employees will be able to:

- Name their three Occupational Health and Safety rights as an employee;
- Identify the key duties of employees, the employer and OHS committee/representative; and
- Show where they can find the Non-Public Funds Health and Safety information.

## Conducting the training

Prior to starting the session, record the names of learners on the attendance sheet. You will conduct the training in two steps. First, you will play the video for the learners. Then, you will ask them to confirm the knowledge they gained through three short exercises.

### 1 – View the video (7 minutes)

**Show** the learners the training video. The training video is short and is meant to be viewed in a quiet place. **Ensure** that all can see and hear properly.

You can download the video from [www.cfmws.com/ohs](http://www.cfmws.com/ohs).

### 2 –Confirm Knowledge (20 minutes)

After viewing the video, you will guide the learners in a series of three brief exercises to confirm that they have understood the content as set out in the objectives.

#### First exercise – three rights of employees

The learners demonstrate that they know the three rights of the employees, as set out in the Canada Labour Code, Part II.

The Alternate Delivery of Introduction to OHS is intended to assist managers who must provide OHS training to newly-hired part-time, seasonal employees and students who cannot take the training using the DLN. This is **not** a substitute for the DLN-based course for regular employees.

If you are training more than five employees in this session, you may group them into two teams, and have them reply as a team rather than individually. Competition can be a motivator!



**Preparation**

Prepare the six statements attached to this document. Print them, and cut them out.

**Instructions**

**Tell** the learners you will ask them to identify their **three rights as employees**. **Ask** the learners to think back to the video and try to remember them.

**Place** the six statements before the learners. If they are at a table, place them on the table. You can display them on a wall, or ask them to stand in a semi-circle and place the sheets on the floor before them.

In turn, **ask** one of the learners to point to the sheet nearest them and to say if this is one of the three rights as employees.

Rights of Employees	Not rights of employees
Right to know	<b>Right to move around:</b> There is no such right.
Right to refuse dangerous work	<b>Right to vote:</b> Canadians over 18 are entitled to vote in elections, but this has nothing to do with being an employee.
Right to participate	<b>Right to listen:</b> There is no such thing.

**Positive Reinforcement**

The real purpose of these exercises is not to catch out the employees. By asking these questions, you are getting them to repeat what they have seen and heard, and thus helping them remember.

**Review** the replies with the learners as you proceed.

As people reply, you may ask others if they agree with the reply. This will act as a reinforcement of the learning.

When learners have all had a chance to reply, go back and **repeat** the three rights to them.

**Move** on to the next activity.

**Second exercise – Duties of employees and employers**

Employees are asked to show if they can identify duties of the employee and the employer.

**Preparation**

Prepare the cards provided at the end of this document by printing them two sided. Cut out the ten cards. You will note the questions are on one side, and the answers on the other.



If you cannot print two-sided, print the Question side and cut the cards. Print the Answer side separately and keep it as your answer key.

### Instructions

**Place** the cards on a table in front of the learners. **Instruct** them to gather around the table.

**Ask** them to think back to the video: “You were presented the duties of the employer and the employee in the video. Think back and try to remember them.”

**Show** the learners the cards and read out what the cards say as you show them. Ask them to select the cards one at a time and place the duties of the employer on one side, and employee on the other.

Once the learners have completed, **turn** the cards over one by one and **verify** the replies with them.

### Third exercise – Where can they find more information?

Employees can get information from three main sources:

- Their manager/supervisor
- OHS Bulletin board at their workplace
- OHS website

### Instructions

**Ask** employees if they can name a place where they can find information. **Ensure** they have replied the three sources named in the video (above).

### 3 - Conclude (3 minutes)

**Thank** your learners for their participation. Positive reinforcement will help them think positively of their experience, and help them remember what they have learned.

**Remind** them that the organisation values their safety and that they can always turn to you for assistance.

**Remind** the employees of the locations of the OHS information board in their workplace and other information relevant to their duties and workplace.

## After the training

After the training session, don't forget to report on attendance. Place a check next to the names of the successful employees on the form, sign and date it, and write your name clearly. Don't forget to specify the date of training. Turn the completed form in to your local HR office promptly.

### Tips for Positive Feedback

When learners give correct responses, rather than praising them for who they are, praise their work.

When learners give an incorrect answer, encourage them by asking them to try again, or lead them to the correct answer. Don't just simply say: “Wrong!”

Don't compare one learner to another. They may feel belittled.

When a learner has struggled and finally succeeds, don't go overboard. They may not believe your praise, or you may give the impression you have low expectations.



# Exercise 1

<p><b>Right to refuse dangerous work</b></p>	<p><b>Right to move around</b></p>	<p><b>Right to listen</b></p>
<p><b>Right to know</b></p>	<p><b>Right to participate</b></p>	<p><b>Right to vote</b></p>



# Exercise 1








# Exercise 2



<p><b>1</b> Follow safety procedures</p>	<p><b>2</b> Use protective clothing and equipment</p>
<p><b>3</b> Report damaged equipment</p>	<p><b>4</b> Not alter safety equipment</p>
<p><b>5</b> Report safety concerns</p>	<p><b>6</b> Never use anything in a way which could endanger someone else</p>
<p><b>7</b> Never engage in pranks or dangerous behavior</p>	<p><b>8</b> Provide equipment, training and supervision</p>
<p><b>9</b> Post a copy of the Canada Labour Code Part II</p>	<p><b>10</b> Provide instructions to work safely</p>

Question side



# Exercise 2

<p>Use protective clothing and equipment <b>2 Employee</b></p>	<p>Follow safety procedures <b>1 Employee</b></p>
<p>Not alter safety equipment <b>4 Employee</b></p>	<p>Report damaged equipment <b>3 Employee</b></p>
<p>Never use anything in a way which could endanger someone else <b>6 Employee</b></p>	<p>Report safety concerns <b>5 Employee</b></p>
<p>Provide equipment, training and supervision <b>8 Employer</b></p>	<p>Never engage in pranks or dangerous behavior <b>7 Employee</b></p>
<p>Provide instructions to work safely <b>10 Employer</b></p>	<p>Post a copy of the Canada Labour Code Part II <b>9 Employer</b></p>



Answer side

Print this activity two-sided. Then, cut out the cards for use in the activity. The questions will appear on one side, and the answers on the other. If you cannot print the cards two sided, print and cut out the question cards (Question side) and retain this page (Answer side) to provide you with an answer key.



## Attendance

Introduction to OHS for New Employees-Alternative Delivery

(course code: AD-OHSEE)

Date course delivered: \_\_\_\_\_

	Last Name	First Name	✓ Success
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Instructions for the manager conducting the learning:

1. Enter the last name and first name of learners who attended the session in the spaces above. Place a check mark in the column marked **success** if they have demonstrated to your satisfaction that they understood by participating.
2. Indicate the date at which the course was delivered at the top of this page.
3. Write your name, sign and date in appropriate spaces on reverse.

Manager Name	Signature	Date

Return this completed form promptly to your Local Human Resources Office.