



**INSTITUTO DEL PROGRESO LATINO**

# Health and Safety Awareness Student Manual

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*June 2012*

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## **Introduction: About Instituto del Progreso Latino**

Our mission is to contribute to the fullest development of Latino immigrants and their families through education, training and employment that fosters full participation in the changing United States society while preserving cultural identity and dignity.

In the last 30 years, Instituto has emerged as a pioneering voice in the education and training of Latina/o immigrants and their families in Chicago. Instituto started as a church-based volunteer program offering recent Latina/o immigrants the opportunity to learn English, find employment, and accustom their children to the U.S. educational systems. Instituto has now evolved into a leading city, state and regional educational institution catering to over 14,000 participants and families annually.

Instituto's vision is to drive the movement of immigrant integration by stimulating the economy with highly skilled and educated workers. Instituto believes that real change can be achieved by investing in human capital and in our next generation of leaders.

At Instituto we believe that education is power—the power and freedom to live and enjoy the best of what this country has to offer. It is the power to provide for our families and ensure a better quality of life. Fuel the Power!

[http://www.idpl.org/about\\_instituto.html](http://www.idpl.org/about_instituto.html)

## Health and Safety Awareness Themes

The purpose of this curriculum is to provide instructors with the basic tools and information for conducting health and safety awareness activities for adult education participants with limited literacy and English proficiency. In order to meet the variety of participants' learning styles, we focused on a general context for the required eight hours of OSHA curriculum and developed six interconnected themes. The six themes are:

1. OSHA
2. Identifying hazards
3. Effects of hazards
4. Reducing hazards
5. Common workplace hazards
6. Workplace Health and Safety Impact

The initial themes seemed like a logical approach to introduce health and safety awareness to the participants. It was important to first insure that students had a good knowledge of OSHA and understand their rights as workers and their right to have a safe and healthy work environment. Then we move into defining and identifying hazards, and particularly the hazards in the participants' current workplace. That is why we initiate the health and safety conversation asking the participants for their personal experiences. Through the development of a risk map, participants have the opportunity to elaborate on workplace hazards. It was also critical to understand the various effects that work related hazards have on people. Again, participants get to share their personal experiences by completing a body map and get a better understanding of the various routes of entry. And finally, the discussion moves into reducing hazards in the workplace. The participants are introduced to the hierarchy of controls and are given a chance to "test" different controls through a role-play activity. By initially approaching health and safety awareness in this manner, the participants become the center of attention of the curriculum. The participants' personal experiences help shape the curriculum become a more engaging and interactive learning experience.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Activity 1.1: OSHA Questionnaire:  
What legal rights do workers have to a safe job?**

1. Workers in the U.S. have a legal right to a safe and healthy job.  True  False
2. If you are an immigrant, you are not protected by any workplace safety laws.  
 True  False
3. Legally, who is responsible for providing a safe and healthy workplace?  
 The Employer  The Workers  
 The Union  OSHA  All of The Above
4. Workers can call in the government to inspect a workplace for hazards.  True  False
5. When workers call OSHA to request an inspection of the workplace, they don't have to tell their name.  
 True  False
6. Government inspectors must always tell the employer before they come to inspect the workplace.  
 True  False
7. Workers have the legal right to refuse to do unsafe or unhealthful job tasks.  True  False
8. Workers have the right to know about the chemicals they work with, and employers must train employees how to work safely with chemicals.  True  False
9. Workers can be fired if they request a safety inspection from the government, and there's nothing that can be done about it.  
 True  False
10. What questions do you have about workplace safety laws? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Activity 1.2 OSHA Overview: Group Poster**

Instructions: Using the reading assigned to the group, together identify key details and create a poster by summarizing and paraphrasing the OSHA content. Then present the poster to the class. Use this page to draw a draft of the poster.

## **You have the right to a safe workplace**

You have the right to a safe workplace. The Occupational Safety and Health Act of 1970 (OSH Act) was passed to prevent workers from being killed or seriously harmed at work. The law requires employers to provide their employees with working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards. OSHA also provides information, training and assistance to workers and employers. Workers may file a complaint to have OSHA inspect their workplace if they believe that their employer is not following OSHA standards or that there are serious hazards.

Contact OSHA if you have questions or want to file a complaint. We will keep your information confidential. We are here to help you.

### **Regional Office**

230 South Dearborn Street, Room 3244  
Chicago, Illinois 60604  
(312) 353-2220  
(312) 353-7774 FAX

### **Calumet City Area Office**

1600 167th Street, Suite 9  
Calumet City, Illinois 60409  
(708) 891-3800  
(708) 862-9659 FAX

### **Chicago North Area Office**

701 Lee Street - Suite 950  
Des Plaines, Illinois 60016  
(847) 803-4800  
(847) 390-8220 FAX



# Job Safety and Health

## It's the law!



Occupational Safety and Health Administration  
U.S. Department of Labor

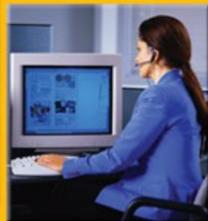
### EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

### EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the *OSH Act*.

This free poster available from OSHA –  
*The Best Resource for Safety and Health*



Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

**1-800-321-OSHA**  
[www.osha.gov](http://www.osha.gov)

OSHA 3165-12-06R



# OSHA FACT Sheet

## Job Safety and Health

### Why should everyone be concerned about job safety and health?

Each year, approximately 6,000 employees in this country die from workplace injuries while another 50,000 die from illnesses caused by exposure to workplace hazards. In addition, 6 million workers suffer non-fatal workplace injuries at an annual cost to U.S. businesses of more than \$125 billion.

