



CONTEST DESCRIPTION

# **Workplace safety**

SECONDARY

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## **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 2019 Skills Canada National Competition.

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

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

These essential skills have been identified in section 2.4 and/or 3.2 of your Contest Description and if applicable, in your 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, recommending and identifying existing control measures
- 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 4:30 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 will be provided as to how the competitors will move through the activities either individually or in small groups.
  - Contest scoring / judging for each activity will be reviewed.

## 2.4 Skills and Knowledge to be tested

- Knowledge of OHS principles
- Ability to identify and assess workplace hazards and to recommend corrective action <sup>7</sup>
- Ability to recognize and discuss hazard controls<sup>7</sup>
- Ability to effectively communicate OHS information<sup>2</sup>

*Essential Skills – <sup>2</sup>Oral Communication, <sup>7</sup>Thinking (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	November 2020

**3.2** Tasks that will be performed during the contest.

**3.2.1** Hazard Identification<sup>7</sup> (120 consecutive minutes. Worth 38%)

- 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 hazards
  - Define the hazard type (physical, biological, chemical, ergonomic, safety, psychological),
  - For each hazard, identify the type of control (elimination, substitution, engineering, administrative, PPE)
  - Provide a recommendation on the best control type
  - Record findings on the hazard identification answer sheet<sup>8</sup>.
- Competitors will have 120 consecutive minutes to complete this activity.<sup>7</sup>
- 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 (3.5 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.
- In this section of the competition, competitors will be asked to observe a variety of competition sites.
- On each site visited, competitors will be assigned one control (chosen by the NTC)
- Based on the control assigned, they will be asked to identify the potential hazards, explain controls implemented to address this hazard and complete a risk assessment.

- Competitors will then take this information and develop a detailed safe work procedure on one of the sites observed to control both hazards and risks at the competition site.
- Competitors will be escorted by a judge and observe competitions, pre-determined by the National Technical Committee (NTC). The competitions selected will be revealed at the time of the activity orientation.

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)<sup>8</sup>
  - Challenges associated with implementing controls
- Competitors will have 3.5 hours (210 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 observe.
- A Test Project has been developed and contains additional preparation information for this activity.

### 3.2.3 OHS Research / Presentation<sup>2</sup> (4.5 hours. Worth 30%)

- For this activity, each competitor will **be assigned a scenario involving an OHS issue**. Competitors will research and develop recommendations which will be presented to the judges who will represent a workplace employer. The competitors will perform the role of OHS professionals.

OHS Advisor – To contribute to the maintenance of a safe and healthy work environment by implementing and monitoring OHS systems and processes in their local area.

This includes managing OHS administrative processes, conducting training and effectively using a range of OHS tools and processes to implement OHS programs and drive compliance.

- To initiate, promote and implement site-level activities to improve OHS.
- To contribute to the implementation and monitoring of critical controls.<sup>7</sup>
  - Knowledge
  - Analyze and evaluate information
  - Problem solving
    - Uses communication and engagement skills, including negotiation and conflict management skills, to initiate, promote and support change.
    - Uses mentoring skills to develop OHS capability of site operational and OHS personnel.



- Please note: no presentation software will be used. Laptops / Tablets will only be used for research and preparation of the recommendations.
- This activity has two parts:
  - 1. 2.5 hours (150 consecutive minutes) to research their assigned scenario and develop recommendations to be discussed with the employer.
  - 2. 2 hours allowed for presentations of the recommendations.
- Electronic devices are required for this activity – competitor's will use their own tablets / laptops to research and develop the recommendations.
- Each competitor will be provided with a template at the time of the activity.
- A Test document has been developed and contains additional preparation information for this activity.
- Presentation<sup>2</sup>
  - 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 recommendations. Both content and delivery will be scored.

*Essential Skills – <sup>2</sup>Oral Communication, <sup>7</sup>Thinking (Job Task Planning & Organizing, Problem Solving, Critical), <sup>8</sup>Document Use*

## 4 EQUIPMENT, MATERIAL, CLOTHING

### 4.1 Equipment and material provided by Skills/Compétences Canada.

- Personal Protective Equipment as needed for the competition
- Clip board and pens
- Printer
- Answer booklets
- Template for the OHS Research / Presentation activity

### 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
- Closed toe shoes

## 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 Personal protective equipment (PPE) provided by the competitor.

- None required

### 5.3 Personal protective equipment (PPE) provided as needed by Skills/Compétences Canada.

- Safety Vest
- Hearing Protection

## 6 ASSESSMENT

### 6.1 Points breakdown

POINT BREAKDOWN	/100
Hazard Identification	38
Hazard Control Search	32
OHS Research / Presentation	30
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"> <li>• Competition Orientation on Day 1 and Day 2</li> <li>• Each activity on time (Hazard Identification / Hazard Control Search / OHS Research / Presentation)</li> <li>• Competition Closing</li> </ul>
Use of technology - USB, memory sticks	<ul style="list-style-type: none"> <li>• Competitors will be allowed the use of USB or other storage device</li> </ul>
Infrastructure - equipment	<ul style="list-style-type: none"> <li>• The use of a template brought by the Competitor is prohibited.</li> </ul>



Use of technology – personal mobiles	<ul style="list-style-type: none"> <li>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.</li> </ul>
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## 8 ADDITIONAL INFORMATION

### 8.1 Interpreter

If a competitor requires the help of an interpreter once onsite during the competition, 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 Ties

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:

- Tiebreaker #1: Highest mark in Hazard Identification score.
- Tiebreaker #2: Highest mark in Hazard Control Search.
- Tiebreaker #3: 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

Refer to the [competition rules](#) for the Skills Canada National Competition which can be found on our website.

## 9 NATIONAL TECHNICAL COMMITTEE MEMBERS

Member Organization	Name
Alberta – Co-Chair	Craig Skelly
New Brunswick	Paul Landry
Newfoundland Labrador	Jennifer Wilson
Nova Scotia	Robin Angel
Nunavut	Barb Heming
Ontario	Geoff Patterson
Prince Edward Island	Clare Waddell
Saskatchewan - Chair	Brad Compton
Yukon	John Clarke
British Columbia	Ammar Kavazovic
Manitoba	Jayson Santos

Contact the Skills/Compétences Canada national secretariat for any questions or concerns: Nathalie Maisonneuve (nathaliem@skillscanada.com).