



2012 Provincial Skills Canada Competition

Scope Document

Edmonton Expo Centre, Edmonton

May 10, 2012

EVENT: Workplace Safety	LEVEL: Secondary
START TIME May 10 th : 8:00 am	LOCATION: Hall A, Edmonton Expo Centre, Edmonton
DUARATION: Please see below	REGIONALIZED: NO
WORLDSKILLS TRADE # 92	

GENERAL DESCRIPTION

Purpose of the Challenge:

- To demonstrate knowledge through participation in workplace health and safety activities.
- To provide encouragement to students considering a career in occupational health and safety.
- To promote young worker health and safety awareness in all workplaces

Duration of contest:

1-hour and 45 minutes per competitor (3 activities over one day- May 10, 2012)

Skills and Knowledge to be tested:

- Knowledge of workplace health and safety principles
- Ability to identify and assess workplace hazards and to recommend corrective action
- Ability to prepare & communicate health and safety information to others

PROJECT DESCRIPTION

Tasks that must be performed during the contest

NOTE: It is important to be on time for all 3 parts of the competition. A competition schedule is provided to each competitor at orientation. Failure by a competitor to appear at their scheduled time will result in a score deduction of 5 marks and /or the possibility of not being allowed to compete in that part of the competition.

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- Theory Quiz (45 minutes)
 - Participants will complete a Multiple-Choice / Fill-in-the-blank quiz covering basic workplace health and safety principles, rights and responsibilities.
- Hazard Assessment (45 minutes)
 - Each participant will inspect mock workplaces for hazards. The hazards may include areas such as housekeeping, hazardous materials, ergonomics, safety equipment, tools, machinery, electrical hazards, etc.
 - Each participant will complete a written hazard assessment: identifying the following:
 - (a) What is the hazardous or unsafe condition?
 - (b) What could happen if the hazardous or unsafe condition is not corrected?
 - (c) How could the hazardous or unsafe condition be corrected?
- Safety Presentation (5 to 10 minute presentation)
 - Develop a 5 to 10 minute Safety Talk presentation based on your Safe Work Instruction (see attached Safety Presentation Explanation document and Form).
 - You will develop a poster and / or handout and/or use a presentation board and props. No electronic / multi-media component is allowed.
 - Examples of a presentation could be a Safety Talk to Employees, Tool box talk and / or an equipment training session.
- Competitors are not permitted to transport large equipment with them however small props may be brought to support your presentation.
- At orientation, competitors will submit the completed Safe Work Instruction; Presentation materials may be stored at the competition area.

EQUIPMENT AND MATERIALS

Equipment and material provided by the Committee:

- Clip board and pens for theory exam and hazard assessment
- Personal Protection Equipment, as needed for the competition – excluding footwear
- CSA Approved Safety Glasses
- CSA Approved Hard Hats

Equipment and material provided by the competitor

- Small props and materials required for the presentation
- CSA Grade 1 Safety Boots or Shoes
- Long Pants covering the ankle



Clothing Requirement

Appropriate work clothing must be worn to compete. All clothing must be neat and clean and free of rips and tears. Casual wear such as shorts will not be permitted. No loose fitting clothes or jewelry.

SAFETY

The health, safety and welfare of all individuals involved with Skills Canada Alberta are of vital importance. Safety is a condition of participation with Skills Canada Alberta and shall not be sacrificed for the sake of expediency. At the discretion of the judges and technical committees, any competitor can be denied the right to participate should they not have the required proper safety equipment and/or act in an unsafe manner that can cause harm to themselves or others.

JUDGING CRITERIA

Point breakdown

POINT BREAKDOWN	/1000
Theory Quiz	250
Hazard Assessment (mock workplace)	500
Safety Presentation	250

TIE BREAKING PROCESS

In the event of a tie, the tie will be broken in the following order:

- Hazard Assessment Score
- Theory Quiz Score
- Presentation Score
- Decision of the Technical Committee

ADDITIONAL INFORMATION

Competitor Registration

The Provincial Skills Canada Competition (PSCC) registration will open online www.skillsalberta.com on February 27th, 2012 at 8:00 am.

Lunch

Lunch for accredited competitors only will be provided by Skills Canada Alberta. Teacher accreditation can be purchased online at www.skillsalberta.com. Registration opens on February 27, 2012 at 8:00 am.



Parking & Venue Maps

<http://www.edmontonexpocentre.com/attend/parking/>

Awards Ceremony

The awards ceremony will take place on Friday May 11, 2012 at 5:30pm in Hall D of the Edmonton Expo Center. Admission is free and everyone is welcome to attend. The awards ceremony will be shown live at www.skillsalberta.com.

