



## HUMBER RESOURCES:

**HR Services | Health and Safety Services**  
LRC, 6<sup>th</sup> Floor, Human Resources, North Campus  
[hrs.humber.ca/safety](https://hrs.humber.ca/safety)  
[healthandsafety@humber.ca](mailto:healthandsafety@humber.ca)

Health and Safety Services, part of the HR Services Department, plays a role in a wide variety of health and safety activities at the College, and is committed to the ongoing development of a respected workplace safety culture by:

- Advising on regulatory compliance
- Developing health and safety policies and procedures
- Conducting workplace health and safety assessments
- Delivering workplace health and safety training
- Coordinating hazardous waste disposal
- Conducting accident investigations
- Providing support to Humber's JOHSC
- Administering WSIB claims, return to work and disability accommodation process

**HR Services | Human Rights, Equity & Diversity**  
[hrs.humber.ca/human-rights-equity-diversity](https://hrs.humber.ca/human-rights-equity-diversity)

**Department of Public Safety**  
[publicsafety.humber.ca](https://publicsafety.humber.ca)

## EXTERNAL RESOURCES:

**Canadian Centre for Occupational Health and Safety**  
[ccohs.ca](https://ccohs.ca)

**Health & Safety Ontario**  
[healthandsafetyontario.ca](https://healthandsafetyontario.ca)

**Ontario Ministry of Labour**  
[labour.gov.on.ca](https://labour.gov.on.ca)

**Work Smart Ontario**  
[worksmartontario.gov.on.ca](https://worksmartontario.gov.on.ca)

**Workplace Safety and Insurance Board**  
[wsib.on.ca](https://wsib.on.ca)



# STAY SAFE ON THE JOB

## SAFETY AWARENESS FOR NEW & YOUNG WORKERS AT HUMBER



HEALTH AND SAFETY SERVICES  
[hrs.humber.ca/safety](https://hrs.humber.ca/safety)

WE ARE  
HUMBER

## WHAT YOU DON'T KNOW CAN HURT YOU

There are hazards in every workplace. A hazard is anything in the workplace that could hurt you or the people you work with. Examples include chemicals, wet or greasy flooring, electrical dangers, heavy lifting or workplace violence. To work safely, you need to be able to recognize hazards and take steps to prevent injuries. Your supervisor has a duty to provide you with training on the hazards associated with your work activities. Remember to report workplace hazards to your supervisor so that they can be fixed.

## YOU HAVE RIGHTS!

As a worker, you have three basic rights under the OHSA:

**TO KNOW:** You have the right to be told about the hazards in the work you do and to be instructed on how to do your work safely. If you are not sure about doing the job safely, ask!

**TO PARTICIPATE:** You have the right to discuss safety issues with your supervisor, as well as to participate in or have concerns addressed by Humber's Joint Occupational Health and Safety Committee (JOHSC).

**TO REFUSE UNSAFE WORK:** If you feel that you have been assigned work that is unsafe to yourself or others, you have the right to refuse to do the work. Let your supervisor know right away. A detailed refusal process is outlined in the OHSA and must be followed.

Your rights are protected; employers are prohibited from taking action against workers who exercise their rights in accordance with the OHSA.

## YOUR HEALTH AND SAFETY AT WORK IS IMPORTANT!

Statistics show that young workers (14 to 24 years old) and new workers (fewer than six months at a job or assigned to new duties) are more likely to be injured at work because they are less familiar with the safety hazards associated with their jobs. Humber employs many new and young workers, so this awareness brochure was created to help you stay safe in the workplace.

## THE LAW PROTECTS YOU

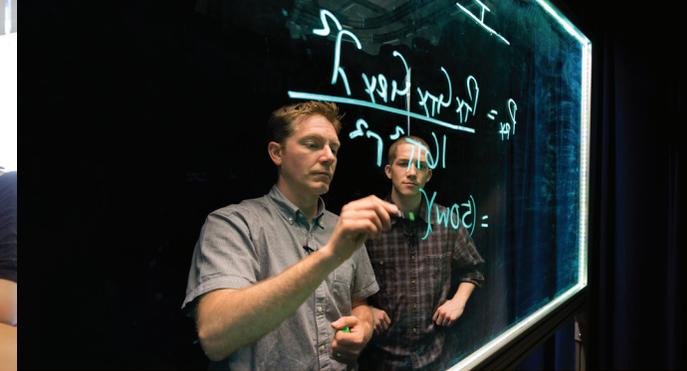
Whether you work at Humber or with another employer, you are protected by health and safety laws.

