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Safe Communities Partnership

HSPI SUCCESSFUL BIDDER

In April 2004, a new standardized safety orientation program was launched in Sault Ste. Marie to replace individual sessions offered by more than a dozen major firms in the city.

The move to offer an outsourced program, stressing such topics as legislation, emergency procedures, and job planning is expected to end duplication and save participating companies time and money.

The Safe Communities Partnership and the PUC spearheaded the standardized safety orientation program's introduction. Health & Safety Professionals Inc. has been retained to provide the orientation.

The Ministry of Labour requires site-specific training so workers can identify potential hazards and conditions they may encounter in the workplace. "Most employers," said Al Tourigny, chair of Safe Employees Harmonization Program Steering Committee and Joint Planning Committee, "also provide a general safety orientation. A partial survey of participating companies found that contractors could save 14 hours of time because of the new safety orientation program," he added.

Member firms will continue to provide site-specific training, such as working in confined spaces.

Contractors who attend the new program will be given photo identification to wear to job sites to prove they have successfully completed orientation. The orientation is good for one year.

"It will prepare workers to assess and avoid dangers and hazards" said Donna Boston-McLean, Co-ordinator of Sault Ste. Marie Safe Communities Partnership. "That trickles down then to the business and the member firms that hire them, and also to the community. If workers are not being hurt that's certainly going to help business competitiveness and the community as a whole. If you can prevent injuries you can prevent a lot of other negative things that can happen."

Sessions are expected to run once a week through the year. Boston-McLean expects a minimum of 1,000 people will attend the program in the first year.

To register, call 759-2548. There is space for up to 40 participants. The cost is \$75 per person with discounts for multiple employees. Course dates are posted at www.safesault.ca

PROGRAM CONTENT
Standardized Safety Orientation (SSO)

- Legislation
- Risk Management/
Hazard Control
- Regulations
- Safety Procedures
- Emergency Preparedness
- Electrical Awareness
- Personal Protective
Equipment
- Work Area Protections
- Housekeeping
- Environmental
Responsibilities
- Job Certification
- Site Specific



Privacy Legislation

On January 1 2004, the Government of Canada passed new legislation entitled 'Personal Information Protection and Electronic Documents Act' (PIPEDA). This Act is designed to protect personal information that is collected by organizations, during the course of a commercial activity.

Although this is Federal legislation, Provinces must comply unless they have enacted legislation that is 'substantially similar' to the requirements of the Federal Act. Quebec is the only Province at this time that meets this guideline, and its organizations are therefore exempt from PIPEDA.

Recommended procedures to comply with PIPEDA are as follows:

- √ appointing a person to be responsible for Privacy
- √ including a statement of consent for use and disclosure in employment agreements
- √ developing policies about the use of e-mail, internet and computer systems
- √ designing a complaints and investigation process
- √ reviewing
 - employment applications for appropriateness of information
 - forms used in the collection of health information
 - practices for storage and access to personnel files and discipline records
 - practices related to employee medical information
 - practices for retention of all employee information
 - practices for conducting surveillance of and investigations about employees
 - practices for providing employee references

What is Personal Information

Personal information includes name, address, phone number, e-mail address, and any other information that will identify an individual.

Personal information may be used only for the purpose stated at the time of collection.

What Action Has HSPI Taken?

HSPI has developed a Corporate Policy that encompasses the guidelines stated above. We are committed to collecting only the information that we need and will not use it for any other purpose than that stated. Records are stored for the shortest possible time and in a secure manner. Because of lack of security with e-mail systems, HSPI has established a policy of not transmitting personal information electronically.

MCGUINTY GOVERNMENT BEEFS UP ENFORCEMENT TO PREVENT WORKPLACE INJURIES *Major Expansion Of Health And Safety Staff Targets Worst Offenders*

TORONTO—The McGuinty government is hiring 200 new health and safety enforcement staff to achieve its goal of preventing 60,000 workplace injuries a year by 2008, Labour Minister Chris Bentley announced today.

"We are investing in a safer, more prosperous future for Ontario by significantly increasing staff to target workplaces with poor health and safety records," said Bentley. "We plan to cut workplace injuries by 20 per cent in four years. This will result in less pain and suffering, a reduced burden on the health care system, savings to the Workplace Safety and Insurance Board (WSIB) of an estimated \$300 million, and a level playing field for safe companies."

Based on the average cost of a workplace injury, eliminating 60,000 injuries annually will also translate into savings for businesses of up to \$960 million per year.

Inspectors will initially target 6,000 workplaces with the highest injury rates. Inspectors will visit these sites four times a year, focusing on workplace hazards to help firms reduce on-the-job injuries.

Inspectors will use the full array of enforcement tools to safeguard Ontario workers. "We are taking decisive action to make a real difference in the lives of Ontario workers," said Bentley.

