



Building a solid resource foundation

A Resource Guide for health and safety activities in Manitoba

March, 2008

(based on one prepared for the Winnipeg Regional Health Authority
workplace safety and health committee courses, 2003)



How's it laid out?

There are a lot of resources “out there” to give you the tools you need to complete a task or solve a problem.

This section provides a starting point to build a sound resource foundation. It will at no charge.

help you create your own inventory of helpful people on your workplace safety and health committee(s) and within your organization.

There also is a list of provincial, national, and international organizations with expertise in occupational health and safety from which you can obtain detailed and accurate information, usually

Getting started

Resources for workplace safety and health committees may include:

- information (from a variety of sources)
- people (e.g. union representatives, health and safety specialists, workers, supervisors)
- creative ideas
- time
- tools, equipment and other materials
- support from the union, management, workers, and technical people or specialists
- money
- knowledge and skills
- workplace contacts and networks

- the law and related documents
- organizational policies
- the Workplace Safety and Health Division (WSHD) in the Department of Labour and Immigration

All, or some, of these resources may be needed to solve a problem at any given time.

Time and money are probably the resources we think of most often to solve a problem. But they may be the resources in shortest supply!

So let's set time and money aside, for a moment, and consider other resources you can use. We'll look at them in terms of “assets”.



What assets are available?

1. Within your workplace or organization

Let's look at several places where you might find help, starting within your workplace. There's often more than you expect to find.

Within the workplace safety and health committee

- What skills and experience do you bring to the table?
- Who else is on the joint committee?
- What assets do they bring to the table?
 - experience?
 - authority?
 - power of persuasion?
 - knowledge and skills?
 - creativity?
 - contacts?

Within your workplace/organization

Think about your workplace or organization:

- Does senior management support the committee?
- Are there workplace health and safety policies and programs?
- What networks and contacts do you have?

- What departments might be helpful?
 - maintenance?
 - security?
 - engineering?
 - health and safety/first aid

Many workplaces hire people to do occupational health and safety work. These individuals often provide technical advice and support to joint health and safety committees, employers and workers. They may include occupational health nurses, occupational hygienists, ergonomists, safety officers, occupational physicians, engineers and others.

Within the union local

In unionized workplaces, committee worker representatives are appointed or chosen by the union. If you are a union member, consider:

- What skills and experience do the members have that could help deal with occupational health and safety?
- What skills and experience does the leadership have, in terms of health and safety?
- How well does the local leadership back you?
- Do you have a full-time or part-time health and safety rep? Workers' compensation rep?
- What links do you have to other unions in the workplace? What other networks and contacts do you have?



2. Beyond your workplace or organization

All Manitoba employers and workers are covered by the *Workplace Safety and Health Act*, its related documents and “rules”. The *Act’s* goal is to prevent occupational health problems for Manitoba workers, in particular, and to adapt workplaces to employees’ mental and physical needs.

The Workplace Safety and Health Division of the Manitoba Department of Labour and Immigration administers and enforces the law. There may be a safety and health officer (SHO) from the Division that “looks after” your workplace.

For workers within Manitoba:

- your union may have a safety and health staff person
- other workplaces like yours, or in your community, may have health and safety reps
- the Manitoba Federation of Labour has a full-time health and safety person

For employers within Manitoba:

- your corporate headquarters may have health and safety staff
- check for sector organizations or others doing similar business/services

Depending on the resource needed, other government agencies, not-for-profit organizations and private consultants provide technical expertise, advice and training about occupational health and safety. (The Workplace Safety and Health Division and the Manitoba Workers Compensation Board have a guide to these individuals, etc. -- *The occupational health and safety resource guide* --available at their websites.)

There also may be health and safety staff elsewhere within the union or company/organization where you work. They could be at the provincial, national or international sites.

Beyond them is a vast “world wide web” of information.

Since there are so many places to get help, the lists in this *Guide* include the resources most likely to be useful; they are also those that are easiest to get to, as of August, 2007. In many cases, if you find them on the “web”, they will have links to other sites.

Checking information

Not all sources are equal, in terms of accuracy in particular. There is a checklist to help you evaluate the quality of health information at the end of the *Guide*. It comes from the Canadian Health Network (<http://www.canadian-health-network.ca/>).



Resources in my *workplace/organization*

This table lets you organize information. When done, it will list all the people who are involved with health and safety, or could

be helpful to, your workplace safety and health committee(s). Change the layout to suit your needs.

Organization/workplace name: _____

1. Workplace safety and health committee

Worker representatives				Employer representatives			
Name	Union	Dept/site	Phone/e-mail	Name	Title	Dept/site	Phone/ e-mail
Co-chair				Co-chair			



(Central committee)

(This is for workplaces where there are several committees,
linked by a central or overseeing committee.)