Effective job safety and health add value to the workplace and help reduce worker injuries and illnesses.

### How does OSHA contribute to job safety and health?

Congress passed the *Occupational Safety and Health Act of 1970, (OSH Act)*, “to assure so far as possible every working man and woman in the Nation safe and healthful working conditions and to preserve our human resources.” *Title 29 of the Code of Federal Regulations (CFR), Parts 1902-1990*, contains OSHA regulations and standards.

Some states have enacted occupational safety and health laws and operate federally approved state plans. Such states adopt and enforce state standards and regulations that are at least as effective as those enacted under federal law.

### Are all employees covered by the OSH Act?

The *OSH Act* covers all employees except workers who are self-employed and public employees in state and local governments.

In states with OSHA-approved state plans, public employees in state and local governments are covered by their state’s OSHA-approved plan. Federal employees are covered under the *OSH Act’s* federal employee occupational safety and health programs, see *29 CFR Part 1960*. United States Postal Service employees, however, are subject to the same *OSH Act* coverage provisions as are private sector employers.

The *OSH Act* does not apply to particular working conditions addressed by regulations or standards affecting occupational safety or health that are issued by federal agencies, other than OSHA, or by a state atomic energy agency. Other federal agencies that have issued requirements affecting job safety or health include the Mine Safety and Health Administration and some agencies of the Department of Transportation.

### What are your responsibilities as an employer?

If you are an employer covered by the *OSH Act*, you must provide your employees with jobs and a place of employment free from recognized hazards that are causing, or are likely to cause, death or serious physical harm. Among other actions, you must also comply with the OSHA statutory requirements, standards, and regulations that, in part, require you to do the following:

- Provide well-maintained tools and equipment, including appropriate personal protective equipment;
- Provide medical examinations;
- Provide training required by OSHA standards;
- Report to OSHA within 8 hours accidents that result in fatalities;
- Report to OSHA within 8 hours accidents that result in the hospitalization of three or more employees;
- Keep records of work-related accidents, injuries, illnesses—and their causes—and post annual summaries for the required period of time. A number of specific industries in the retail, service, finance, insurance, and real estate sectors that are classified as low-hazard are exempt from most requirements of the regulation, as are small businesses with 10 or fewer employees (see *29 CFR Part 1904*);
- Post prominently the OSHA poster (OSHA 3165) informing employees of their rights and responsibilities;
- Provide employees access to their medical and exposure records;
- Do not discriminate against employees who exercise their rights under the *OSH Act*;
- Post OSHA citations and abatement verification notices at or near the worksite;
- Abate cited violations within the prescribed period; and
- Respond to survey requests for data from the Bureau of Labor Statistics, OSHA, or a designee of either agency.

### What are your rights as an employer?

When working with OSHA, you may do the following:

- Request identification from OSHA compliance officers;
- Request an inspection warrant;

# OSHA FactSheet

## OSHA Inspections

The Occupational Safety and Health Administration is committed to strong, fair and effective enforcement of safety and health requirements in the workplace. OSHA inspectors, called compliance safety and health officers, are experienced, well-trained industrial hygienists and safety professionals whose goal is to assure compliance with OSHA requirements and help employers and workers reduce on-the-job hazards and prevent injuries, illnesses and deaths in the workplace.

Normally, OSHA conducts inspections without advance notice. Employers have the right to require compliance officers to obtain an inspection warrant before entering the worksite.

### Inspection Priorities

OSHA cannot inspect all 7 million workplaces it covers each year. The agency seeks to focus its inspection resources on the most hazardous workplaces in the following order of priority:

- 1. Imminent danger situations**—hazards that could cause death or serious physical harm—receive top priority. Compliance officers will ask employers to correct these hazards immediately—or remove endangered employees.
- 2. Fatalities and catastrophes**—incidents that involve a death or the hospitalization of three or more employees—come next. Employers must report such catastrophes to OSHA within 8 hours.
- 3. Complaints**—allegations of hazards or violations also receive a high priority. Employees may request anonymity when they file complaints.
- 4. Referrals** of hazard information from other federal, state or local agencies, individuals, organizations or the media receive consideration for inspection.
- 5. Follow-ups**—checks for abatement of violations cited during previous inspections—are also conducted by the agency in certain circumstances.
- 6. Planned or programmed investigations**—inspections aimed at specific high-hazard industries or individual workplaces that have experienced high rates of injuries and illnesses—also receive priority.

