



2018

SCNC

SKILLS CANADA
NATIONAL COMPETITION

OCMT

OLYMPIADES CANADIENNES
DES MÉTIERS ET
DES TECHNOLOGIES



SkillsCompétences
Canada
Edmonton2018

CONTEST DESCRIPTION / DESCRIPTION DE CONCOURS

WORKPLACE SAFETY SÉCURITÉ SUR LE LIEU DE TRAVAIL

SECONDARY /
NIVEAUX SECONDAIRE



Table of Contents

1. THE ESSENTIAL SKILLS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY	3
2. CONTEST INTRODUCTION	3
3. CONTEST DESCRIPTION	4
4. EQUIPMENT, MATERIAL, CLOTHING	7
5. SAFETY REQUIREMENTS	8
6. ASSESSMENT	8
7. CONTEST SPECIFIC RULES	9
8. ADDITIONAL INFORMATION.....	9
9. NATIONAL TECHNICAL COMMITTEE MEMBERS.....	10

1. THE ESSENTIAL SKILLS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY

SCC is currently working with Employment and Social Development Canada (ESDC) in order to bring awareness to the importance of Essential Skills that are absolutely crucial for success in the workforce. Part of this ongoing initiative requires the integration and identification of Essential Skills in contest descriptions, test projects, and project documents. The next phase and very important aspect of our Essential Skills (ES) initiative is to provide an ES report card to each competitor at the Skills Canada National Competition. The purpose of the ES report card is to inform the competitor about their current level of essential skills based on their competition scores. With this knowledge, the competitor will be made aware which essential skill may require improvement. Full implementation is expected in the 2018 Skills Canada National Competition.

The following 9 skills have been identified and validated as key essential skills for the workplace in the legend below:

¹Numeracy, ²Oral Communication, ³Working with Others, ⁴Continuous Learning, ⁵Reading Text, ⁶Writing, ⁷Thinking, ⁸Document Use, ⁹Digital

These essential skills have been identified in section 2.3 and/or 3.2 of your Contest Description. The top three Essential Skills for your area of competition have been identified in your Test Project and all other supporting project documents.

2. CONTEST INTRODUCTION

Occupational Health and Safety (OHS) concerns itself with the health and safety of all workplace parties, by considering the relationship between employees, their work environment, the work carried out, the materials used, the equipment used, and the impact each has on workplace health and safety.

A successful OHS program contains activities that assist in reducing / eliminating injuries / illness in the workplace. Three (3) essential OHS activities form the basis for this competition: (1) Hazard Identification; (2) Assessment of the risk associated with the hazard and (3) Putting control measures in place to reduce or mitigate the risk.

Competitors will demonstrate their health and safety knowledge, skill and application through three activities over two days.

2.1 Description of the associated work role(s) or occupation(s).

<http://skillscompetencescanada.com/en/skills/employment/workplace-safety/>

2.2 Purpose of the Challenge

To assess competitors' understanding of OHS principles and ability to perform OHS-related duties, including:

- Identifying hazards and recommending corrective action
- Displaying an understanding of hazard control
- Effectively communicating OHS information

2.3 Duration of contest

- 2-day competition (Each day to start at 8:30 am and end by 5 pm.)
- 3 activities over two days

At the competition orientation:

- Each competitor will receive a schedule, indicating the time they are to do each activity over the two competition days. Competitors are expected to follow the schedule and arrive on time for each of their three activities.
- Explanation of how the competitors will move through the activities in small groups.
- Review of each activity and the contest scoring / judging for each activity.

2.4 Skills and Knowledge to be tested

- Core knowledge of OHS principles
- Ability to identify and assess workplace hazards and to recommend corrective Action⁷
- Ability to recognize and discuss hazard controls⁷
- Ability to effectively communicate OHS information²

Essential Skills – ²Oral Communication, ⁷Thinking(Problem Solving, Critical)

3. CONTEST DESCRIPTION

3.1 List of documents produced and timeline for when competitors have online access to the documents.

DOCUMENT	DATE OF DISTRIBUTION VIA WEBSITE
Test Project	January, 2018

3.2 Tasks that will be performed during the contest.

3.2.1 Hazard Identification⁷ (60 consecutive minutes. Worth 48%)

A fundamental principle of Health and Safety is recognizing, assessing and controlling hazards in the workplace.

