

Alternate Delivery Tool

Seasonal, Casual and Students

WHMIS



Guidance for Managers and Supervisors

Alternate Delivery of WHMIS

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Background

New employees conduct their corporate learning and development online using the Defence Learning Network (DLN) or GCcampus, the organization's e-learning platforms. However, access to these platforms can be difficult in the case of seasonal employees, students and casual employees.

To help ensure new and rehired employees in these three employment statuses receive important occupational health and safety training promptly, you may use to this Alternate Delivery tool.

Please be aware that this delivery method is only to be used for employees who fall in one of the specified employment status, and who cannot be trained promptly using the DLN. It is not a substitute for conventional training.

Your duties

When conducting this alternative form of training, you are taking on the responsibilities for facilitating the corporate training normally completed on the DLN. You will assume responsibility for ensuring your employees you train meet the requisite standards.

The training will take place using the instructions provided. You must present the training video, and confirm knowledge of the learners as defined in this document.

Once the training has been completed, you will inform your local Human Resources office of the results. This will be done using the appended attendance form. Please ensure the form is returned to your local Human Resources office promptly after the training.

Preparing your session

Read the questions in advance, keeping in mind the number of learners in the group.

Print one copy of exercise two and exercise three of this document. Cut the sheet and fold as explained. Keep aside for these activities.



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Introduction

Occupational Health and Safety (OHS) of new employees is very important to our organisation.

Learning Objectives

The training of this module is to provide the learners, new and rehired employees, with the information they need to know about working safely with the chemicals found in their workplace.

Specifically, at the end of the module the employees will be able to:

- Identify key sections on the safety data sheet;
- Know the dangers associated with the pictograms; and
- Match the personal protective equipment (PPE) symbol with its name.

Conducting the training

Prior to starting the session, record the names of learners on the attendance sheet. You will conduct the training in two steps. First, you will play the video for the learners. Then, you will ask them to confirm the knowledge they gained through three short exercises.

1 – View the video (28 minutes)

Show the learners the training video. The training video is meant to be viewed in a quiet place. **Ensure** that all can see and hear properly.

You can download the video from www.cfmws.com/ohs from this [hyperlink](#).

2 –Confirm Knowledge (20 minutes)

After viewing the video, you will guide the learners in a series of three brief exercises to confirm that they have understood the content as set out in the objectives.

First exercise – Identify key sections of the safety data sheet

The learners demonstrate that they know where to locate key information on the safety data sheet by reviewing the sections and naming under which section specific information is found.

The Alternate Delivery of WHMIS is intended to assist managers who must provide OHS training to newly-hired part-time, seasonal employees and students who cannot take the training using the DLN. This is **not** a substitute for the DLN-based course for regular employees.

If you are training more than five employees in this session, you may group them into two teams, and have them reply as a team rather than individually. Competition can be a motivator!



Preparation

Print the SDS sheet found in this package (Product: La Parisienne Multi Purpose Bleach). Print one copy per learner.

Instructions

Tell the learners you will ask them to identify **key sections of the SDS**. **Ask** the learners to review the SDS they were provided and note the section names and information.

Ask the following questions:

Q1: What is the manufacturer's name? Under which section (name) is this information found?

In turn, **ask** one of the learners to read the manufacturer's name and the section it is found under.

Q2: List some of the associated hazards. Under which section (name) is this information found?

In turn, **ask** one of the learners to read the hazards and to the name the section containing this information.

Q3: Someone swallowed this product. What section would tell you how to help this person? What should you do? What should you not do?

In turn, **ask** one of the learners to the name the section containing this information. Ask another learner what they should do and ask another learner what they should not do according to the SDS sheet.

Review the replies with the learners as you proceed.

As people reply, you may ask others if they agree with the reply. This will act as a reinforcement of the learning.

When learners have all had a chance to reply, go back and **repeat** the name of the section is, what to do and what not to do.

Q4: Where would you store this product? Under which section would you find this information?

In turn, **ask** one of the learners to say where the product should be stored and the name the section containing this information.

Q5: When using this product, do you require personal protective equipment? Under which section would you find this information? What protection would you wear?

Positive Reinforcement

The real purpose of these exercises is not to catch out the employees. By asking these questions, you are getting them to repeat what they have seen and heard, and thus helping them remember.



In turn, **ask** one of the learners if they require wearing personal protective equipment and to name the section containing this information. Ask another learner to name what PPE should be worn.

Q6: What form is the product in? Under which section would you find this information?

In turn, **ask** one of the learners what form the product is (gas, liquid or solid) and the name the section containing this information.

Move on to the next activity.

Second exercise – Identifying pictograms and their dangers

Employees are asked to identify pictograms and their associated dangers.

Preparation

Prepare the cards provided at the end of this document by printing them. The pictogram will be on the left side and the answer is on the right side. Cut each pictogram with its corresponding answer as one strip. Next, fold along the short side of each rectangle. You will note the pictogram is on one side, and the answer is on the other. Use a small piece of tape to keep the two sides together.

Instructions

Place the cards on a table in front of the learners. **Instruct** them to gather around the table.