Worker representatives				Employer representatives			
Name	Union	Dept/site	Phone/e-mail	Name	Title	Dept/site	Phone/ e-mail
Co-chair				Co-chair			



2. Helpful people in my *workplace/organization*

Occupational health & safety staff		
Name	Title	Phone / e-mail
Senior management		
Name	Title	Phone / e-mail



Infection control		
Name	Title	Phone / e-mail
Maintenance		
Name	Title	Phone / e-mail
Others/Special resources		
Name	Title	Phone / e-mail



General resources outside your workplace/organization

The list of resources starts with what can be found in Manitoba. It then goes to other provincial, national, and international occupational health and safety organizations that provide credible and accurate technical information and advice.

The organizations are listed alphabetically. The next list of resources is organized by topic.

You can reach most of the organizations using the internet. However, you may not be able to get all their materials that way. That's why we've included other ways to reach them, where possible.

Note: Be careful about information and advice related to laws and regulations. Different provinces and countries have different "rules" than Manitoba does.

Resources in Manitoba

Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
Manitoba Federation of Labour	503 - 275 Broadway Winnipeg, Manitoba R3C 4M6	Tel: 947-1400 Fax: 943-4276	http://www.mfl.mb.ca/hs.shtml	The MFL has a health and safety staff person. The Federation's health and safety committee meets regularly. MFL health and safety conferences also take place regularly.
MFL Occupational Health Centre	102 -275 Broadway Winnipeg, Manitoba R3C 4M6 e-mail: mflohc@mflohc.mb.ca	Tel: 949-0811 Fax: 956-0848	http://www.mflohc.mb.ca	The WRHA-funded Centre provides medical advice and technical help to workers, employers and joint committees. Its Resource Centre has lots of printed materials, access to electronic databases; materials also available on-line. Services are free.



Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
Safe Workers of Tomorrow (formerly known as Workers of Tomorrow)	3-1680 Notre Dame Ave. Winnipeg, Manitoba R3H 1H6 e-mail: presentations@workersoftomorrow.com	Tel: 992-2988 Fax: 956-4864	http://www.workersoftomorrow.com	Set up in 1997, provides free presentations to students in Manitoba. Uses staff and a volunteer group to discuss health and safety for young people.
Safety Services Manitoba (formerly the Manitoba Safety Council)	3-1680 Notre Dame Winnipeg, Manitoba R3H 1H6	Tel: 949-1085 Fax: 956-2897	http://www.safetyservicesmanitoba.ca/	Provides training and/or support about “safety audits”, personal protective equipment, and other topics. Annual conference is popular with many employers.
Workers’ Compensation Board of Manitoba	333 Broadway Winnipeg, Manitoba R3C 4W3	Tel: 954-4760 Fax: 9544968 To report an injury, call 954-4100 or 1-800-362-3340	http://www.wcb.mb.ca	Not-for-profit insurance agency. Employers’ assessments go into a common fund, from which workers are paid benefits if they have a work-related injury, illness, disease or death. Also funds prevention-oriented projects (see the CIRP info).
Workplace Safety and Health Division, Manitoba Labour and Immigration	200 - 401 York Ave. Winnipeg, Manitoba R3C 0P8	Tel: 945-3446 Fax: 945-4556	http://www.gov.mb.ca/labour/safety	Responsible for administering and enforcing the Manitoba <i>Workplace Safety and Health Act</i> , regulations and codes of practice (i.e. the law). Develop guidelines about various topics; provide training and advice.



Resources in other provinces/Canadian/national International resources

Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
Alberta Workers' Health Centre	111-10451 170 Street Edmonton, Alberta T5P 4T2 e-mail: info@workershealthcentre.ca	(780) 486-9009 Toll Free: 1-888-729-4879 Fax: (780) 483-7632	http://www.workershealthcentre.ca/	A registered charity that helps improve health and safety of Alberta workplaces and help those who have workplace injuries and illness. Includes an innovative play for schools and links to Alberta resources.
Canadian Centre for Occupational Health and Safety (CCOHS)	250 Main Street East Hamilton, Ontario L8N 1H6 email: clientservices@ccohs.ca	Tel: (Client services): 1-800-668-4284 (toll free)	http://www.ccohs.ca/	National centre for occupational health and safety information. Provides (usually) free practical information to answer workplace concerns. Lots of information about hazards, committees and fixing hazards. MSDSs also available, but not always free.
CanOSH	c/o CCOHS		http://www.canoshweb.org	Find health and safety information, statistics and laws from Canadian jurisdictions.
Institute for Work and Health (IWH)	481 University Avenue Suite 800 Toronto, Ontario M5G 2E9 e-mail: info@iwh.on.ca	Tel: 416-927-2027 x 2131 Fax: 416-927-4167	http://www.iwh.on.ca/	Independent organization. Researches and promotes prevention of work-related disabilities and improved treatment, recovery and return-to-work. Lots about ergonomics, musculoskeletal injuries/MSIs and stress.



Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
Occupational Health and Safety Agency for Healthcare (OHSAH)	Suite 301 - 1195 West Broadway Street Vancouver, B.C. V6H 3X5	Tel: 604-775-4034 Toll free: 1-800-359-6612 Fax: 604-775-4031	http://www.ohsah.bc.ca	A joint employer and union organization, OHSAH focuses on health care. Does research, provides information and provides practical guides. Has many helpful resources for people outside the sector. Very innovative work about ergonomics and MSIs; also interesting materials about stress (see “mental health”), violence and working in the community.
Occupational Health Clinics for Ontario Workers (OHCOW)	601-15 Gervais Drive Don Mills, Ont. M3C 1Y8 e-mail: info@ohcow.on.ca	Tel.: 877.817.0336	http://www.ohcow.on.ca/resources/index.html	A board of labour, employers and technical reps governs the network of six Ontario clinics. Clinics provide medical and other help. See their resources for a variety of practical materials including a heat stress index and noise calculator.
Ontario Ministry of Labour, Occupational Health and Safety Branch	Occupational Health and Safety Branch 655 Bay Street, 14th Floor Toronto Ont. M7A 1T7	416-326-7770	http://www.labour.gov.on.ca/english/hs/index.html	Website includes Ontario law, revised occupational exposure limits, young workers info, proposed changes to their law, guidance materials, etc. Useful to know what’s happening in a province that sets trends.



Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
Workers' Compensation Board of B.C. Worksafe Online	Vancouver, B.C. e-mail (for publications): WORKPUB@worksafebc.com		http://www.worksafebc.com/publications	A list of many resources from the B.C. Board. It looks after the provincial health and safety law and the workers' compensation system. Lots of useful ergonomics resources in particular. Materials also are available by sector and type of workplace. Check their main website too for important proposed changes and new hazard information.



International resources

Remember that the words used in other countries may be different than those in Canada. For example, in England, “bullying” is often used when we might say

“violence”; in Europe (especially the ILO), “security” means general working conditions, including health and safety.

When searching for specific topics, try to be as general as possible to get the terms and information that you need. These resources could be quite useful for materials in different languages.

Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
Center to Protect Workers' Rights	8484 Georgia Avenue, Suite 1000 Silver Spring, MD 20910 e-mail: cpwrwebsite@cpwr.com	Phone: 301- 578-8500 Fax: 301-578-8572	http://www.cpwr.com/indexstart.html	The centre is an international leader in applied research, training, and service to the construction industry. Funded by NIOSH and founded by the Building Trades Council of the AFL-CIO. Especially good for ergonomic alternatives.
European Agency for Safety and Health at Work	Gran Via 33 E-48009 Bilbao, Spain e-mail: information@osha.eu.int	Tel: 011-34-944-794-360 Fax: 011-34-944-794-383	http://osha.europa.eu/	A European Union agency with government, employer and workers' organisations' reps. Tries to be a catalyst to develop, collect, analyse and disseminate information to improve Europe's state of health and safety. Materials available in different languages, with lots of links. Lots about ergonomics and MSIs, working conditions (including stress) and hazardous substances.



Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
Global Occupational Health Network (GOHNET) newsletter	World Health Organization Avenue Appia 20 CH - 1211 Geneva 27 Switzerland	Tel.: 011-41 22 791 2111 Fax.: 011-22 791 3111	http://www.who.int/occupational_health/publications/newsletter/en/index.html	Published twice a year. Includes Canadian materials.
Hazards Group	PO Box 199 Sheffield S1 4YL England Editorial e-mail: editor@hazards.org	Tel: 011-44 114 201 4265	http://www.hazards.org	An independent magazine and on-line publication. Aimed at union health and safety activists but very useful for others. Award-winning site has materials about mapping, ergonomics, stress, violence and other health and safety topics. Many international connections.
Health and Safety Executive (UK)	HSE Infoline Caerphilly Business Park Caerphilly, U.K. CF83 3GG e-mail: hseinformationservices@natbrit.com	Tel: 011-44-08701-545500 Fax: 011-44-02920-859260	http://www.hse.gov.uk	The U.K. Health and Safety Executive (HSE) is the government agency responsible for health and safety issues in the U.K. Aside from chemical and other information, see their detailed research reports (look for CRRs).



Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
International Labour Organization	ILO-SafeWork CH-1211 Geneva 22 Switzerland e-mail: safework@ilo.org	Tel: 011-41-22-799-6715 Fax: 011-41-22-799-6878	http://www.ilo.org/public/english/protection/safework/	This UN agency promotes social justice and internationally-recognized human and labour rights. Has many materials, in different languages and links to sites around the world. Not the most user-friendly site but worth the effort. Look for information by sector or hazard (e.g. violence) or special needs (e.g. gender).
National Institute for Occupational Safety and Health (NIOSH)	Cincinnati, Ohio (with offices elsewhere in the USA)	Tel: 513-533-8326 Fax: 513-533-8573	http://www.cdc.gov/niosh	The U.S. government agency doing research and making recommendations about preventing work-related disease and injury. Health Hazard Evaluation (HHE) reports have practical solutions. Ergonomics documents are quite good. Also check for hazards by occupation or name.



