



Workplace Health and Safety

Teacher's Guide



About Éducaloi and This Guide

Éducaloi is a non-profit organization that explains the law to Quebecers in simple language.

We do this through our website, print publications, videos, workshops, teaching guides and other activities.

The law is part of everyday life, even when we don't realize it. Think of driving a car, cell phone contracts or voting.

That's why Éducaloi makes guides for adult education teachers: real-life situations are their entry points for teaching.

The guides suggest teaching activities that link our legal information and courses in Quebec's adult education curriculum.

Each guide has a teacher and student version. The student version is available in SMART Notebook® form for whiteboards or as a PDF. For the student version, and to see other guides, go to www.educationjuridique.ca/en/doityourself/adult-education-teaching-guides/

We hope the guides inspire you to create other learning situations using legal information on our website: www.educaloi.qc.ca.

Éducaloi thanks teachers Peggy Chrisovergis and Janis Zubalik, who helped us create these guides.

We welcome your comments. Write to us at educaloi@educaloi.qc.ca.

Workplace Health and Safety

Overview

Subject Area: Languages	Program of Study: English, Language of Instruction
Level: Secondary Cycle One	Suggested Courses: Rights and Responsibilities (ENG-2102-4); Taking Charge (ENG-P103-4)

Learning Situation	Getting involved in a health and safety committee at work
Learning Goal	Understanding the legal aspects of workplace injuries and illnesses
Targeted Vocabulary	<ul style="list-style-type: none">● Workplace equipment and personnel● Insurance, coverage, compensation● The body, injuries and illnesses
Language Functions	<ul style="list-style-type: none">● Asking for advice● Giving advice● Complaining● Expressing satisfaction and gratitude● Expressing dissatisfaction and frustration
Hook	Elicit prior knowledge about workplace safety
Activities	<ol style="list-style-type: none">1. Introduce the learning situation2. Read and predict3. Fill out an Incident Report Form4. Search for information, complete a form and give advice5. Role plays: ask for and give advice6. Reflection: Post-it notes
Appendices:	<ol style="list-style-type: none">1. Scenarios for Activities 3 and 52. Answer Key to Scenarios3. Extra Resources for Teachers on Workplace Health and Safety
Estimated Time:	8 hours

Elicit Prior Knowledge About Workplace Safety

Whole Class

- Display this image (or a similar one). Use the questions below as prompts to elicit students' prior knowledge to prepare them for the learning situation.



1. Would you like to work here? Why or why not?
2. Do you know anyone who had an injury or illness caused by something at work?
3. Have you ever worked, trained or volunteered at a place where you felt your health was at risk?
4. Would you know what to do if you had an accident at work or thought an illness was related to work?

- For the first questions, write students' ideas on the board.
- Prompt students as much as necessary to get the vocabulary you are targeting.
- As an option, you might want to ask students to get into pairs or groups and identify the hazards in this image and then share with the class.
- Ask students the next three questions. Tell students they are going to be learning about what to do in case of a work-related injury or illness.



Introduce the Learning Situation

Whole Class

- Read the situation and ask students the questions below as a whole class.

Learning Situation

You work at a warehouse. You saw a flyer on a bulletin board in the cafeteria. You read the flyer and decide to join the group of workers at your workplace that deals with health and safety issues at work. Part of your collective responsibility is to help co-workers seeking advice. You go to the office and try to find the answers to your co-workers' questions and provide advice by looking for information on the Éducaloi website.

Questions:

1. Does your workplace have a committee or group of workers that deals with the health and safety of the workers?
2. Have you ever worked in a place that had one?
3. Have you ever been involved in a committee or group like this?

Read a Flyer and Guess Answers to Questions

Whole Class

- Distribute the flyer below to students. (It is also in the Student's Guide at Slide 5.)
- Ask students if they think they know the answers to the questions in the flyer. Have students guess the answers individually and then take a quick survey of the whole class. This can be repeated at the end of the learning situation to compare results.



Workers' Safety Help Office

Health and safety is everyone's responsibility.

- Do you need to take your employer to court to get compensation for a work-related injury?
- Do the same rules apply to full-time employees, part-time employees, self-employed workers and trainees?
- Can you get compensation for a workplace injury even if it's not completely related to your work?
- Can your employer challenge a doctor's report?

