



Supervisor Guide

**An Introduction
_____ to _____
Safety and Health**



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Introduction

This course has been designed for workers in manufacturing plants in Manitoba. This is a pilot project to determine the feasibility of delivering a safety and health course through:

- new technology and
- independent study groups.

A note about language:

Throughout this course the term 'supervisor' is used to identify the person that Study Groups need to check-in with or go to if they have problems. Your actual title in the company may not be 'supervisor'. You may be a team leader, manager or human resource staff person. However, for the purpose of this course, the term 'supervisor' is used to represent the person who is responsible for establishing and monitoring the Study Groups.

Who is the course designed for?

The course is designed for participants who:

- are willing to participate in a pilot project and provide feedback on how it went,
- are willing to work independently and with a Study Group,
- are able to understand and speak English,
- are able to read and write English, and
- have some familiarity with using an iPad (or be able to learn to use an iPad fairly quickly).

Course Outcomes

By the end of the course, participants will be able to:

- describe what a culture of safety looks like in their workplace
- identify rights and responsibilities around safety and health
- identify hazards and ways to manage them
- explain what to do if they get injured

- complete an informal job hazard analysis
- talk to others about safety and health

Course Outline

Introduction to the Course (on the iPad)	
Chapter 1: Culture of Safety	Chapter 2: Rights and Responsibilities
<ul style="list-style-type: none"> • Thinking about safety at home • Thinking about safety at work • Why is safety important? • What makes a culture of safety? <ul style="list-style-type: none"> ○ Pascal's Story ○ Video • Introduction to Study Groups • Introduction to 'Let's Talk' • Let's Talk • Assignment 	<ul style="list-style-type: none"> • What are my rights around safety and health? <ul style="list-style-type: none"> ○ Putting my rights into action • What are the responsibilities of employers, workers and the safety committee? • What do I do if I'm hurt at work? • Workplace insurance <ul style="list-style-type: none"> ○ Raymond's Story • Let's Talk • Assignment
Chapter 3: What is a hazard?	Chapter 4: Conducting an informal Job Hazard Analysis
<ul style="list-style-type: none"> • Types of hazards • Seeing your workplace through new eyes • Managing hazards • Hazards can change • Let's Talk • Assignment 	<ul style="list-style-type: none"> • What is a job hazard analysis? • Practice doing a JHA • Pete's Job • Cards • Let's Talk • Assignment
Chapter 5: Doing a Job Hazard Analysis on someone else's job	Chapter 6: Course review and final assignment
<ul style="list-style-type: none"> • Reviewing the process • Putting it all together • Let's Talk • Assignment 	<ul style="list-style-type: none"> • Safety Check • Uncover the Word • End of Shift • Final Assignment

How does the course work?

There is no facilitator or instructor for this course. Participants work independently or with members of their Study Group.

There are six chapters in the course. Each chapter contains several learning activities that participants work through on the iPad. At the end of the chapter, participants discuss the key points and raise any questions they may have with members of their Study Group (Refer to Appendix A: Study Group Process).

Then, group members review the chapter assignment and use a Planning Guide to determine how they will complete the assignment. Each member will have tasks to do before the group meets again. Members will report what they learned at the next Study Group meeting. When this is finished, the group is required to fill out and hand-in a Completion Form to the supervisor.

The *Participant Handouts* that accompany the ebook contain Planning Guides, Completion Forms and other information that participants need to work through the course.

How much time will it take?

We estimate that it will take, on average, at least an hour to complete each chapter. However, the first few chapters will take longer as participants are learning how to use the iPad, how to complete the Planning Guides and how to work together in the Study Groups. There is also more content in the first three chapters.

The pilot process will provide a clearer picture of the actual time required to complete the course.

Your Role

The Process

1. BEFORE YOU START

- Is your workplace safety and health committee or safety and health representative informed about the purpose and structure of the course?
- Select 2-4 workers to participate in *each* Study Group in your company. If possible, include one member of the group who is familiar with iPads (or similar technology) and one who is comfortable reading and writing in English.
 - If the Study Group consists of 2 participants, they can work together using one iPad taking turns answering questions in the activity and providing support to each other where needed.

