

# EARLY AND SAFE RETURN TO WORK

For injured worker, returning to daily work and life activities can help the recovery process and reduce the chance of long-term disability. **The Bagg Group's Early and Safe Return to Work Program** is designed to help workers who have been injured on the job to return to work in a safe and efficient manner without further aggravating the injury.

## What is your role in Early and Safe Return to Work?

1. Get immediate medical treatment following a work-related injury or illness.
2. Report your injury to your on-site supervisor and your Bagg Group consultant as soon as possible. Keep your consultant informed and up-to-date regarding your progress and status.
3. Fill out any required WSIB forms, including a Form 6, 7 or 8 (if necessary).
4. Help The Bagg Group identify suitable work that is available and consistent with your functional abilities.
5. Give the WSIB any information requested concerning your return to work.
6. Report any significant changes in your condition to The Bagg Group and the WSIB.

For more information, please visit [www.bagg.com](http://www.bagg.com)

## HAZARD CONTROL

**Hazard control** is defined as the elimination or reduction of actual and potential hazards to a level that protects employees and associates from adverse health effects or injury/illness.

### Types of Control:

**1. Engineering Controls (ENG)** – Eliminating or control hazard at the source i.e. getting rid of the hazardous tool.

**2. Administrative Controls (ADM)** – Controlling along the path i.e. job rotation to reduce the time the worker is exposed to a hazard.



**3. Personal Protective Equipment (PPE)** – Controlling hazards at the worker and last line of defense, i.e. gloves, goggles and mask.

## RISK ASSESSMENT

A hazard is defined as a condition, practice, behavior or situation or a combination of these that can cause injury or illness in people or damage in property.

### Four Classifications of Hazards:

Physical e.g. Noise

Biological e.g. Bacteria

Chemical e.g. Citric Acid

Ergonomic e.g. Repetitive movements

Many hazards may be present in your workplace. It is important to evaluate the severity, probability and frequency of risk that you are exposed to.

**Severity:** Is the level of loss of work time, injuries ranging from no injuries to fatality.

**Probability:** Is the chance that an employee is exposed to a hazard. It ranges from less than average to greater than Average chance of loss (no injuries to fatality).

**Frequency:** Is defined as the number of times a person is exposed to a hazard (less than daily to many times a day).

**Remember to keep these Health and Safety Tips to refer to during the upcoming quiz, and win great prizes!**

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As a worker, **YOU** have the responsibility to work safely! Report any unsafe conditions in the workplace to your on-site supervisor and/or your Bagg Group consultant.

Under the Occupational Health and Safety Act, workers have the **RIGHT TO KNOW** the health and safety hazards in your workplace.

A **HAZARD** is defined as a condition, practice or substance with the potential for accidental loss or harm to life, health or property.

Some of the hazards to be aware of include:

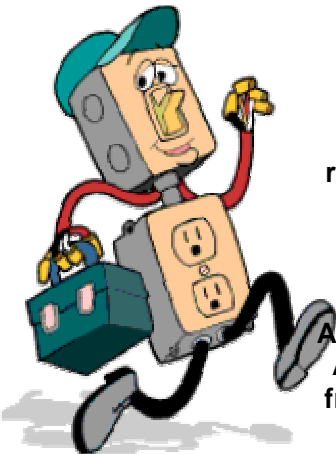
- **Biological** - bacteria, viruses, insects, plants, birds, animals, and humans, etc.
- **Chemical** - depends on the physical, chemical and toxic properties of the chemical.
- **Ergonomic** - repetitive movements, improper set up of workstation, etc.
- **Physical** - radiation, magnetic fields, pressure extremes (high pressure or vacuum), noise, etc.
- **Psychosocial** - stress, violence, etc.
- **Safety** - slipping/tripping hazards, inappropriate machine guarding, equipment malfunctions or breakdowns.

## HEALTH AND SAFETY ORIENTATION

Orientation is a vitally important component to reducing injuries and illnesses in the workplace. Statistics show that in the first 3 months of employment, employees suffer a large number of work-related injuries that could have been prevented.

The Bagg Group's Health and Safety Orientation is a process to ensure that all employees are provided with information on their health and safety rights and responsibilities as well as general health and safety rules. Topics covered during orientation include, but are not limited to: Health and Safety Rights and Responsibilities, WHMIS, Early and Safe Return to Work, Accident Reporting Procedures and General Safety Rules.

All Bagg Group Associates shall receive orientation upon successful registration. Associates are required to sign off on receiving the health and safety orientation from their Representative. Associates may also be required to attend job-specific health and safety training, depending on the client company.



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## RISK ASSESSMENT

It is the process of evaluating the degree of risk and exposure to the suspected and identified hazard.

Evaluating the **hazard** using **severity**, **probability** and **frequency** may provide you information of your risk!

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A **Hazard** is a condition, practice, behavior or situation or a combination of these that can cause injury/illness in people or damage in property.

### Four Classifications of Hazards:

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# INJURED AT WORK? REPORT YOUR INJURY!

As a worker, you have the responsibility to report all accidents and injuries to your staffing manager and workplace supervisor.

In the event of a workplace accident or injury, **YOU** should:

1. Immediately seek proper medical treatment.
2. Report your injury to your on-site manager and **your staffing manager at The Bagg Group** as soon as possible.
3. Fill out any required **WSIB** forms (Form 6 or 8, if necessary).
4. Maintain communication with **The Bagg Group** and the **WSIB** throughout your recovery and report any changes that could affect your ability to return to work.
5. Assist **The Bagg Group** to identify suitable work that is available and consistent with your functional abilities to help you make a safe and speedy return to work.

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## EARLY AND SAFE RETURN TO WORK

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In order to effectively and efficiently help your return to work, workers must co-operate with **THE BAGG GROUP** and the **WSIB** at all times.

1. Report your injury to your **STAFFING MANAGER** and your on-site manager **AS SOON AS POSSIBLE**.
2. Fill out any necessary **WSIB** documentation. This may include, if necessary, a **FORM 6** (employee form), **FORM 7** (employer form) & **FORM 8** (physician form).
3. Maintain communication with your **STAFFING MANAGER** and the **WSIB** throughout your recovery.
4. Assist **THE BAGG GROUP** in identifying suitable work during and after your recovery.
5. Inform your **STAFFING MANAGER** and the **WSIB** of any significant material changes.

## PREVENTION OF INJURIES IN THE WORKPLACE

An **ACCIDENT** is a preventable, unplanned event that interrupts the completion of an activity, and that may or may not result in an injury or property damage.

**WHMIS (Workplace Hazardous Materials Information Systems)** is a system designed to provide employers and workers with information about the safe use of hazardous materials used in the workplaces. Under this system, hazard information is available in three ways:

- **Labels on the containers of hazardous materials;**
- **Material Safety Data Sheets (MSDS); and**
- **Worker's education and training program.**

**WORKPLACE INSPECTIONS** can also help to **PREVENT** injuries and illnesses. Through critical examination of the workplace, inspections:

- **Identify and record any potential hazards associated with the buildings, equipment, environment, processes and practices;**
- **Determine the underlying causes of any hazards in the workplace;**
- **Ensure that existing hazards controls are functioning adequately.**

To help prevent injuries and illnesses in the workplace, you should report all unsafe conditions to your staffing manager and workplace supervisor. If you are in doubt or feel uncomfortable using any equipment and/or performing a task, always ask your supervisor and ensure that you are properly trained.