Resource	Address/e-mail	Phone/fax	URL (web address)	Comments
New York Committee on Occupational Safety and Health (NYCOSH)	275 7th Avenue New York, NY USA 10001 e-mail: nycosh@nycosh.org	Tel: 212-627-3900 Fax: 212-627-9812	http://www.nycosh.org/	NYCOSH is one of a network of US community-union groups dealing with health and safety (COSH groups). Website covers hazards by group (e.g. young workers, women, immigrant workers) and hazards. Lots of links to other sites and materials, mostly in the US.
NIEHS Worker Education and Training Program	WETP Clearinghouse 1250 Connecticut Ave., Suite 610 Washington, D.C. 20036 e-mail: info@wetp.org	Tel: 202-331-7733	http://www.wetp.org/wetp	The Clearinghouse targets workers and trainers who deal with hazardous waste or respond to hazmat and other emergencies. Also has health and safety resources. The Curricula Catalogue provides access to training materials.



Resources by topic

This is a selected list of resources about a wide range of topics of interest to health and safety committee members in general. It is only a **starting point**.

It is organized by hazard and other general categories. Many documents

can be downloaded for free directly from the Internet. The web site addresses are for the specific document(s).

Fact sheets can be handed out to workers or supervisors or posted on your

health and safety committee bulletin board.

Guidelines, research reports, and similar documents offer good information to support decision-making in your committee and organization.

Resource	Find it at:	Source/comments
General issues		
<i>Barefoot Research</i>	http://www.ilo.org/public/english/protection/ses/info/publ/barefoot.htm - line	Tools for doing your own detective work, put together by people from Canada, the UK and the US. Developed to help empower workers, protect their health and well being, and improve their level of basic security. The practical guide provides workers, employers and committees with tools to reach these goals, especially mapping, surveys, etc. Available free in paper, CD-ROM or to download.
“Decent work” and “Safe work” international campaigns	http://www.ilo.org/public/english/decent.htm http://www.ilo.org/public/english/protection/safework/index.htm	The International Labour Organisation (ILO) is a tripartite agency of employers, governments and unions. Set up in 1919, now it is part of the United Nations. Canada is a member. In general, <i>seeks the promotion of social justice and internationally recognized human and labour rights</i> . See the key health and safety parts of their website (may not be user-friendly but worth the effort). Resources in different languages include hazard information, training materials and posters.



Resource	Find it at:	Source/comments
eI-COSH	http://www.cdc.gov/elcosh/index.html	An electronic library about construction health and safety, started by the Center to Protect Workers' Rights and funded by NIOSH in the US. Organized by hazard, trade and language. Includes training materials and helpful links.
Health care hazards	Health care without harm: http://www.noharm.org/ Sustainable Hospitals Project: http://www.sustainablehospitals.org	<u>Health Care Without Harm</u> is an international coalition of 443 organizations in 52 countries (including Canada) working to protect health by reducing pollution in health care workplaces. Many alternatives for hazards from mercury to latex to electronics and pesticides and cleaners. <u>Sustainable Hospitals</u> is based at the (US) Lowell Center for Sustainable Production. Its staff has done a lot about alternatives for things used in hospitals and elsewhere (e.g. batteries, latex, environmentally-preferable purchasing, office supplies).
How to evaluate safety and health changes in the workplace?	http://www.cdc.gov/niosh/docs/2004-135/default.html	From NIOSH, this is a handy booklet, with concrete examples, about how to find out "Does it really work?" Covers different types of jobs and workplaces.
<i>ILO Encyclopedia of Occupational Health and Safety</i> , 4th Ed.	http://www.ilocis.org/en/contilo.html (For the paid on-line subscription, get information from clientservices@ccohs.ca)	A four-volume encyclopedia, updated in the late 1990s. Has information about hazards by occupation, topic, type of workplace, sector, etc. Now available on-line (at a cost), as well as on CD and in print. Authors tend to be North American, with a strong European contribution.
Occupations and workplaces	http://www.ccohs.ca/oshanswers/occup_workplace/	The Canadian Centre for Occupational Health and Safety (CCOHS) has a whole section about hazards by types of work or workplaces.



Resource	Find it at:	Source/comments
Prevention practices database	http://www.preventionbestpractices.org/index.html	Ontario Ministry of Labour's database is divided into topics and sectors. Ranges from MSIs to tools and trucks, and from construction to mining. Likely to be expanded with time.
Schools	Healthy school environments: http://www.epa.gov/schools/	US Environmental Protection Agency (EPA) site provides an "assessment tool", information about indoor air issues (e.g. mould), and useful links.
Women's health and safety	http://www.hazards.org/women/ http://www.cwhn.ca/resources/workplace/gba.html	Hazards provides links to many organizations and materials, including Canadian resources. Also see the <i>Action plan</i> developed at a Canadian workshop about women's occupational health issues, at the Canadian Women's Health Network site.
Young workers	http://www.workersoftomorrow.com/ http://job-one.ccohs.ca/en/about.htm	Start with Manitoba's unique programme about health and safety for young workers, Safe Workers of Tomorrow. Includes speakers for schools and information about typical hazards and workers' rights issues, aimed at young workers. Also see information from across Canada at the CCOHS site.
<u>Biological/communicable hazards</u>		
Fact sheets	http://www.ccohs.ca/oshanswers/biol_hazards/	Prepared by the Canadian Centre for Occupational Health and Safety (CCOHS). Covers everything from Legionnaire's disease to working around stinging insects to indoor air quality problems from mould. also covers needlestick injuries.
Infectious diseases	http://www.phac-aspc.gc.ca/id-mi/index.html	The Public Health Agency of Canada site includes information about specific diseases and plans for dealing with "bird flu", pandemic flu, etc. For a satiric look at some plans, see the video at http://www.youtube.com/watch?v=XviF9ACuakQ .