### Phone/Fax Investigations

OSHA carefully prioritizes all complaints it receives based on their severity. For lower-priority hazards, with permission of a complainant, OSHA may telephone the employer to describe safety and health concerns, following up with a fax providing details on alleged safety and health hazards. The employer must respond in writing within five working days, identifying any problems found and noting corrective actions taken or planned. If the response is adequate and the complainant satisfied with the response, OSHA generally will not conduct an on-site inspection.

### Onsite Inspections

**Preparation**—Before conducting an inspection, OSHA compliance officers research the inspection history of a worksite using various data sources, review the operations and processes in use and the standards most likely to apply. They gather appropriate personal protective equipment and testing instruments to measure potential hazards.

**Presentation of credentials**—The onsite inspection begins with the presentation of the compliance officer's credentials, which include both a photograph and a serial number.

**Opening Conference**—The compliance officer will explain why OSHA selected the workplace for inspection and describe the scope of the inspection, walkaround procedures, employee representation and employee interviews. The employer then selects a representative to accompany the compli-

# OSHA FactSheet

## Your Rights as a Whistleblower

You may file a complaint with OSHA if your employer retaliates against you by taking unfavorable personnel action because you engaged in protected activity relating to workplace safety and health, commercial motor carrier safety, pipeline safety, air carrier safety, nuclear safety, the environment, asbestos in schools, corporate fraud, SEC rules or regulations, railroad carrier safety or security, or public transportation agency safety or security.

### Whistleblower Laws Enforced by OSHA

Each law requires that complaints be filed within a certain number of days after the alleged retaliation.

You may file complaints by telephone or in writing under the:

- *Occupational Safety and Health Act* (30 days)
- *Surface Transportation Assistance Act* (180 days)
- *Asbestos Hazard Emergency Response Act* (90 days)
- *International Safe Container Act* (60 days)
- *Federal Rail Safety Act* (180 days)
- *National Transit Systems Security Act* (180 days)

Under the following laws, complaints must be filed in writing:

- *Clean Air Act* (30 days)
- *Comprehensive Environmental Response, Compensation and Liability Act* (30 days)
- *Energy Reorganization Act* (180 days)
- *Federal Water Pollution Control Act* (30 days)
- *Pipeline Safety Improvement Act* (180 days)
- *Safe Drinking Water Act* (30 days)
- *Sarbanes-Oxley Act* (90 days)
- *Solid Waste Disposal Act* (30 days)
- *Toxic Substances Control Act* (30 days)
- *Wendell H. Ford Aviation Investment and Reform Act for the 21st Century* (90 days)

### Unfavorable Personnel Actions

Your employer may be found to have retaliated against you if your protected activity was a contributing or motivating factor in its decision to take unfavorable personnel action against you.

Such actions may include:

- Firing or laying off
- Blacklisting
- Demoting
- Denying overtime or promotion
- Disciplining

- Denying benefits
- Failing to hire or rehire
- Intimidation
- Reassignment affecting promotion prospects
- Reducing pay or hours

### Filing a Complaint

If you believe that your employer retaliated against you because you exercised your legal rights as an employee, contact your local OSHA office *as soon as possible*, because you must file your complaint within the legal time limits. OSHA conducts an in-depth interview with each complainant to determine whether to conduct an investigation. For more information, call your closest OSHA Regional Office:

- *Boston* (617) 565-9860
- *New York* (212) 337-2378
- *Philadelphia* (215) 861-4900
- *Atlanta* (404) 562-2300
- *Chicago* (312) 353-2220
- *Dallas* (972) 850-4145
- *Kansas City* (816) 283-8745
- *Denver* (720) 264-6550
- *San Francisco* (415) 625-2547
- *Seattle* (206) 553-5930

Addresses, fax numbers and other contact information for these offices can be found on OSHA's website, [www.osha.gov](http://www.osha.gov), and in local directories. Some complaints must be filed in writing and some may be filed verbally (call your local OSHA office for assistance). Written complaints may be filed by mail (we recommend certified mail), fax, or hand-delivered during business hours. The date postmarked, faxed or hand-delivered is considered the date filed.

If retaliation for protected activity relating to occupational safety and health issues takes place in a state that operates an OSHA-approved state plan, the complaint should be filed with the state agency, although persons in those states may file with Federal OSHA at the same time. Although the *Occupational Safety and*

### Activity 1.3

#### **Answers to Activity 1.1: OSHA Questionnaire: What Legal Rights do Workers have to a Safe Job?**

**1. True & False.** There is a federal (national) law called OSHA. It protects millions of workers from hazards/dangers on the job. If you work for a company or a business, you are covered by this law.

But, the federal OSHA law does not apply to all workers. If you work for yourself, you are not covered by this law. For example, domestic workers are not covered by OSHA.

If you work for state or city government in Illinois, you are not covered by the federal OSHA law, but there is a state OSHA law to protect you instead. If you are a miner, railroad worker or atomic energy worker, you are covered by other safety laws, not the OSHA law.

**2. False.** OSHA covers immigrant workers, whether they have papers or not.

**3. The Employer;** The OSHA law says that employers are responsible; it is their legal duty to provide a workplace free of hazards. If employers don't protect workers from workplace dangers, they are breaking the law. They have to fix the hazards and pay fines. Employees can do their part to help make the workplace safe by following work rules of their employer and OSHA standards.