The hazard identification activity requires the competitor to demonstrate these skills through identifying hazards in a mock workplace, revealed at the time of the competition, depicting various workplace settings.

Each competitor will inspect the mock workplace for hazards at their assigned time.

For this activity, the competitors will be asked to:

- Identify 12 hazards, and
- Record their findings on the hazard identification answer sheet⁸.

Competitors will have 60 consecutive minutes to complete this activity. There will be more than one competitor in the mock workplace during the activity.

Hazards found in the mock workplace are simulating and / or depicting actual hazards found in workplaces.

A Test Project has been developed and contains additional preparation information for this activity.

3.2.2 Hazard Control Search (3 consecutive hours. Worth 32%)

Observing people at work and identifying hazards is one skill used by the Health and Safety professional to assist in reducing / eliminating injury / illness in the workplace.

For this activity competitors will observe selected competitions and find hazard controls that have been implemented for that competition.

Competitors will be escorted by a judge and observe 4 competitions, pre-determined by the National Technical Committee (NTC). The competitions selected will be revealed at the time of the activity orientation.

This activity has two components:

1. Observation of four competitions
2. Completion of the Hazard Control worksheets⁸

Competitors will observe the competition and collect information which they will use to provide written answers to a series of questions found on the Hazard Control worksheet.

Questions may cover such areas as:

- Hazards associated with the work done at a competition site
- The nature of hazard controls observed (Elimination/Substitution, Engineering control, Administrative control, or PPE)
- A description of the control (using words and diagrams)^{5,8}
- Challenges associated with implementing controls

Competitors will have 3 hours (180 minutes) consecutive minutes to complete this activity. Competitors will be escorted in groups by a NTC member to each competition site; however, competitors will complete this activity individually.

When collecting information on hazard control, competitors will be expected to use a combination of observing and asking questions, always respectful of the fact that a competition is going on, and that distractions to the contest competitors will not be permitted.

A Test Project has been developed and contains additional preparation information for this activity.

3.2.3 OHS Research / Presentation² (4 hours. Worth 20%)

For this activity, competitors will **be assigned one hazard** from the mock workplace by random draw, **develop** a tool box talk using the template that will be provided, **prepare** a 5-minute oral presentation on the tool box talk and then present the tool box talk to a panel of judges so that it simulates a supervisor or OHS professional conducting a tool box talk to a group of employees. Please note: no presentation software will be used. Laptops / Tablets will only be used for research and preparation of the tool box talk.

This activity has two parts:

1. 2.5 hours (150 consecutive minutes) to select the hazard, research and develop the tool box talk.
2. 1.5 hours allowed for presentations of the completed tool box talk information.

Each competitor will be allowed to set up / prepare prior to their presentation.

Electronic devices are required for this activity – competitor's will use their own tablets / laptops to research and develop the tool box talk.

Each competitor will be provided with the tool box talk template at the time of the activity.

Each competitor will be provided with a print and electronic copy of the hazard selected through random draw at the time of the activity. The hazards will be predetermined by the NTC.

A Test document has been developed and contains additional preparation information for this activity.

Presentation²

- The order of presentation will be assigned by random draw at the time of the presentations.
- Competitors will be judged on how well they organize and communicate the key points of their tool box talk. Both content and delivery will be scored.

Essential Skills – ²Oral Communication, ⁶Writing, ⁷Thinking (Job Task Planning & Organizing, Problem Solving, Critical), ⁸Document Use

4. EQUIPMENT, MATERIAL, CLOTHING

4.1 Equipment and material provided by Skills/Compétences Canada.

- Personal Protective Equipment, as needed for the competition, excluding safety footwear
- Clip board and pens
- Onsite research material, e.g. wired internet connection
- Printer
- Camera
- Answer booklets
- Template – Tool Box Talk

4.2 Equipment and material provided by the competitor.

- Competitors are required to bring their own device and software's for the second day of competition. Each competitor can choose their own device and software so their workflow and process is to what they are familiar with.
- If competitors are bringing a computer or laptop from their school (instead of their personal computer), please ensure that the computer is unlocked so documents and possibly software can be saved/installed to the hard drive and technology support can be provided onsite. This may require access to CMOS settings.