Resource	Find it at:	Source/comments
Mould (or mold) resources	http://www.epa.gov/iaq/molds/moldresources.html	The US EPA page provides information about hazards of moulds, identifying them, clean-up and health effects. Also has links to others doing work about this hazard.
SEIU's <i>Guide to preventing needlestick injuries</i>	http://www.seiu.org/docUploads/NdstkBk.pdf	Service Employees International Union (SEIU) was a major player in getting legislation the USA and Canada to prevent needle-stick injuries.
<p><u>Chemical hazards</u> (also see Environment and public health)</p> <p>Chemicals often have several names. To be sure you've found information about the right one, it helps to have a Chemical Abstract System number (CAS number). These numbers are found on material safety data sheets in the section about hazardous ingredients. Otherwise, search for the name you have and then use the CAS number.</p> <p>Some resources tend to be pretty technical, but try them anyway. You may find information that is useful to someone who's helping you, or more "popular" sources that are less difficult to "translate".</p>		
Canadian Labour Congress (CLC-CTC)	http://www.clc-ctc.ca/ and go to the health and safety and environment page	The national labour body's materials about green jobs, global warming, "just transition" for those affected by changes made for environmental reasons (e.g. banning materials). Also see the Prevent Cancer campaign. Materials in French and English.
Carcinogens report (National Toxicology Program)	http://ntp.niehs.nih.gov/	The NTP is a national US science agency that reports about the results of studies it has done about chemicals/ substances causing cancer. Useful but technical often. The report about cancer-causing substances is on this site.
European Environment Agency (particularly the precautionary principle)	http://reports.eea.eu.int/environmental_issue_report_2001_22/en	Start with the report <i>Late lessons from early warnings: the precautionary principle 1896–2000</i> . Then go to the "home" part of the website for other materials.



Resource	Find it at:	Source/comments
Green chemistry	http://www.epa.gov/greenchemistry	The U.S. Environmental Protection Agency (EPA) has information about green chemistry -- the design of chemical products and processes that get rid of or reduce the use and generation of hazardous substances. Links to other organisations.
Green purchasing or procurement	http://cleanproduction.org/Steps.Products.Green.php http://europa.eu.int/comm/environment/gpp (European Union)	Buying “green” products -- for cleaning, furniture, carpets, desks, food, energy, etc. -- is part of a prevention-oriented health and safety programme. The European Union has several “directives” designed to build market demand for green products, found at their procurement site.
<i>Hazardous substance fact sheets</i>	http://web.doh.state.nj.us/rtkhsfs/indexfs.aspx?lan=english	New Jersey Department of Health puts out these “right to know” documents. Generic and very detailed information about hundreds of chemicals. Language is clearer than most. Formatted like material safety data sheets (MSDSs). Has a glossary.
Labor Environmental Alliance Society (LEAS)	http://www.leas.ca/index.htm	This Vancouver-based group does work about toxics and how to use/find “greener” substitutes. Their <i>Cancersmart Consumer Guide</i> has been updated and re-printed several times; the alternative cleaners booklet (also updated) is very practical. Other publications include topics such as endocrine disruptors and wood waste. Some also are available in presentations that can be downloaded.
Lowell Center for Sustainable Production	http://www.sustainableproduction.org	Based at the University of Massachusetts, Lowell, and working with the Toxics Use Reduction Institute (TURI). Has projects about specific sectors (e.g. hospitals). Looks at chemicals, ergonomics and other health and safety and environmental issues.



Resource	Find it at:	Source/comments
Medline plus	http://medlineplus.gov/ The free version of the Medline database (of studies) can be found at http://www.ncbi.nlm.nih.gov/sites/entrez	From the US National Library of Medicine and the National Institutes of Health. Includes a medical dictionary. Can help you find scientific papers about many health effects of specific substances, jobs, sectors, etc. Also about prevention. Usually, you only get the summary or abstract of the paper. Get the full document using inter-library loan at your local public library.
<i>NIOSH Pocket guide to chemical hazards</i>	http://www.cdc.gov/niosh/npg/	National Institute for Occupational Health and Safety. Lists many common chemicals, with information about the substances, their properties and how to prevent/reduce exposure to them.
P2 (pollution prevention) Gems	http://www.p2gems.org/	From the Massachusetts Toxics Use Reduction Institute (TURI) . Pollution prevention (P2) is a strategy to reduce or eliminate hazards at the source. It is also called source reduction. This site has technical and process tools and links to relevant organizations. Information also is presented by job and sector.
Pesticide Action Network (North America) (PANNA)	http://www.pesticideinfo.org/Index.html	Lots of information about pesticides, with connections to international/non-North American sources. Good for alternatives, as well as detailed information about specific “active ingredients” in products.
Workplace Hazardous Materials Information System (WHMIS)	http://www.hc-sc.gc.ca/hecs-sesc/whmis/index.html	Health Canada provides the federal government’s site for information about this national system. It is the law that sets out the “right to know” for workers and “rules” for their employers. Covers material safety data sheets (MSDSs), labels, training and general requirements.