**4. True.** Anyone who works in a workplace covered by the OSHA law has the right to call in OSHA. Some organizations such as unions and worker centers can also call OSHA for the workers they represent. Family members can also call OSHA.

**5. True.** OSHA will not tell the employer who asked for an inspection. However, it is a good idea to have a contact person representing the workers who can walk around with the inspector on the inspection. The person should be someone who knows the hazards at the workplace and is not afraid to speak out. If the workers are represented by a union at the workplace, the contact person would be a union representative, such as a shop steward.

**6. False.** Inspectors usually make unannounced inspections. But, sometimes the inspectors have to tell the company they are coming: if the condition is an imminent danger (a worker could die), if the inspection must be conducted after regular work hours, or if management and worker reps are not likely to be there when the inspector comes.

**7. True.** But there are some rules you have to follow:

- a. You must believe that there is an imminent danger (a worker could die or have a very bad injury).
- b. You must first ask the employer to fix the problem
- c. It's not possible to do the task another way.
- d. There is not enough time for OSHA to get there
- e. You offered to do another task, and you did not leave your workplace.

**8. True.** OSHA has created rules (called standards) for employers. These standards explain what the employer must do to fix hazards. One of the standards says that employees have the right to information about the chemicals they work with and how to work safely with chemicals.

OSHA standards exist for some safety and health hazards, but not all of them. OSHA standards are found in the Code of Federal Regulations.

**9. False.** It is illegal to fire an employee or treat them unfairly for using their rights under the OSHA law. There is a section of the OSHA law that applies to this situation. (It's called Section 11 [c].) Workers have 30 days to file a complaint with OSHA about discrimination.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Activity 2.1: Workplace Interview

Instructions: Ask the following questions to one of your classmates. If he/she does not currently work, ask about his/her previous job.

1. What do you do at your job? \_\_\_\_\_  
\_\_\_\_\_
2. How long have you done this job? \_\_\_\_\_
3. What is easy about your job? \_\_\_\_\_  
\_\_\_\_\_
4. What is difficult about your job? \_\_\_\_\_  
\_\_\_\_\_
5. Do you think your job is safe? Why or why not? \_\_\_\_\_  
\_\_\_\_\_
6. What are the hazards/dangers in your job? \_\_\_\_\_  
\_\_\_\_\_
7. Have you, or someone you know, ever had an accident at work? \_\_\_\_\_
  - a. What happened? \_\_\_\_\_  
\_\_\_\_\_
  - b. How did you/they handle it? \_\_\_\_\_  
\_\_\_\_\_
8. How does your job affect your health? \_\_\_\_\_  
\_\_\_\_\_

Thank you for participating!



Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Activity 2.2: Defining Health and Safety Hazards

Instructions: Provide some examples for each type of hazard.

1) Safety Hazards:

- Cause physical injuries and accidents
- Cause immediate harm
- Examples: broken bones, cuts, bruises, sprains or electrocutions

2) Health Hazards:

- Cause internal injuries like diseases or illnesses
- Cause long-term harm, may take years to develop
- Examples: Cancer, heart disease, loss of hearing or reproductive problems

Types of Safety Hazards	Examples	Types of Health Hazards	Examples
Fire		Chemical (dusts, fumes, sprays)	
Electrical		Biological	
Falling		Physical (temperature, radiation, noise, vibration)	
Machines		Ergonomic	
Vehicles			
Confined Spaces (manholes, tanks)			
Lifting/ Carrying/ Moving things by hand			

Other Types of Hazards	Examples
Violence	
Stress	

Think about it: What is the main difference between a safety hazard and a health hazard?

\_\_\_\_\_

## Types of Hazards Fact Sheet

**Safety Hazards** are those which cause injury to the worker.

Type	Example	Image
<b>Falls:</b> in general industry, fall protection must be provided to protect from falls from 48"; while in construction, protection must be provided at the 6' mark	Ladders, scaffolds, stairways	
<b>Falls to same level:</b> conditions that cause a person to slip, trip, fall, or hurt themselves	Cluttered workspaces, slippery surfaces, wet or greasy floors	
<b>Falling objects:</b> workers are at risk of falling objects when work is being done above them or when materials are not stacked properly	Working underneath cranes or scaffolds, objects placed on shelves too high	
<b>Electricity:</b> electrocution can occur when a person comes into contact with an electric current	Electric equipment, electrical wires, lightning, batteries	
<b>Sharp objects:</b> can cause cuts and even amputations	Knife, saw, meat cutter, box cutter	
<b>Machines:</b> machine parts, both fast moving and slow parts, can cause accidents as crushing or amputating parts of the body	Motor part, drills	
<b>Moving objects:</b> a person can be struck, run over or crushed by heavy machinery	Tractors, trucks, forklifts	
<b>Confined spaces:</b> is large enough and so configured that an employee can bodily enter and perform work; has limited or restricted means for entry/exit; is not designed for continuous occupancy	Manholes, tanks	
<b>Fire:</b> conditions that increase the risk of a fire occurring in the workplace	Bad wiring, improper use of stoves, failure to have fire safety equipment	
<b>Repetitive motions:</b> work that requires the same motion over and over can cause pain or injuries over time, even if the motions are not difficult	Assembly line, poultry and meat cutting, using computer keyboards	
<b>Heavy lifting:</b> Pushing/pulling objects that are too heavy or carried incorrectly can cause back problems or problems in other parts of the body; back problems are the most common	Boxes, people	