DID YOU KNOW? To Mouse or Not To Mouse

It is virtually impossible to eliminate the use of a mouse, or pointing device, when using a computer; and the mouse is implicated more and more as a primary factor in shoulder, arm, and wrist discomfort and injury. The device itself is only one factor. Posture, repetition, and technique are other factors that must be considered. There is no perfect device that will eliminate all discomfort, but there are a number of recommendations that computer users can follow to reduce the risk of injury from prolonged use of a pointing device.

Posture

Good posture is extremely important when using a computer, and especially when using a keyboard and mouse. Arms need to be kept as close as possible to the body, and approximately parallel to the floor. The mouse and keyboard need to be beside each other, on the same level, so that reaching is reduced. If not, the shoulder and arm muscles will become strained, resulting in discomfort and eventual injury.

Repetition

Whenever an action is repeated quickly and often, as in 'mousing', there is a risk of strain to muscles and ligaments. Certain pointing devices can be programmed to reduce the amount of clicking. Regular breaks away from computer tasks are also important as they allow recovery of muscles and ligaments that are involved in repetitive movements.

Technique

There are as many techniques for 'mousing' as there are users. Some people make many small movements of the fingers and hands, and their arms stay almost still. Others need lots of room, because their arms are moved extensively. Larger movements use larger muscles that don't tire so quickly, and therefore the risk of strain is reduced.

Choosing a Mouse

There are a number of different styles of pointing devices available, and more reach the market every day. They range from the traditional 'mouse', to innovative designs that resemble 'joy sticks'. Each design attempts to assist users to assume a more comfortable and natural position of the hand and wrist. There is no one device, however, that will appeal to everyone, or solve everyone's problem.

The tasks that you perform in your work are important when choosing a pointing device. It is important to purchase a mouse/pointing device that does the job for you and is comfortable to use.

For more information on ergonomics and pointing devices:

<http://www.ccohs.ca/oshanswers/ergonomics/office/mouse/>

http://www.osha.gov/SLTC/etools/computerworkstations/components_pointers.html

WELLNESS/HEALTH TIP

Tips on Using a Mouse/Pointing Device

- 1 Place your pointing device next to, and at the same level as, your keyboard.
- 2 Make sure your keyboard and pointing device are at elbow height.
- 3 Keep your wrist straight. Don't bend your wrist up, down, or sideways.
- 4 Don't squeeze! Drape your hand gently over your pointing device, holding it lightly with all fingers slightly curved. Let go when you're not using it.
- 5 Click with as little force as possible.
- 6 Use your whole arm and shoulder to move the pointing device.



Northern Ontario Corner

Superior Health and Safety Conference was held May 11th & 12th, 2004 in the Sault. Approximately 100 people attended.

Topics included: Due Diligence, Confined Spaces, Creating a Healthy Workplace, Indoor Air Quality, Workplace Inspections, Fall Protection, Office Ergonomics.

Be sure to attend the conference next year on May 10th and 11th, 2005.

Learn More - Be Prepared Today for Tomorrow

2004•FALL TRAINING SCHEDULE

Basic Certification Training

Sept 28-30, Oct 26-28, Nov 23-25

Health & Safety Supervisor Training

November 16-17

Noise Exposure in the Workplace

September 21

Hiring a Contractor

Sept 21

Indoor Air Quality and Ventilation

October 5

Stress in the Workplace

Oct 5

Prevention of Musculoskeletal

Injury

October 6

Slips, Trips & Falls

Oct 7

Violence in the Workplace

Oct 7

Lock-out of Machinery or Equipment and Machine Safeguarding

November 3

Confined Spaces

Nov 3

Working at Heights

Nov 4

WHMIS

Nov 4

Heat Stress & Cold Stress

Nov 30

Emergency Preparedness

Nov 30

Managing Organizational Change

December 1

Registration forms are available at our website www.hspinc.ca

In-house sessions are available. Please contact us to make arrangements.

Where is it on the Web?

www.safesault.ca

Safe Communities Partnership

Learn more about this organization working to make the Sault area the safest place in the world in which to live, learn, work, and play.

www.worksafebc.com

Worksafe BC is dedicated to promoting workplace health and safety for the workers and employers of British Columbia. Visit their Publications, and Health & Safety area for some valuable information.

www.ergoweb.com

Ergonomics Sign up for an ergonomics newsletter from this informative up-to-date site devoted to providing the latest in ergonomics information.

<http://laws.justice.gc.ca>

Visit the section on the **Privacy Act**.

PUBLICATION INFORMATION

This newsletter is intended as an information overview of health and safety issues. While we strive to publish accurate information, the contents of this publication are not intended as legal or professional advice.

The information and recommendations contained in *Safety in Action* have been compiled from sources believed to be reliable. However, HSPi makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency or