Resource	Find it at:	Source/comments
<u>Committee activities</u>		
General information for joint health and safety committees (Manitoba)	http://www.gov.mb.ca/labour/safety/committees.html http://www.gov.mb.ca/labour/safety/guidelines.html	Workplace Safety and Health Division, Manitoba Labour and Immigration has a guideline for committees, forms for minutes and more. Check out both sites if you want most of their committee materials.
<i>Joint health and safety committee workbook</i>	http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/jointoch.pdf	British Columbia WCB's website has many things that are useful for committees. This is one of them.
Mapping – body and workplace/hazard	http://www.hazards.org/diyresearch/index.htm	Hazards magazine has examples and instructions about body and workplace mapping from around the world, including Canada. Also see <i>Barefoot Research</i> in the general resources section of this guide.
Occupational health committees and .. representatives	http://www.labour.gov.sk.ca/safety/fast/committees_reps/index.htm	Saskatchewan's health and safety law is like Manitoba's, and was the first of its kind in Canada. This site takes you to resources for committees and health and safety reps.
<i>Occupational health and safety resource guide</i>	http://www.wcb.mb.ca/pdf/OHSGuide2005.pdf	Manitoba Workplace Safety and Health Division prepared this guide to Manitoba organizations with health and safety resources and/or services. Includes list of consultants who can help in different ways.
Ontario Worker Safety & Insurance Board (WSIB)	http://www.wsib.on.ca/wsib/wsibsite.nsf/public/Prevention	The Ontario government's workers' compensation board certifies joint health and safety committee members, prescribes training topics, etc. Check out "Programs" at this site for more details.



Resource	Find it at:	Source/comments
SOBANE (Screening, Observation, Analysis and Expertise)	http://www.sobane.be/ http://www.md.ucl.ac.be/hytr/new/fr/index.html	A practical approach to investigating health and safety issues, developed in Belgium. Based on involving workers and front-line supervisors to check out and solve problems before bringing in “experts”. Materials originally in French and Dutch. Go through both sites to find English materials in sometimes-hidden places.
Training providers list, Manitoba	http://www.gov.mb.ca/labour/safety/pdf/training/trainorlist.pdf	The Manitoba Workplace Safety and Health Division’s list of joint committee trainers who have gone through the Division’s courses.
<i>Your rights as a local union health and safety representative</i>	http://www.cupe.ca/www/HealthYouCanDo/4206	Canadian Union of Public Employees (CUPE) puts out a lot of practical health and safety materials. For example, see their <i>Enough!</i> guideline about committees; it’s not available on line, but can be ordered from the Manitoba office: 204-942-0343 or cupemb@mts.net .
Environment and public health (also see Chemical hazards)		
Canadian Environmental Law Association (CELA)	http://www.cela.ca 130 Spadina Avenue, Suite 301, Toronto, Ontario M5V 2L4 Tel: 416-960-2284 Fax: 416-960-9392	A non-profit, public interest organization established in 1970. Uses the law to protect the environment and advocate environmental law reforms. Also a free legal advisory clinic. Materials from its educational and law reform projects are found in the Reports and Publications section of the site.
Canadian Health Network	http://www.canadian-health-network.ca	Produced by the Public Health Agency of Canada and others, the Network has links to and information about environmental, health and safety and other public health issues. Available in French or English.



Resource	Find it at:	Source/comments
Clean Production Action	http://www.cleanproduction.org	International organisation, based in Montreal. Deals with extended producer responsibility, green chemistry, “clean production” and more. Clean production is about developing systems that don’t waste materials or energy while paying attention to other environmental issues. Working to ban brominated fire retardants, found in many products.
<i>Working your way to a green office. A guide to creating an environmentally friendly office</i>	http://www.ns.ec.gc.ca/udo/office/office.html	Environment Canada’s site lists information about everything from paper to conserving water. Also see the main website for information about the precautionary principle and other environmental/ health and safety issues.
Environmental Defence Canada	http://www.environmentaldefence.ca	A national environmental organisation. Includes the <i>Toxic Nation project</i> , in which the blood of Canadians is tested for harmful chemicals.
Mining Watch Canada	http://www.miningwatch.ca	Miningwatch Canada is a pan-Canadian initiative that helps co-ordinate public interest responses to environmental health mining issues. Participates in the international campaign to ban asbestos.
Rachel’s	http://www.rachel.org	U.S. foundation produces several weekly e-based lists including <i>Rachel’s News</i> and <i>Rachel’s Precaution Reporter</i> , and a database about organisations working on the environment and health-related issues. Lots of information about the precautionary principle and efforts to introduce environmental and health and safety changes.
Sierra Club of Canada	http://www.sierraclub.ca	Developing diverse, well-trained grassroots network working to protect the integrity of global ecosystems. One priority is the toxic chemicals.



