Manitoba
Family Services and Housing

Family Services and Housing Safety News

October 2008

Family Services & Housing

Safety and Health Unit

500-326 Broadway

Winnipeg, MB R3C 0S5

Family Services & Housing is committed to preventing workplace injuries and to maintaining a healthy workplace where the responsibility for workplace safety and well being is shared by all members of the organization.

Manager's Message

Well…we did it!!! The official roll out of the Workplace Safety and Health Manual and Program is complete! Does this mean our work is done? Not at all…it means that our work is really just beginning. Now that we have a Safety and Health foundation it is time to build the rest of the program.

Some of the priorities this month include:

Training

One of our priorities for October is to provide the 1 day Workplace Safety and Health Training. We are traveling to Swan River, Dauphin, Morden, Selkirk, and hosting some training in Winnipeg this month. This mandatory training consists of an Introduction to the Safety and Health Unit, Orientation to the WSH Manual, Fundamentals of WSH and Incident Investigation. We look forward to meeting all of you and creating a positive learning environment.

Critical Occupational Project

Another priority that we are moving ahead with is the Critical Occupational Project. This has been contracted out by Corporate Health Works Inc. This project deals with identifying hazards in the workplace and creating safe work procedures to deal with the hazards.

Improvement Orders

There are a number of improvement orders that we are diligently working on to meet compliance with the Department of Labor. Most of the Improvement Orders deal with building the safety and health program.

WCFS received great news last month. Their improvement orders were complied. Special thanks needs to go out to Kim Thomas, Emanuela Tavares, Rob Rogala and Darlene MacDonald for all their hard work in assisting our Unit to create a strong submission to the Department of Labor. We still have a lot of work to do but we are definitely heading in the right direction.

I would also like to take this opportunity to thank the Safety and Health Unit Staff for all of their hard work and dedication in achieving a successful roll out of the Workplace Safety and Health Program Manual. We set the September 8th target date back in July and we stuck to our project plan and were able to achieve our goal! Way to go Team!

SAFE WORK
SAFE: SPOT THE HAZARD ASSESS THE RISK FIND A SAFER WAY EVERYDAY

MEN VS. WOMEN – THE HANDWASH SHOWDOWN

Do you wash your hands after using a public restroom? Are you sure?

Two separate studies found that we don´t always do what we say we do. In one study, 91 percent of people questioned said they always wash their hands after using a public restroom. But in a separate study that observed the behavior, only 83 percent actually did wash their hands. And guess which gender was more diligent about hand hygiene? The women. Only 75 percent of men were observed washing their hands compared to 90 percent of women.

But women shouldn´t get too smug about this. Both men and women have room for improvement. The study also revealed that only 24 percent of men and 39 percent of women wash their hands after coughing or sneezing. Since hand-to-hand contact is the most common way to spread cold and influenza viruses, washing your hands after coughing or sneezing is essential to reduce the spread of germs.

Why is Hand Washing Important?

- Frequent hand washing is the most important method to prevent infection transmission
- All surfaces are considered to be potentially contaminated.
- Frequent hand washing = fewer workdays lost due to colds and gastrointestinal illness

When should you wash your hands?

- **Before**: meals; shift start; breaks; preparing food; hands-on contact with a client
- **After contact with**: items thought to be contaminated; blood, body fluids, mucous membranes; non-intact skin; gloves
- When arriving at work, before leaving work, when arriving home

How to wash your hands:

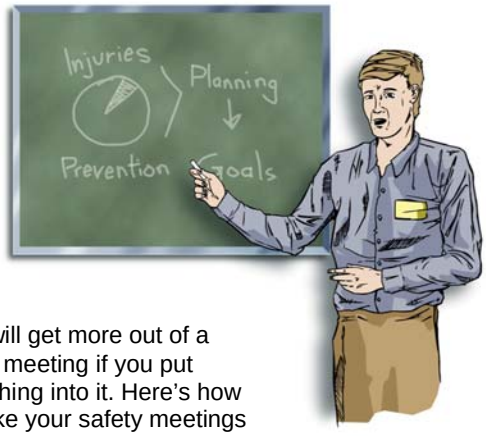
- Use soap and warm running water
- Rub hands to make a good lather (for at least 15 seconds)
- Wash all surfaces (fingernails, web spaces, thumbs and palms)
- Rinse, dry gently & completely using disposable towel
- Use a clean disposable towel to turn off the faucet

How to use alcohol based hand sanitizer:

- Do not use if hands are visibly soiled
- Dispense dime size amount of product into palm of hand
- Rub hands together covering all surfaces (fingernails, web spaces, thumbs and palms)
- Allow product to dry completely (~15-20 seconds)
- Ensure hands are completely dry before performing another task

BREAK THE CHAIN OF INFECTION BY WASHING YOUR HANDS!

