

4 Steps Awareness Training Guide

The 4 steps awareness training is a mandatory requirement for all employees. The purpose of the 4 steps training is for employees to be made aware of:

- Your duties, rights and responsibilities regarding health and safety in the workplace ;
- The duties of your employer regarding health and safety in the workplace;
- The duties of your supervisor regarding health and safety in the workplace.

STEP 1 – GET ON BOARD

- Every worker has a role in promoting workplace safety;
- You must be aware that the Ontario Occupational Health & Safety Act (OHSA /Green Book) gives the employer, Supervisor and the worker specific duties and responsibilities to make the workplace safe in order to prevent accidents/injuries;
- Duties of the employer – Sections 25 and 26 of OHSA
- Duties of the supervisor – Section 27 of OHSA
- Duties of the worker – Section 28 of OHSA
- You have a right to refuse work if you have reasons to believe that it will endanger yourself or others in the workplace (Sec. 43). Inform your supervisor/employer/safety representative.

STEP 2 – GET IN THE KNOW

- Hazard is anything in the workplace that has potential to cause injury to you or others;
- You must know about hazards in the workplace and in the work you do. Your supervisor has a duty under OHSA to inform you about hazards in the workplace and in the work you do and how to do the work safely;
- You must know what safety equipment to use or ask your supervisor/employer;
- You must know your safety representative or safety committee members;
- Know who to contact for First Aid, where the Eye Wash Station and Emergency exits are located;
- Know where the safety information board is located and look for safety information posters;
- Know that all workplace injuries/incidents must be reported to your supervisor/employer.

STEP 3 – GET INVOLVED

- Work together in promoting workplace safety and accident prevention;
- You have a right to participate in workplace safety by becoming a member of the safety committee, by asking questions about workplace safety, by reporting hazards, make recommendations, observe and encourage others to observe all safety rules.

STEP 4 – GET MORE HELP

- You are not alone, you can seek help from outside by calling the Ministry's Health & Safety Centre @ 1-877-202-0008 – 24 hours service or contact the office of the Worker Advisor for free advice @ 1-855-659-7744, if you feel that your supervisor /employer has not resolved the safety concerns you have raised;
- Reprisal by the employer is prohibited under Section 50 of OHSA – No worker must be disciplined, dismissed, victimized etc., by the employer because he/she questions the employer about workplace safety.