- If there are more than 2 participants, each individual will need an iPad and earbuds. Participants will work through the chapter independently and come together with the whole Study Group to discuss the chapter and plan how to complete the Assignment.
- Create a schedule for the Study Group to work on the course – dates and times.
- Find a space where the Group can meet to work on the course.
- Review the *Supervisor Guide* and the *Participant Handouts*.
- Familiarize yourself with the iPad and how to access the course. Information on starting and navigating the iPad is provided in the ‘Getting Started’ section of the *Participant Handouts*. If needed, see the *iPad User Guide* at www.apple.com/support/manuals/ipad for additional instructions.

2. GETTING STARTED

- Provide an orientation to the course.
 - Go over your role and the purpose of the course with participants.
 - Discuss how the course will be scheduled, length of each session, how the Study Groups work (refer to Appendix A: Process for Study Group Meetings), how to complete the assignments and so on.
- Discuss how you would like absences (such as sick leave) to be addressed.
- Give each member of the Study Group a copy of the *Participant Handouts*.
- Give participants the iPads and earbuds. Discuss procedures for getting them before each session and where to return them when the session is over.
- Help members learn to use the iPad (if necessary).
- Remind participants to refer to ‘Navigating through the course’ (*Participant Handouts*, p. 6) for information on how to move through the course.
- Emphasize the importance of reading the instructions for each activity on the iPad.

3. DURING THE COURSE

- Answer any questions participants may have throughout the course.
- If needed, assist in arranging times for participants to speak with others in the workplace (so participants can complete assignments).

- Review the Completion Form handed in at the end of each chapter. Make note of any difficulties or problems encountered. This will be helpful when you provide feedback on how the course worked and any challenges that were encountered.
- Keep a record of assignments completed.

4. AT THE END OF THE COURSE

- Discuss the options for the Final Assignment with the Study Group (See *Participant Handouts*, Chapter 6).
- Assist in scheduling and making arrangements for the presentation.
- Submit names of Study Group members who have completed the course to mcole@cewca.org. CEW will then deliver certificates to your company.
- Have the appropriate person in your company sign and present the Certificates of Completion to the participants.
- Contact mcole@cewca.org to arrange for the return of the iPads.
- Return the Completion Forms for each chapter when you return the iPads.
- Complete the online survey found at <https://www.surveymonkey.com/r/safety-and-health-supervisor>
- Ensure participants complete the online survey found at <https://www.surveymonkey.com/r/safety-and-health-participant>

Things to Keep in Mind

This is a research project. We are exploring whether iPads and Study Groups are an effective way to deliver an introductory safety and health course. You are not expected to be the facilitator/instructor for the course.

Participants will be talking to others in the workplace – co-workers, lead hands, supervisors, and safety committee members or representative. Does anyone need to be given a ‘heads-up’ about course activities? Do you need to arrange times for this to happen?

In Chapter 5, participants will be conducting an informal Job Hazard Analysis on another job in the workplace. When the analysis has been completed, the participant will need time to discuss his/her findings with the other worker. Will you need to organize this or can participants arrange this on their own?

You and the participants will need access to the internet in order to complete the feedback surveys at the end of the course. If you are unable to use the internet at your workplace, contact CEW and print copies of the surveys will be delivered to you.

Tracking Progress

Completion Forms will be handed in to you at the end of each chapter. The information on the form lets you know that the Study Group has completed all the activities and the chapter assignment.

The comments provided on the Completion Form will help you know how participants are doing in the course and whether there are items for follow-up.

The Completion Forms are to be returned to CEW at the end of the pilot.

Certificates of Completion

Once you have sent participant names to CEW, Certificates of Completion will be delivered to you. Please complete the required information and present the certificates to participants at the end of the course.

Final Feedback

Please complete the online survey to let us know what you thought about the course.

The **Supervisor Survey** can be accessed online at

<https://www.surveymonkey.com/r/safety-and-health-supervisor>

The **Participant Survey** can be accessed online at

<https://www.surveymonkey.com/r/safety-and-health-participant>

Ensure that participants complete the survey, also.

Thank you for participating in this pilot project. We appreciate your comments.

Appendix A: Process for Study Group Meetings

Go through the steps below with participants to ensure they understand how Study Groups work. The Study Group will go through these steps after completing each chapter on the iPad.