**Physical Hazards** can cause illnesses when they transfer energy from the object to the person.

Type	Example	Image
<b>Noises:</b> can cause hearing damage, either immediately or gradually over time; noise exposure is calculated for 8 hours	Machinery, motors, explosions, loud music	
<b>Heat:</b> a hot surface or overexposure to the sun or heat can cause burning or dehydration	Working outside during the summertime, ovens, fryers, grills	
<b>Cold:</b> exposure to cold or being trapped in a cold place can cause frostbite, hypothermia, and even death	Working outside during the wintertime, refrigerators, freezers	
<b>Miscellaneous:</b> any other physical object that can cause injury or illness	Radiation, ill-fitting protective equipment	

**Chemical Hazards** can enter the body in the following ways:

- Inhalation (breathing)
- Ingestion (swallowing)
- Absorption (through the skin)
- Through openings in the skin (cuts)

Type	Example	Image
<b>Solids:</b> chemicals in solid form	Dry paint (can contain lead)	
<b>Dust:</b> dust contains small particles of solids	Cement bags, fiberglass, asbestos	
<b>Liquids:</b> chemicals in liquid form at room temperature	Pesticides, paints, cleaning products	
<b>Vapor:</b> vapor is a gas that has evaporated; can cause eye and skin irritations or even cause brain damage over time	Pesticides, paints, cleaning products	
<b>Gas:</b> some chemicals exist as gases at room temperature; some solid and liquid chemicals convert into gas when heated	Aerosols, carbon monoxide, vehicle fumes, hydrogen sulfide	



**Fumes:** A fume or fumes refers to vapors (gases), dusts and/or smoke given off by a substance as a result of a chemical transformation such as reaction, heating, explosion or detonation.

Welding, asphalt



**Biological Hazards** are living things that can cause injury or illness to human beings.

Type	Example	Image
<b>Animals/Rodents:</b> many injuries and illnesses can be caused by contact with animals or animal waste	Allergies, manure	
<b>Insects:</b> certain insects may appear in filthy workplaces; they can bite and spread disease	Roaches	
<b>Sick people:</b> illnesses can be transmitted from one person to another, through contact with a sick person or that person's fluids	Examples of illness: cold and flu Examples of bodily fluids: saliva, blood, waste	
<b>Needles &amp; Syringes:</b> a variety of illnesses can be transmitted through shared or contaminated needles	AIDS, Hepatitis	
<b>Plants:</b> many illnesses can be caused by contact with plants	Pollen, mold, poison ivy	

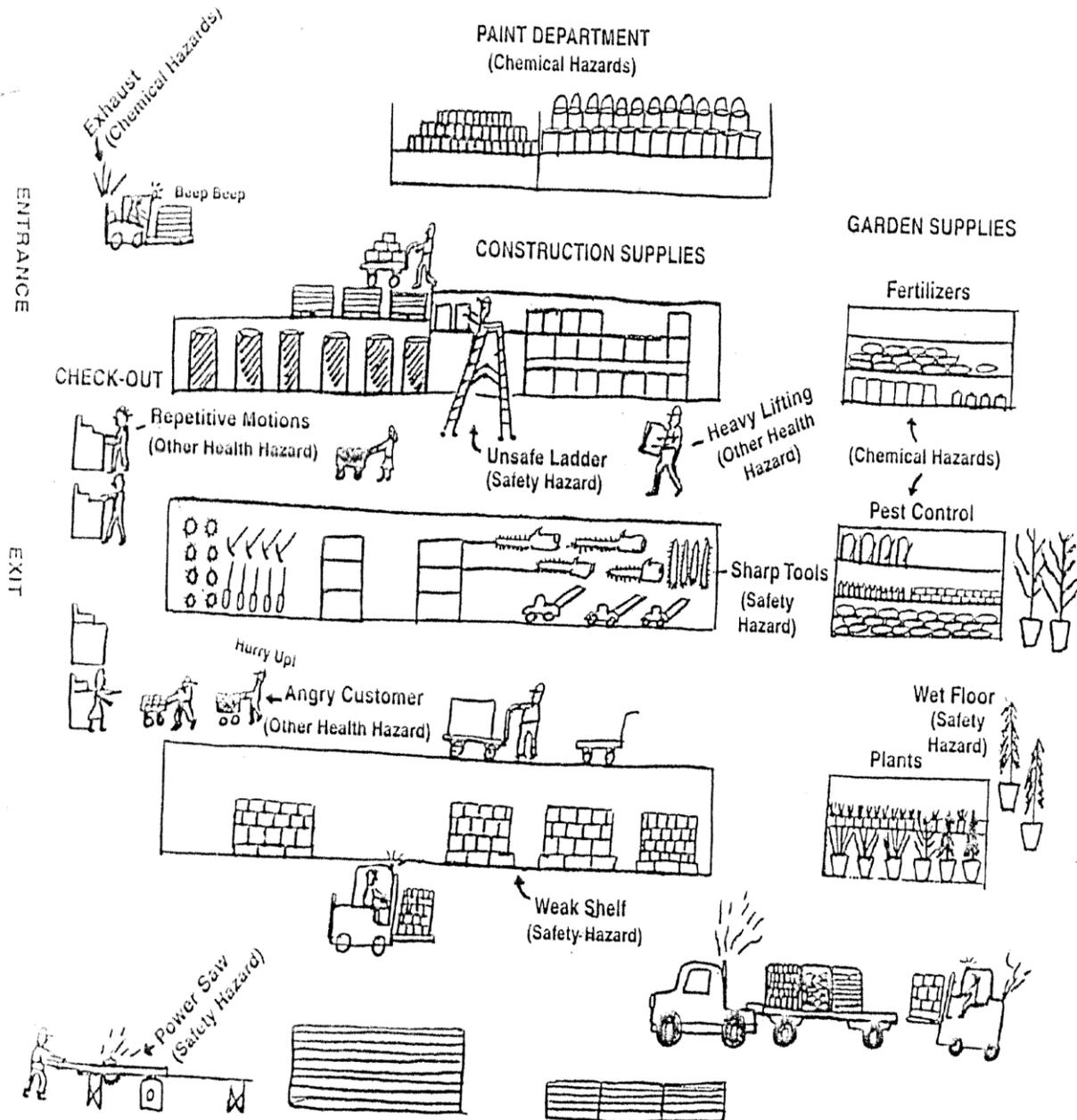
**Additional Hazards** are those which cannot be classified into the other categories but can cause health or safety problems for workers.