Humber is governed by the Occupational Health and Safety Act (OHSA) of Ontario. Depending on the nature of your work and workplace, you may also be covered by other regulations under the OHSA, such as those that deal with industrial establishments, construction projects, chemicals and/or designated substances.

The OHSA:

- Sets out the duties of employers, supervisors and workers;
- Gives workers basic rights for their protection; and
- Outlines minimum standards for health and safety in the workplace.

The main purpose of the OHSA and regulations is to keep you from getting hurt or sick on the job. Inspectors from the Ministry of Labour can inspect workplaces and investigate accidents. They enforce the OHSA and can issue orders or lay charges if they determine that the laws are not being followed.



## HUMBER'S DUTIES:

1. Post a copy of the Occupational Health and Safety Act (OHS) in the workplace.
2. Develop and implement workplace health and safety policies and procedures.
3. Make sure all workplace parties are aware of and comply with the OHS and Regulations, and Humber's policies and procedures.
4. Make sure supervisors are aware of their duties under the OHS.
5. Make sure workers know about workplace hazards and how to work safely.
6. Make sure that proper protective equipment and devices are provided, used and maintained.
7. Support Humber's Joint Occupational Health and Safety Committee (JOHSC).
8. Take every precaution reasonable for the protection of workers.

## YOUR SUPERVISOR'S DUTIES:

1. Make sure workers comply with the OHS and Regulations, and Humber's policies and procedures.
2. Make sure workers use or wear protective equipment and devices as required by Humber or the OHS and Regulations.
3. Inform workers of actual or potential dangers in the workplace and show them how to work safely.
4. Where prescribed, provide workers with written instructions for safe work procedures.
5. Take every precaution reasonable to keep workers from getting hurt or sick on the job.

## YOUR DUTIES AS A WORKER:

1. Attend safety training.
2. Follow the law and Humber's safe work policies and procedures.
3. Use equipment and machinery safely.
4. Always wear the required personal protective equipment (PPE) applicable to the task or job.
5. Report all workplace hazards, injuries or illnesses to your supervisor right away.
6. Work and act in a way that will not hurt you or others.

## IF YOU ARE INJURED OR BECOME ILL ON THE JOB

1. Get first aid or medical attention immediately through one of the following:
  - For a medical emergency, contact **911** and Security at **416-675-6622 ext. 4000**. Security can assist in contacting EMS, directing them to the specific campus location, securing the site and controlling local activities.
  - For an injury that requires first aid or nonemergency medical attention:
    - Go to one of Humber's Health Centres, located at LRC 2<sup>nd</sup> Floor (North Campus) and H206 (Lakeshore Campus).
    - Contact Security at **416-675-8500**. Security guards are trained in first aid.
    - Seek care from your doctor, an Urgent Care Clinic or a walk-in clinic.
2. Inform your supervisor about the injury as soon as possible (within 24 hours).
3. Your supervisor is responsible for reporting the injury and/or illness to Health and Safety Services as soon as they are made aware.
4. During your recovery period, keep in touch with your supervisor, Health and Safety Services and, if necessary, the Workplace Safety and Insurance Board (WSIB).

## JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE (JOHSC)

Humber's Joint Occupational Health and Safety Committee (JOHSC) plays an important role in helping keep our workplaces safe. The JOHSC meets regularly to discuss health and safety issues, conducts inspections of all Humber workplaces, and makes recommendations to management for improving health and safety. With members from faculty, support staff and administration, everyone has a say in identifying and solving health and safety issues.

## IN CONCLUSION

We hope that you find this brochure helpful and use it as a resource. Remember that workplace health and safety is a shared responsibility and everyone has an important role in keeping the workplace safe. If you have any questions or concerns about your safety at work, bring it to your supervisor's attention immediately.

## REPORT ALL ACCIDENTS

If you are involved in a workplace accident, inform your supervisor even if you are not hurt. Your supervisor will review the incident and see whether any additional safety measures need to be put in place.

### ENVIRONMENTAL IMPACT SAVINGS

Humber is committed to embedding sustainability into everything we do. Part of this commitment is communicating our sustainable choices.

By choosing 100% recycled paper over 100% virgin fibre paper, we saved:

- 0 trees
- 470 L of water
- 7 kg of waste
- 18 kg CO<sub>2</sub>
- 0 GJ
- 0 kg NO<sub>x</sub>

Environmental impact estimates were generated by [www.calculator.cascades.com](http://www.calculator.cascades.com)