Safety Meetings and You



You will get more out of a safety meeting if you put something into it. Here's how to make your safety meetings more effective for you:

Prepare an agenda….. An agenda serves both as a guide to members' preparation for the meeting and as an outline for the order of business at the meeting itself. Items which might be considered are:

- Introduction of visitors
- Review of previous meeting minutes and outstanding items
- Reports (inspections, accidents, statistics)
- New business/concerns (itemized)
- Educational session
- Time, date, place of next meeting
- Adjournment

Agree upon team goals…. Effective committees have a clear idea of what they want to accomplish. The co-chairs should provide leadership and help set the tone for the committee. Each member should have a chance to participate and contribute to the committees' annual goals.

Meeting Ideas….

Review of the FSH Safety Manual
Workplace Violence
Committee Roles & Responsibilities

- ✓ Safety Communication Board is up to date?
- ✓ Statement of principle & safety policy posted?
- ✓ Safety meeting minutes are being posted?

Recent Incident Review

- ✓ Discuss any recent incidents including injury and near miss situations.

Fire Evacuation

- ✓ Have your fire marshals been identified & trained?
- ✓ Have your evacuation procedures been developed?

First Aid

- ✓ Have your First Aiders been identified & trained? Are their names posted on your safety communication board?

Incident Investigation & Reporting

- ✓ Review and responsibilities of the safety committee in an incident investigation.

FSH Newsletter

- ✓ You can bring some copies for members to review

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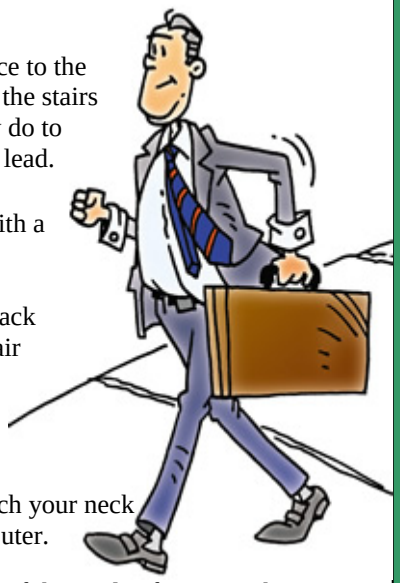
Health and Wellness

Activities you can do at work

- Take stretch breaks during meetings.
- Have a "walking" meeting - grab your colleague and discuss business while taking a walk.
- Take the stairs. Pretend the elevator is out of service.
- Post a notice near the entrance to the stairway suggesting people take the stairs and have them sign it when they do to encourage others to follow their lead.
- Replace your coffee break with a walking/wheeling break.
- Contract your stomach and back muscles while sitting in your chair
- Take a brisk walk before lunch for about 10 minutes.
- Roll your shoulders and stretch your neck when sitting in front of the computer.
- Try to make active living one of the goals of your work team.



WHAT IS INFLUENZA?

Influenza or "flu" is a viral infection of the nose, throat and bronchial tubes. There are two main types of influenza virus: A and B. Type A virus tends to cause more severe illness than type B. Each type includes many different strains, which tend to change each year.

Every year, inFLUenza comes through Winnipeg and Canada usually from November through April. This common respiratory illness affects thousands of Manitobans each year. Although most people recover from the flu, it can lead to serious illness and sometimes death.

We can help prevent & reduce the spread of this infection by:

- Covering our coughs
- Washing our hands
- Staying home when we are sick with cough & fever
- **GETTING THE FLU SHOT!!!**

FACT: You cannot get the flu from the flu shot – there is no live virus in the vaccine.

GET THE SHOT, NOT THE FLU!