If you don't know the answers to these questions, or if you have other questions, visit us in Room S-342.

Be part of our team!

Read Scenarios and Fill in an Incident Report Form

Individual or Pair Work

- Distribute the scenarios to the students. (The scenarios are in Appendix 1 of this guide and are also linked at Slide 6 of the Notebook version of the Student's Guide.)
- You can give students as many scenarios as you want up to a maximum of three. Keep track of which students received which scenarios. This will help you redistribute the scenarios for Activity 5.
- Have students read the scenario(s) and fill out the Incident Report Form(s) individually or in pairs. Tell students that they will fill in the "Suggested Course of Action / Advice" part of the form in Activity 4.

INCIDENT REPORT FORM

Name: _____ Date: _____

Brief Description of Injury:

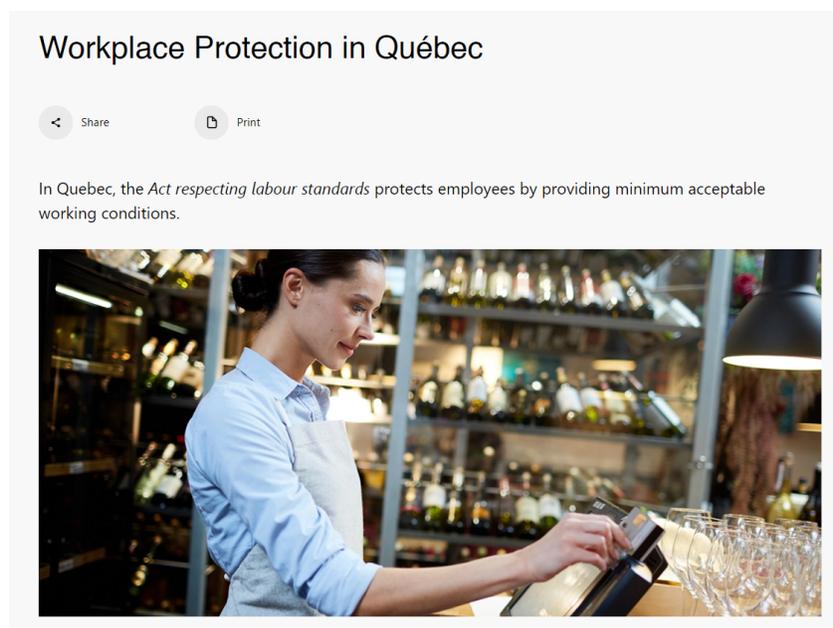
Worker's General Questions:

Suggested Course of Action / Advice:

Read a Web Page, Complete Incident Form and Give Advice

Individual and Groups

- Instruct students to go to the Éducaloi website in a computer lab or provide students with copies of the appropriate article from the website:
 - Health and Safety at Work: The Rights of Employees educaloi.qc.ca/en/capsules/workplace-protection-in-quebec/



- Ask students if they think they can find relevant information in this article to finish up their Incident Report Form(s).
- Then ask them to complete the section on the form called "Suggested Course of Action / Advice."
- Afterwards, ask them to form groups. Make sure they all have different scenarios. Have them share their findings with each other.
- Ask them to submit their forms to you.

Role-Playing: Ask For and Give Advice

Whole Class

- Redistribute the scenarios to students. Make sure they are different from the scenarios they had initially. Pair students accordingly.
- Tell students that they are going to role-play the scenario(s) they've been given.
- Roles
 - Student A: student seeking advice
 - Student B: student giving advice
- Tell students to create a dialogue they will perform for the class. They can refer to the article if necessary. The information they need should have been shared by other students in the previous activity.
- If this learning situation is given to students in the Rights and Responsibilities course, they can create scripts for the above scenarios, with the teacher's guidance. If it is for a lower level, the teacher can provide more prompts for script writing. Encourage students to feign frustration, gratitude, confusion, etc.
- This activity can provide an introduction to or a review of a vast array of language functions for giving advice, asking polite/indirect questions (form) and having a conversation in a formal context among co-workers but not necessarily friends.