Type	Example	Image
<b>Violence:</b> violence in the workplace is violence which is directed to employees or employers; recall that homicides are one of the leading causes of workplace deaths	Using weapons against coworkers, fights at work, employee abuse, robbery at work	
<b>Stress:</b> this occurs when the demands of the job are greater than the capacity or resources of the worker	Angry clients, not enough time to complete a task	

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Sample Risk Map of a Warehouse Store

Instructions: Find and identify the various hazards located in the store.



Adapted from *Tools of the Trade*. Lee, Baker, & Darling. Labor Occupational Health Program.



Name: \_\_\_\_\_ Date: \_\_\_\_\_

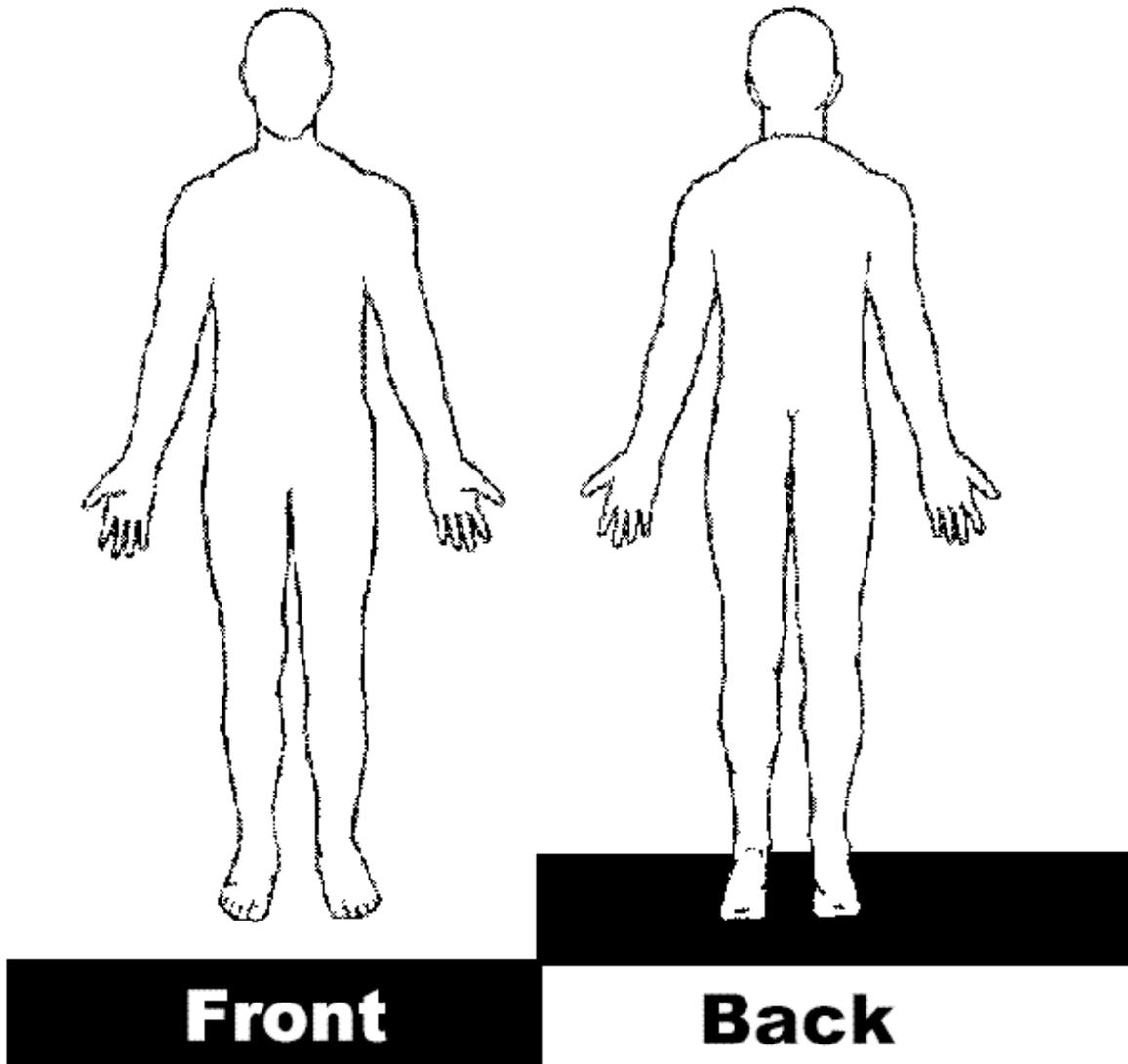
### **Student-made Workplace Risk Map**

Instructions: Draw a small-scale of the group's risk map of the workplace.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Activity 3.1 Body Mapping

Instructions: Mark with an “X” the parts of the body that are affected by your work duties. Indicate the *Route of Entry* for each of injury or symptom.



#### ROUTES OF ENTRY

- **Air/Inhalation:** breathing in a chemical through the nose or mouth
- **Mouth/Ingestion:** eating/swallowing a chemical
- **Skin/Direct contact with skin:** absorbing a chemical through the skin or eyes

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Activity 4.1 How to Reduce Hazards

Employers must keep the workplace safe for workers. There are different ways they can do this. Some ways work better than other ways.

Types of Controls:



***** Elimination of Hazard	**** Substitution	*** Engineering	** Labor Practices/ Administrative Controls (Training and Procedures)	* Personal Protective Equipment (PPE)
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Source: UFCW, A Safety Committee Guide for the Workplace

**Elimination:**

- The best way to control a hazard is to eliminate it entirely. It is best to do this as early as possible.
- Example: use an electric forklift truck rather than a gas operated forklift truck to eliminate carbon monoxide in a warehouse
- Example: use a chain from the floor to open an elevated valve rather than using a ladder to climb up and open the valve

**Substitution:**

- When a hazard cannot be eliminated completely, the second best alternative is substituting the dangerous condition.
- The idea is to substitute chemicals, equipment, or hazardous materials with ones that are less hazardous.
