

## CLB-Referenced and Other Online Resources for Workplace Health and Safety

Workplace Safety and Health in Basic Language (A Collection of Health and Safety Resources for CLB 1 to 3)

[Workplace Safety and Health in Basic Language](#) is funded by Citizenship and Immigration Canada through the Manitoba Immigrant Integration Program. The kit and the activity suggestions were compiled and written by Lisa Petit, with the support and assistance of many colleagues in Manitoba (see Acknowledgements).

The kit, in PDF format, provides Workplace Health and Safety materials for CLB 1 to 3 appropriate for use in the classroom. The manual provides an overview of the materials for lesson planning and the PDF format allows custom adaptation of the handouts and visuals.

Contents:

- Module 1: Introduction to Safety 1 to 3
- Module 2: Basic Vocabulary for Safety
- Module 3: Watching for Hazards
- Module 4: Hazard Materials and WHMIS
- Module 5: Working Safely
- Module 6: Safety in Light Industry

Each of the six modules usually contains four sections:

- Section 1: Background Information for the instructor
- Section 2: Suggested Classroom Activities and Handouts
- Section 3: Handouts referenced to the activities
- Section 4: Large coloured visuals (posters, flash cards, game cards, etc.)

## Health and Safety 101: Resource Guide for English Language Learners

[Health and Safety 101: Resource Guide](#) is provided by the Manitoba Immigrant Integration Program in partnership with SAFE Work Manitoba. This PDF-format document aimed at CLB 4 to 6 learners, provides opportunities to introduce, practice and use the language EAL (English as an Additional Language) learners will need in the workplace.

Contents:

- Module 1: Safety Matters
- Module 2: Roles and Responsibilities
- Module 3: Work Hazards
- Module 4: Work Safely

N.B.: This resource references the Manitoba Workplace Safety and Health Act, as well as the Workers Compensation Board of Manitoba

## Occupations – Hazards in the Workplace and Elsewhere

[Occupations – Hazards in the Workplace and Elsewhere](#), a PDF-format document aimed at CLB 3 to 5 learners, is a step-by-step speaking lesson on describing different scenarios. It contains a nice range of vocabulary and pictures.

## Building a Safe Workplace Community: A New Canadian's Guide to How Culture Impacts Health and Safety

[Building a Safe Workplace Community](#), a PDF-format document aimed at CLB 4 to 6 learners, is a new Canadian's guide to how culture impacts health and safety in the workplace. Included are real stories, pictures and safety procedures from Manitoba workplaces.

Contents:

- Unit 1 – Working Safe in Canada
- Unit 2 – Workplace Culture – what to expect
- Unit 3 – Being Safe at Work – what you need to know

## The 8 Habits of Very Safe Workers (CLB 3-4)

This [list of safety rules plus an everyday conversation on the topic](#), produced by English Online Live & Learn, is aimed at CLB 3-4 learners.

*N.B.: Localized for Manitoba but very useful information*

## The 8 Habits of Very Safe Workers (CLB 5+)

This [list of general safety rules plus an everyday conversation on the topic](#), produced by English Online Live & Learn, is aimed at CLB 5+ learners.

*N.B.: Localized for Manitoba but very useful information*

## The Incident (Video)

This [video resource](#) was produced by Manitoba Labour and Immigration to create awareness of workplace safety rights and responsibilities among Manitoba newcomers. The video tells the story of a newcomer who agrees to do a job without receiving proper training. Through one dangerous incident, she learns many important lessons:

- There are roles and responsibilities for workplace safety and health
- A worker has rights – the right to know about hazards, the right to participate in making work safe and the right to refuse dangerous tasks
- There is a procedure to refuse dangerous work and the employer must investigate. A worker has the right to protection from discrimination and harassment. This means that the worker doesn't have to be afraid of losing his or her job

*N.B.: This video contains a graphic depiction of a workplace injury | This video references Manitoba workplace safety laws*

## Working Faster, Working Safer

The [Working Faster, Working Safer](#) collection of short animated videos was developed by Alberta Workforce Essential Skills to help newcomers to improve their language and essential skills to ensure better outcomes in their employment opportunities. These videos are connected to a workbook developed at the CLB 1-2 level. For more information, contact AWES through their website at [www.awes.ca](http://www.awes.ca).

## Newcomers and the Workplace

The [Newcomers and the Workplace](#) collection of short animated videos was developed as a resource for newcomers to Canada, to help them to improve their language and essential skills to ensure better outcomes in their employment opportunities. The videos provide information to develop language competence, intercultural communication skills, and workplace essential skills by using authentic workplace documents and tasks. For more information see the AWES website at [www.awes.ca](http://www.awes.ca).

The collection includes the following titles that focus specifically on staying safe at work:

- [Newcomers and the Workplace: Stay Safe at Work with WHMIS – Pictograms](#)
- [Newcomers and the Workplace: Stay Safe at Work with WHMIS – Product Labelling and Safety Data Sheets](#)
- [Newcomers and the Workplace: Personal Protective Equipment at Work](#)
- [Newcomers and the Workplace: You Have the Right to Refuse Unsafe Work](#)

## Prevention is the Best Medicine: A Toolkit for New Manitobans

[Prevention is the Best Medicine](#) is a toolkit designed to help teach newcomers to Manitoba about their workplace safety and health and workers compensation rights and responsibilities. The toolkit was produced by the Institute for Work & Health (IWH) and modified by Manitoba Workplace Safety and Health (WSH) and the Workers Compensation Board of Manitoba (WCB).

The toolkit contains everything needed to deliver instructional sessions on two separate, but related, topics within a Manitoba context:

- Workplace safety and health
- Workers compensation

For each of these two topics, the following resources are provided:

- A fact sheet for learners
- A guide for workshop leaders that provides a sample lesson plan for delivering the information in the fact sheet, including some classroom-based exercises
- A PowerPoint slide deck for workshop leaders to deliver a more in-depth session that goes beyond (but still complements) the information in the fact sheet, including additional case studies, scenarios and exercises
- Speaking notes to accompany the PowerPoint slides for workshop leaders

The toolkit also includes:

- A glossary for learners, which includes the definitions of important words particular to this field
- An advice sheet for workshop leaders to help them address difficult questions that may arise while teaching these topics

N.B.: The materials in this toolkit are localized for Manitoba.

## English at Work: Manufacturing

Published by the Manitoba Labour and Immigration, Adult Language Training Branch, [English at Work: Manufacturing](#) was originally developed by an experienced English at Work instructor for one particular manufacturing worksite. It was then re-developed for use at any manufacturing worksite. In addition to a Map of Module Objectives and First Steps, this resource contains the following chapters:

1. Introductions
2. Getting to Know Departments
3. Talking About Safety & Safety Equipment
4. Taking Care of Your Eyes
5. Proper Lifting Techniques
6. Tools
7. Safe Work Procedures
8. LEAN: Eliminating Waste
9. Lockout
10. Numbers, Numbers, Numbers
11. Describing the Product
12. Using Machines Safely
13. Manufacturing Process Work Instructions
14. WHMIS Revisited
15. Employee Handbook
16. Finishing the Course

## English at Work: Picture Dictionary for Manufacturing

Published by the Manitoba Labour and Immigration, Adult Language Training Branch, the [English at Work Picture Dictionary for Manufacturing](#) was originally developed by an experienced English at Work instructor for one particular manufacturing worksite. Instructors can use vocabulary that matches their worksite to supplement their own resources and use the same approach to develop their own picture dictionary.