Resource	Find it at:	Source/comments
Towards Tomorrow	http://towardtomorrow.org/	Has a great links page, with everything from the 12 principles of green chemistry to climate change and environmental justice.
United Nations Environment Programme	http://www.unep.fr/pc/sustain/10year/SCP_Resource_Kit.htm (for the <i>Resource kit</i>) http://lcinitiative.unep.fr/ (Life Cycle Initiative)	Lots of useful materials, including a <i>Resource Kit on Sustainable Consumption & Production</i> and a Life Cycle Initiative programme. Available in several languages.
<u>Ergonomics</u>		
Ergonomics	http://www.ccohs.ca/oshanswers/ergonomics/	The CCOHS page with lots of answers for ergonomic issues, whatever the workplace.
Ergonomics and musculoskeletal injuries (aka RSIs, MSIs)	http://www.cdc.gov/niosh/topics/ergonomics/	NIOSH has lots of materials about musculoskeletal disorders/injuries (MSDs/MSIs, aka RSIs) and ergonomic hazards. Includes Health Hazard Evaluations (HHEs) about specific problems, guidelines, the NIOSH <i>Lifting equation</i> and other materials. (The equation is a technical tool to figure out how much can be lifted in a particular situation.)
Ergonomics (and an ideas bank)	http://www.lni.wa.gov/Safety/Topics/Ergonomics/default.asp	The Washington State Department of Labor and Industries has done a lot in this field, including a “no lift” law in health care. Check out the ideas bank and the reports by industry/ sector, in particular. Also see their <i>Quick tips for lifting</i> .
Ergonomic resources for Manitoba workplaces	http://www.gov.mb.ca/labour/safety/ergonomic.html	Manitoba’s Workplace Safety and Health Division has an on-line version of their guideline about ergonomic programmes, and related materials, along with links to other organisations/resources.



Resource	Find it at:	Source/comments
<i>Ergonomic checkpoints</i>	Canadian orders for ILO materials are possible through Renouf Books in Ottawa, on line at http://www.renoufbooks.com .	From the ILO. Illustrated easy-to-use manual is an extremely useful tool designed to improve working conditions. Each of the 128 checkpoints helps users look at various workplaces and identify practical solutions.
<i>Floppy Ergonomist</i>	http://www.osh.dol.govt.nz/order/catalogue/138.shtml	Occupational Safety and Health Service of the Department of Labour, New Zealand. The 'Floppy Ergonomist' is interactive software to help VDU/VDT users avoid discomfort.
<i>Is job rotation the answer?</i>	http://www.cre-msd.uwaterloo.ca/kn_workshops.html	Job rotation is not always a good solution. This site has “videos” from a workshop about the pros and cons of job rotation as an answer to ergonomic problems. Innovative and sometimes-academic, it includes practical experiences and stories.
Lifting guidelines	Start with http://www.ncbi.nlm.nih.gov/sites/entrez?cmd=Retrieve&db=PubMed&list_uids=12671202&dopt=AbstractPlus Also search for “Straker AND lifting”	Leon Straker is a physiotherapist who’s studied lifting issues, especially picking up things from the floor or low spots. His recommendations, backed by studies, fly in the face of typical “proper lifting” instructions.
Office ergonomics (especially computers)	http://www.office-ergo.com	In particular, check out <i>Current versus conventional wisdom</i> about computer and office ergonomics. Lots of practical advice about setting up work stations. Also see the main site’s document about checklists.
Participatory ergonomics	http://www.iwh.on.ca/sr/wi_part_ergo.php	Involving workers in a meaningful way improves solutions. The Institute for Work & Health developed guidelines about participatory ergonomics, based on studies and their experiences. There is a general report and a more “scientific” one. Lots more “out there” about this topic, from many viewpoints (e.g. the B.C. health agency’s review of studies, found at http://www.ohsah.bc.ca/462/2052/).



Resource	Find it at:	Source/comments
<i>Prevent musculoskeletal disorders (MSDs)</i>	http://www.wsib.on.ca/wsib/wsibsite.nsf/public/PreventMSD	The Ontario Ministry of Labour and Workplace Safety Insurance Board (WSIB) prepared documents after consultations with employers, unions and others in the province. The first two are the <i>MSD Prevention Guideline for Ontario</i> and the <i>Resource Manual for the MSD Prevention Guideline</i> . A toolbox is just out and other materials from both organizations are on the same site.
<u>Physical hazards (from energy sources)</u>		
Heat and humidity issues	http://www.whsc.on.ca/whatnews2.cfm?autoid=193 Also go to http://www.ohcow.on.ca	The first site is a video about recognising and dealing with heat and humidity problems. Uses a sensible approach developed by a Canadian hygienist. View or download on line with a high-speed connection. Also see the <i>Heat stress guide</i> , <i>Heat stress wheel</i> and poster at the OHCOV site. Calculate the humidex in your workplace by going to http://www.ohcow.on.ca/menuweb/heat_stress_calculator.htm .
Indoor air	http://www.orebroll.se/uso/page___17918.aspx	Figuring out indoor air quality issues can be difficult. This internationally-recognised tool from Finland has instructions and back-up materials. The MM-40 comes in versions for general offices and schools. The webpage has more information about the tool and how to use it.
Noise calculator	http://www.ohcow.on.ca/menuweb/noisecalculator.xls	Calculate noise levels and figure out what kinds of solutions might work with this practical tool from the Occupational Health Clinics for Ontario Workers.