You should get a free flu shot every year if you are:

- age 65 or older;
- a child age six to 23 months;
- an adult or child with heart or lung disease, *or* other chronic illness;
- a health care worker;
- a first responder (police officer, fire fighter, paramedic)
- a household contact of someone under age two, or 65 years of age and older
- pregnant (regardless of trimester or due date)

Public immunization clinics will be available throughout Winnipeg. Information regarding public immunization clinics will be circulated in the near future. Immunization is also available through your family doctor.

Curried Pumpkin Soup

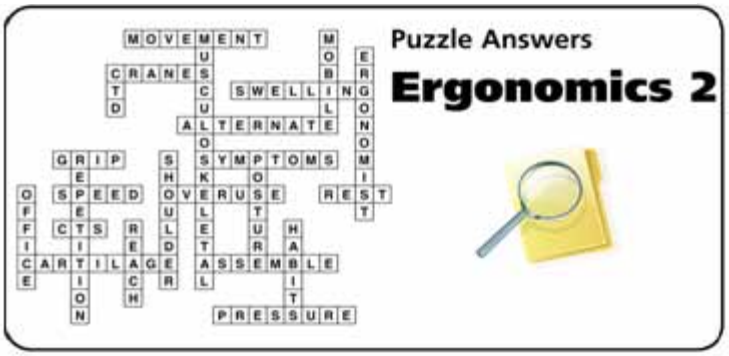
Ingredients:

1/3 cup chopped onion
1 tsp minced garlic
1 tsp curry powder
2 Tbsp butter or margarine
¼ tsp nutmeg
2 cups vegetable or chicken broth
1 Tbsp cornstarch or arrow root or tapioca powder (thickening)
Bay leaf
Chopped chives (garnish)
1 cup pureed pumpkin
1/8 tsp sugar
1 ½ cups milk

Instructions

In a large pan, cook onion, garlic and curry in the butter for a few minutes until onion is tender. Add pumpkin, nutmeg, sugar and the bay leaf. Reduce heat and simmer uncovered for about 15 minutes. Take out bay leaf. Stir in 1 cup of the milk and cook over low heat for a few minutes. In another bowl, stir together the remaining milk and the cornstarch until dissolved, then add it to the pan. Cook and stir until thick and bubbly for a few minutes. Makes 4-6 servings.

Halloween	October	jack o' lantern	bat
trick or treat	skeleton	haunted	spider
ghost	vampire	Frankenstein	mummy



SAFE WORK

SAFE
SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY

How to Resolve Safety and Health Concerns

The Worker's Role

Incidents often occur in the workplace because hazards were either not reported or were not resolved. Reporting safety and health concerns is a first step in the prevention of these incidents. Reporting concerns can prevent minor hazards in your workplace from becoming serious incidents.

Step 1
The first step in having a concern identified and dealt with is to raise it with your supervisor. The supervisor must then attempt to resolve the matter. *Refer to FSH Safety Manual Resource 6 Worker Hazard Report Form.*

Step 2
If you are uncomfortable speaking with your supervisor, or unable to resolve the concern with your supervisor, talk to a member of your workplace safety and health committee or your worker representative. The committee/representative will attempt to resolve the concern.

Step 3
If the concern cannot be remedied at the committee representative level, or if you feel the issue is urgent and not receiving appropriate attention, you may notify the Manitoba Workplace Safety and Health Division at: 945-6848 or 1-800-282-8069, extension 6848 and explain the issue. The Division will intervene as appropriate.

Under *the Manitoba Workplace Safety and Health Act*, W210, workers who raise workplace safety and health concerns are protected from discriminatory action including job termination, loss of wages, etc.

Uh, dad, about your driving…

Driving is so closely related to independence it's easy to understand how difficult it is for an aging parent to turn in his or her driver's license.

Raising the topic with a parent whose car is covered with 'mystery dents,' or who has been involved in a couple of accidents or close calls, frequently leads to heated arguments.

But uncomfortable conversations beat trying to console a parent whose driving has just killed a child.

If you can't convince an aging parent whose driving gives you goose bumps to turn in his or her license, talk to that person's doctor. Be supportive afterwards by running errands for them and offering rides when needed.

Look into refresher courses for senior drivers offered by community safety organizations. These classes help older drivers stay up to date on traffic laws and safe driving techniques. The training also teaches drivers to compensate for changes in ability.