Reflection: Post-It Notes

Individual and Whole Class

- Distribute two Post-it notes to each student and ask them to identify the following:
 - one interesting thing they learned about workers' rights and responsibilities
 - one English-language skill they improved
- Have students stick their Post-it notes on two separate Bristol boards or sections of a wall so their ideas can be shared with the class.
- As a whole class, review students' ideas.



Appendix 1: Scenarios for Activities 4 and 6

Scenario 1

Christos left the office to have lunch with some of his co-workers. On his way back to work, he twisted his ankle walking up the stairs to the office. To get better, he has to go to a physiotherapist several times. He does not have insurance that pays for the physio.

Is this a workplace accident? Can Christos claim the cost of the physiotherapist through Quebec's insurance plan for accidents at work?

Scenario 2

Iraj runs his own company. He advises other companies on computer systems.

While delivering some equipment to a customer, he hurt his back. Iraj is wondering if he can make a claim under Quebec's workplace accidents insurance plan.

Scenario 3

Cristina works part-time in a restaurant. While putting some boxes on shelves, she injured her wrist. She had to buy a special brace for her wrist and wear it for a month.

Even though she only works part-time, can she claim the cost of the brace through Quebec's insurance plan for accidents at work?

Scenario 4

Min is doing a training internship as part of her studies. Her internship involves running activities at a community centre. While running a dance class, she injured her shoulder. She has to miss work and will lose salary.

As an intern, can she make a claim under Quebec's insurance plan for workplace accidents?

Scenario 5

Frank made a claim to Quebec's workplace accident insurance plan. He is not happy with the decision made in his case. He thinks he is entitled to more money for things he had to pay for after his accident at work.

Can he challenge the decision?

Scenario 6

Lilly gave her employer a medical note in which a doctor describes injuries she suffered at work.

Her employer is asking her to go to a second doctor for a second opinion on her injuries. Her employer has even chosen the doctor to give the second opinion.

Can her employer do this?

Appendix 2: Answer Key for Scenarios

Scenario 1: To be considered a “workplace” accident, the accident must be directly related to work activities, or have happened while the employee was under the supervision or control of the employer.

Christos’ accident probably does not qualify since it happened while he was on his lunch break.

Scenario 2: Self-employed workers like Iraj are not automatically part of Quebec’s workplace accident and injury insurance plan. But they can register and pay to be part of it.

Scenario 3: Part-time workers are covered. They don’t have to work a minimum number of hours. Once they are working and get wages from an employer, they are covered.

Scenario 4: People doing internships as part of their studies are covered by the workplace injuries insurance plan.

Scenario 5: Frank can ask for a “review” of the decision of the Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNESST). Éducaloi’s website article Health and Safety at Work: The Rights of Employees explains the deadlines and has a link to the form to use.

Scenario 6: Yes, Lilly’s employer can ask for a second medical exam by a doctor the employer chooses. The employer must give reasons for requesting the second exam and must pay any costs. If the second diagnosis is different from the first doctor's findings, the employer can challenge the first doctor's conclusions.

Appendix 3: Extra Resources for Teachers About Workplace Health and Safety

- The website of Quebec's Commission des normes, de l'équité, de la santé et de la sécurité du travail (labour standards, pay equity and workplace health and safety board): cnesst.gouv.qc.ca/en
 - From the home page, pick the tab *Prevention and safety*, then switch to English. (NB: Not all information is available in English.)
 - There is also an online CNESST brochure about what workers should do if they have a work-related accident or illness. Go to cnesst.gouv.qc.ca/en/forms-and-publications and look for the brochure "If you have a work-related accident or contract an occupational disease."

IMPORTANT NOTICE

The legal information in this guide should not be taken as advice. If you need advice on a specific situation, go to the Get More Help section of Éducaloi's website.

The law changes over time. The legal information in this guide is up to date to July 11, 2016. For the most recent information, go to Éducaloi's website.

Teachers in Quebec schools may make copies of this guide, but for educational purposes only. The legal content in this guide must not be altered.

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To find more guides for adult education teachers, go to educationjuridique.ca/en/doityourself/adult-education-teaching-guides

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