Resource	Find it at:	Source/comments
<i>Noise control. A guide for workers and employers</i>	http://www.nonoise.org/hearing/noisecon/noisecon.htm	Originally produced in Sweden, it was adapted by the US Department of Labor in 1980. Still a very practical illustrated guide to preventing and reducing noise levels at work.
<i>Physical agents</i>	http://www.ccohs.ca/oshanswers/phys_agents/	CCOHS resources about this topic. Topics include work in hot and cold environments, lasers, microwaves, noise, cell phone radiation, vibration and radon. Also includes office temperature comfort issues.
Stressors, work organization hazards (including violence)		
<i>The Anti-bullying law: the Quebec experience</i>	http://bullyinginstitute.org/bbstudies/SoaresQuebec.pdf	Angelo Soares from the Université de Québec a Montréal (http://www.er.uqam.ca/nobel/r13566/) studies workplace stressors. This paper was presented at the international Work & Stress conference in 2006. Also see the Bullying Institute's other materials.
<i>A Call to action. Women's health at work & violence in the workplace</i>	http://www.cwhn.ca/resources/workplace/violence.html	From the Canadian Women's Health Network, a national organization with Manitoba roots.
<i>Bullying/injustice at work and heart disease</i>	http://www.bullybusters.org/advocacy/justiceheart/justiceheart.html	See the results of a study and the story at Bullybusters, an on-line resource about this form of workplace violence.
<i>Enough workplace stress: organising for change</i>	http://cupe.ca/www/113/stressguideline	The Canadian Union of Public Employees' document is a tool for action. It contains concepts, solutions and strategies that can lead to meaningful change in workplaces.



Resource	Find it at:	Source/comments
<i>Enough workplace violence</i>	Canadian Union of Public Employees. Contact the regional office nearest you (check the phone book), or the Manitoba office at 204-942-0343 or info@cupemb.mts.net .	The union's materials about violence at work are based on work it's done since the mid-1980s about violence in public sector jobs. Includes surveys, reporting forms, policies, and a guideline.
Graham Lowe Group	http://www.grahamlowe.ca/	Lowe and his partners provide consulting, research and knowledge-transfer services designed to create high quality jobs and workplaces. Source of lots of useful papers and information about stressors and how to prevent them in many settings. Emphasis on developing healthy organizations.
Job stress network	http://www.workhealth.org	Source of information about job strain, blood pressure and other cardiovascular effects of stress and links to international work on the topic. Tends to be academic, but give it a try. Check out "job strain" and look in the "What's new" area.
New York Committee for Occupational Safety and Health (NYCOSH)	http://www.nycosh.org/workplace_hazards/workplace_violence.html http://www.nycosh.org/workplace_hazards/stress.html	Resources about violence and work-related stress (<i>Job stress links and news, including post-traumatic stress disorder and sexual harassment</i>)
<i>Preventing stress at work</i>	http://www.eurofound.eu.int/ewco/health/stress/index.html	European Foundation for the Improvement of Living and Working Conditions prepared this series of materials. Includes the <i>European Working Conditions</i> surveys.
<i>Psychosocial issues</i>	http://www.ccohs.ca/oshanswers/psychosocial/	Another (perhaps inaccurate) name for work organization hazards or stressors, this part of the CCOHS site includes harassment, post-traumatic stress disorder, absenteeism, burn-out, substance and alcohol abuse, workplace violence, workplace health and wellness programs, EAPs (employee assistance programs), prevention programs, etc.



Resource	Find it at:	Source/comments
Time-related issues	http://www.timeday.org	Take back your time is a <i>major U.S./Canadian initiative to challenge the epidemic of overwork, over-scheduling and time famine that now threatens our health, our families and relationships, our communities and our environment.</i>
TUC Stress MOT	http://www.tuc.org.uk/h_and_s/tuc-5579-f0.cfm	The two-part document lets users look at both symptoms and their causes, based on the UK's MOT or car safety programme. It's an innovative and practical way to approach this topic.
<i>Violence on the job</i>	http://www.cdc.gov/niosh/injury/traumaviolence.html and a video's at http://www.cdc.gov/niosh/docs/video/violence.html	NIOSH's materials about preventing violence at work.
<i>Violence, bullying and harassment in the workplace</i>	http://www.eurofound.eu.int/ewco/reports/TN0406TR01/TN0406TR01.htm	The European Foundation for the Improvement of Living and Working Conditions put this out in 2004. Only available electronically.
<i>Workload incident report form</i>	http://www.heu.org/index.cfm?act=doc&doc_ID=19	Material developed by the B.C. Hospital Employees Union (HEU) about a topic that's becoming a more common hazard.

dew: March/08