- Example: using paint that does not contain lead-based pigments
- A potential problem is when the product being used as a substitute is as dangerous as the original. For this reason, it is important to find out if the product is truly less hazardous than the original.

**Engineering Controls:**

- Engineering controls is another way that technology can be used to change the work environment, a machine, or some equipment in order to reduce the hazard.
- Examples: machine guards, backup alarms, guardrails, covers, slip resistant surfaces, and using machine to move heavy objects instead of carrying them.

**Administrative Controls or Changing Labor Practices:**

- Means changing the way and the structure of how work is done.
- Example: instead of one employee exposed to a particular hazard for eight hours a day, the employer could assign four workers to work for two hours each; this could be used for repetitive tasks or for any exposure to a chemical hazard.

**Personal Protective Equipment (PPE):**

- It can include respirators, and protective wear for the eyes, ears, and face, gloves, and protective rope.
- This is equipment or clothing to protect the worker, such as respirators, eye goggles, gloves, knee pads, hard hats, steel toed shoes, harnesses.



INSTITUTO DEL PROGRESO LATINO

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Reducing Hazards: A Skit**

Instructions: Prepare a short skit of how to approach an employer to discuss ways that the employer can control a workplace hazard. At least one of the hazard control methods should be incorporated in the skit. Use this handout to write a draft.





**Part One:**

Choose 9 workplace safety symbols from these pictures and write the meaning for each symbol  
There are three types of symbols; choose 3 of each type.

- A) Don't do it. It is forbidden  
Example: No smoking
  
- B. It's required. You must do it:  
Example: Wear a hard hat
  
- C. Warning. Be careful. Stay away from this.  
Example: Slippery floor
  
- D. Other:  
Example: Fire extinguisher found here.

**Part Two:**

Instructions: What do you see in this picture? What does it mean?

Symbol	Description
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	



Name: \_\_\_\_\_ Date \_\_\_\_\_

**Activity 5.2: Common Workplace Hazards: JJ Keller Handbook**

Instructions: Read the assigned selection from the JJ Keller Handbook with your group. Summarize the reading by completing the chart below. Use this as a guide for your class presentation.