Ask them to think back to the video: “You were presented nine pictograms and the dangers”

Show the learners the cards. Ask them to name the pictogram and its associated dangers. Have the learners take turns and if they are having difficulty remembering the dangers, ask to look at the symbol as it will give them clues.

Once the learners have named the nine pictograms and dangers, **turn** the cards over one by one and **verify** the replies with them.

Third exercise – Match the PPE symbol to the name

Employees are asked to match the PPE symbol with the correct name.

Preparation

Prepare the cards provided at the end of this document by printing them. The symbol will be on the left side and the answer is on the right side. Cut each symbol with its corresponding answer as one strip. Next, fold along the short side of each rectangle. You will note the symbol is on one side, and the answer is on the other. Use a small piece of tape to keep the two sides together.

Tips for Positive Feedback

When learners give correct responses, rather than praising them for who they are, praise their work.

When learners give an incorrect answer, encourage them by asking them to try again, or lead them to the correct answer. Don't just simply say: “Wrong!”

Don't compare one learner to another. They may feel belittled.

When a learner has struggled and finally succeeds, don't go overboard. They may not believe your praise, or you may give the impression you have low expectations.



Instructions

Place the cards on a table in front of the learners. **Instruct** them to gather around the table.

Ask them to think back to the video: “You were shown ten PPE symbols and their names.”

Show the learners the cards. Ask them to name the PPE symbol. Have the learners take turns and if they are having difficulty remembering the dangers, ask to look at the symbol as it will give them clues.

Once the learners have named the ten symbols, **turn** the cards over one by one and **verify** the replies with them.

3. Conclude (3 minutes)

Thank your learners for their participation. Positive reinforcement will help them think positively of their experience, and help them remember what they have learned.






Remind them that the organisation values their safety and that they can always turn to you for assistance.

Remind the employees of the locations of the OHS information board in their workplace and other information relevant to their duties and workplace.

After the training

After the training session, don't forget to report on attendance. Place a check next to the names of the successful employees on the form, sign and date it, and write your name clearly. Don't forget to specify the date of training. Turn the completed form in to your local HR office promptly.



<p>1</p> 	<p>Can cause explosion, suffocation and frostbite.</p> <p>1 Gas Cylinder</p>
<p>2</p> 	<p>Can ignite easily and burn rapidly</p> <p>2 Flame</p>
<p>3</p> 	<p>They can cause fire or explosion.</p> <p>3 Flame over Circle</p>
<p>4</p> 	<p>Fatal, toxic or harmful if inhaled, following skin contact or swallowed.</p> <p>4 Skull and Crossbones</p>
<p>5</p> 	<p>Cause chronic health effects from exposure over a long period of time.</p> <p>5 Health Hazard</p>







Exercise 2 – Identify Pictograms and Dangers



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<p>6</p> 	<p>They can cause diseases.</p> <p>6 Biohazardous Infectious Materials</p>
<p>7</p> 	<p>Burn or destroy skin and eyes immediately on contact.</p> <p>7 Corrosion</p>
<p>8</p> 	<p>When self-reactive substances are heated, dropped, bumped, have an increase in temperature or pressure, they may cause fire and or explosion.</p> <p>8 Exploding Bomb</p>
<p>9</p> 	<p>skin irritation or sensitization</p> <p>9 Exclamation Mark</p>



Print this activity card, then cut out the cards for use in the activity. The pictogram will appear beside the answers (fold on the short end of the rectangle). You will need to fold the pictogram in half so the pictogram is on side and the answer is on the other. You can use tape to stick them together



Exercise 2 – Identify Pictograms and Dangers



Exercise 3 – Match the PPS Symbol to the name

1		1 Cartridge respirator
2		2 Body suit
3		3 Goggles
4		4 Face shield
5		5 Boots



Exercise 3 – Match the PPS Symbol to the name



Exercise 3 – Match the PPS Symbol to the name

<p>6</p> 	<p>6 Apron</p>
<p>7</p> 	<p>7 supplied air respirator</p>
<p>8</p> 	<p>8 Dust mask</p>
<p>9</p> 	<p>9 Gloves</p>
<p>10</p> 	<p>10 Cartridge respirator with full face mask</p>

Print this activity card, then cut out the cards for use in the activity. The pictogram will appear beside the answers (fold on the short end of the rectangle). You will need to fold the pictogram in half so the pictogram is on side and the answer is on the other. You can use tape to stick them together.



Exercise 3 – Match the PPE Symbol to the name



Attendance

WHMIS

(course code: AD-WHMIS)

Date course delivered: _____

	Last Name	First Name	✓ Success
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Instructions for the manager conducting the learning:

1. Enter the last name and first name of learners who attended the session in the spaces above. Place a check mark in the column marked **success** if they have demonstrated to your satisfaction that they understood by participating.
2. Indicate the date at which the course was delivered at the top of this page.
3. Write your name, sign and date in appropriate spaces on reverse.

Manager Name	Signature	Date

Return this completed form promptly to your Local Human Resources Office.