4.3 Required clothing provided by the competitor.

- Long Pants covering the ankle
- Provincial / Territorial competition shirt
- Closed toe shoes (OHS Research / Presentation)
- CSA grade 1 safety boots or shoes (Hazard Identification and Hazard Control Search)

5. SAFETY REQUIREMENTS

5.1 Safety workshop

Upon arrival at the Skill (contest site) area, Competitors will participate in a Safety workshop and they will be expected to work and maintain a safe working area during the competition. Any Competitor breaking any health, safety and environmental rules, may be required to undertake a second safety workshop. This will not affect the Competitor's competition time.

5.2 List of required personal protective equipment (PPE) provided by the competitor.

- CSA grade 1 safety boots or shoes

5.3 List of required personal protective equipment (PPE) provided by Skills/Compétences Canada.

- Hard Hat
- Safety Glasses
- Safety Vest
- Hearing Protection

6. ASSESSMENT

6.1 Points breakdown

POINT BREAKDOWN	/100
Hazard Identification	48
Hazard Control Search	32
OHS Research / Presentation	20
Late Penalty	(-5)

7. CONTEST SPECIFIC RULES

Contest specific rules cannot contradict or take priority over the Competition Rules. They do provide specific details and clarity in areas that may vary from contest to contest. Any additional contest rules will be reviewed during competitor orientation.

TOPIC/TASK	CONTEST SPECIFIC RULE
Late Penalty	Competitors must attend: <ul style="list-style-type: none"> • Competition Orientation on Day 1 and Day 2 • Each activity on time (Hazard Identification / Hazard Control Search / OHS Research / Presentation) • Competition Closing
Use of technology - USB, memory sticks	<ul style="list-style-type: none"> • Competitors will not be allowed to use of USB or other storage device
Use of technology - personal cameras	<ul style="list-style-type: none"> • Competitors are not allowed to use any personal cameras except that provided by the National Technical Committee (NTC)
Infrastructure - equipment	<ul style="list-style-type: none"> • The use of a template brought by the Competitor is prohibited.
Use of technology – personal mobiles	<ul style="list-style-type: none"> • Competitors are not allowed to use their personal mobiles during the competition except if competitors wish to listen to music with headphones / ear buds during the OHS Research component of the OHS Research / Presentation activity.

8. ADDITIONAL INFORMATION

8.1 Consecutive translation

If consecutive translation is required on site, the Skills/Compétences Canada Provincial/Territorial offices must advise Skills/Compétences Canada National Secretariat a minimum of 1 month prior to the competition or this service might not be guaranteed.

8.2 Tie (No ties allowed)

In the event of a tie the National Technical Committee will determine the final results based upon which competitor of the tie has the highest mark using the following:

1st tie breaker: Highest mark in Hazard Identification score.

If this still results in a tie, 2nd tie breaker: Highest mark in Hazard Control Search.

If this still results in a tie, 3rd tie breaker: Highest mark in OHS Research / Presentation.

8.3 Test Project change at the Competition

Where the Test Project has been circulated to Competitors in advance, NTC shall change a maximum of 30% of the work content. Please refer to the Competition Rules.

8.4 Competition rules

Please refer to the [competition rules](#) for the Skills Canada National Competition.

9. NATIONAL TECHNICAL COMMITTEE MEMBERS

Member Organization	Name
Alberta	Craig Skelly
New Brunswick	Paul Landry
Newfoundland Labrador (Chair)	Jennifer Wilson
Nova Scotia	Eric LeFort
Nunavut	Paul Carolan
Ontario (Co-Chair)	Mary Wilson
Prince Edward Island	Rebecca McQuaid
Saskatchewan	Brad Compton
Yukon	Natalie Thivierge

Contact the Skills/Compétences Canada national secretariat for any questions or concerns: Marilou Leduc (mariloul@skillscanada.com).