JJ Keller Topic: \_\_\_\_\_

Main Idea: \_\_\_\_\_

Supporting Details:

Supporting Details:

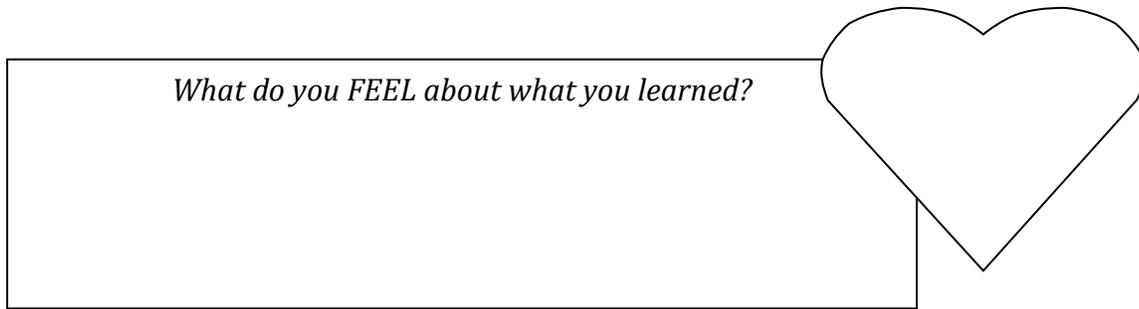
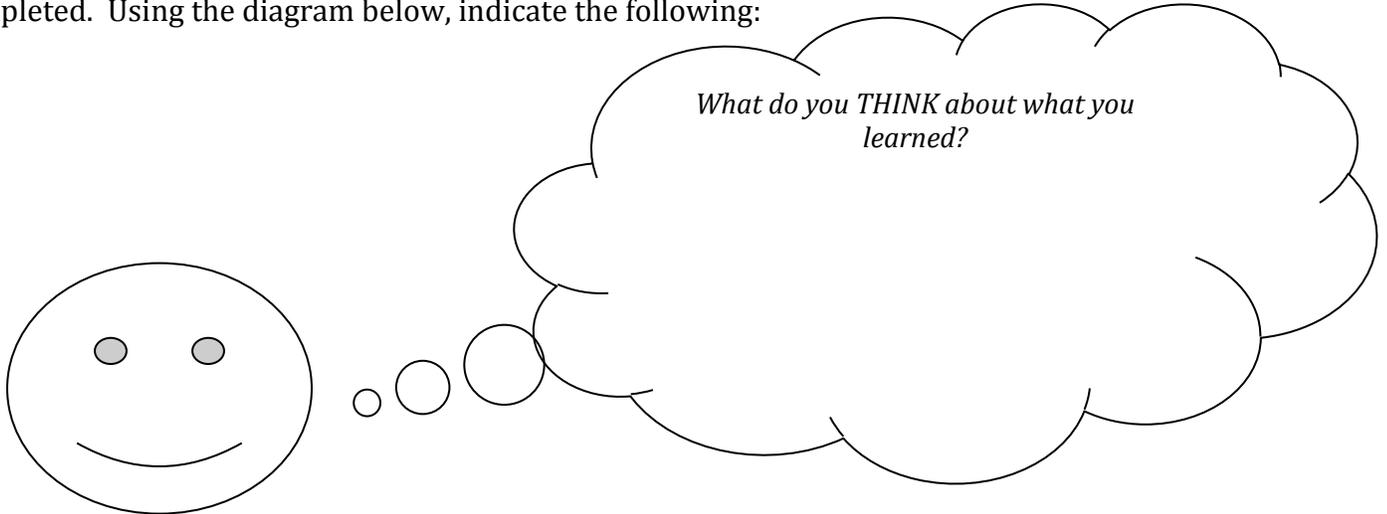
Supporting Details:

Summary: (you may include personal experiences)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Activity 6.1: Workplace Health and Safety Impact

**Instructions:** Think about the Workplace Health and Safety Awareness activities that you have completed. Using the diagram below, indicate the following:



How will you *USE* what you learned?



**Resources:**  
**Taking Action on Unsafe Working Conditions**

Worker Advocacy Organizations

These are local grassroots organizations, known as *Workers' Centers*, advocate for Latino workers' rights on many employment issues, including wage theft (wage and hour violations), and worker health and safety. They can file OSHA complaints on workers; behalf and make referrals to workers' compensation lawyers. Most workers' centers listed below are local affiliates of national networks which campaign for fair working conditions for low wage immigrant workers.

<p>Arise Chicago            info@arisechicago.org            (773) 769-6000            1020 W. Bryn Mawr            Chicago, IL 60660</p>	<p>Latino Union            info@latinounion.org            (773) 588-2641            3416 W. Bryn Mawr            Chicago, IL 60659</p>
<p>Centro de Trabajadores Unidos            centrodetrabajadores@gmail.com            (773) 297-3379            3200 E. 91<sup>st</sup> Street            Chicago, IL 60617</p>	<p>Restaurant Opportunities Center (ROC)            ROC Chicago            veronica@rocunited.org            (312) 629-2892            77 W. Washington Street, Suite 812            Chicago, IL 60602</p>
<p>Chicago Workers Collaborative            postmaster@chicagoworkerscollaborative.org            (877) 775-8242            Chicago, Waukegan, Rolling Meadows</p>	<p>Warehouse Workers for Justice            www.warehouseworkers.org            37 S. Ashland Ave.            Chicago, IL 60607</p>



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