Team Alberta Information

Team Alberta will be selected at the Provincial Skills Canada Competition (PSCC) on May 10-11, 2012. Then two days later the gold medalists from PSCC will compete at the Skills Canada National Competition (SCNC) in Edmonton, Alberta. It is recommended that competitors review the SCNC scope documents to be familiar with the national scope and project.

http://www.skillscanada.com/index.php?option=com_content&task=view&id=226&Itemid=242

During the PSCC Awards Ceremony on May 11 all students who earn a medal will be escorted backstage after we photograph their onstage moments of success. Gold medalists will be given their Team Alberta information package and will confirm their participation in the SCNC.

Students must be present at the Awards Ceremony to claim their position on Team Alberta. If the Gold medalist is not able to attend SCNC, the next top ranking individuals will be asked to participate.

Please prepare your students in advance to accept a position on Team Alberta and how your school will support their participation.

If a student is not able to attend the Awards Ceremony a letter confirming the student's interest in Team Alberta participation can be emailed to kariz@skillscanada.com, otherwise the Team Alberta position will be offered to the silver medalist.

COMMITTEE MEMBERS

Ross Kolton	Queen Elizabeth School
Rory Bell	Burnco Rock Products
Margaret Kennedy	Wrapex
Blaine Tchir	Park Derochie Coatings Ltd.
Clarke Gould	Gould Safety
Cheryl Solesbury	Chemco Electrical Contractors Ltd.
Brian Andrus	Jb Educational Consulting
Ben Bunce	Aluma Systems

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Workplace Safety Competition **Health & Safety Presentation Details**

Objective:

To review an unsafe act, develop a safe work instruction and create a presentation on the Safe Work Instruction.

Scope Details:

- Develop a 5 to 10 minute Safety Talk presentation based on your Safe Work Instruction (see attached Safety Presentation Explanation document and Form).
- You will develop a poster and / or handout and/or use a presentation board and props.

No electronic / multi-media component is allowed.

- Examples of a presentation could be a Safety Talk to Employees, Tool box talk and / or an equipment training session.

Details:

1. Choose one of the unsafe acts depicted in the following photographs.

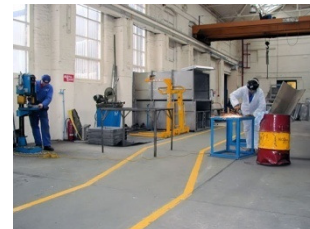
A. Worker on Skids



B. Worker on house



C. Worker Welding



Full size pictures are found at the end of this document.

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2. Develop a Safe Work Instruction (Form at end of document).
 - (a) Use the picture you selected and research safe work practices for that job
 - (b) Write a safe work instruction for the job.

This form is to be handed in at orientation and used in your presentation.

3. Develop a 5 to 10 minute presentation on your Safe Work Instruction. You can develop a poster and / or handout; use a presentation board and props.

No electronic / multi-media component is allowed. An example presentation format: Safety Talk to employees.

Competitors are not expected to transport or bring skids, ladders or welding equipment with them. If you need any of these for your presentation please advise the Committee Chair at least one week prior to the competition.

4. On the day of the competition, you will bring your completed Safe Work Instruction and presentation with you. You will be able to leave your presentation material / props at the competition site.
5. At your presentation time, you will introduce yourself to the judges and present your Safe Work Instruction.
6. Following your presentation, the judges will ask you questions.

Please Note:

- Make sure you have more than one copy of your presentation.
- If your presentation goes past 11 minutes, it will be stopped.





There is one (1) form to complete as a part of your presentation.
Form: Safe Work Instruction (SWI)

Larger versions of the pictures can be found at the end of the document.

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Safe Work Instruction - Completed Sample

Issue Dated:	13 April 2012	Issued by: Safety Dept.	Working with Ladders	Applies to:
Revision date:	April 2013	Approved by: NTC		<ul style="list-style-type: none"> • Wooden • Metal - 6' • Metal - 8'
Department:	All	1 of 1		
Reason for Alert:		Incident report - unsafe work practice observed		
Hazard Rating	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low	Legislative Reference:		
Personal Protective Equipment	All workers are required to wear the following:	<input checked="" type="checkbox"/> Provincial <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Regulation <input checked="" type="checkbox"/> Manufacture <input type="checkbox"/> Hard hat <input checked="" type="checkbox"/> Safety boots <input type="checkbox"/> Safety glasses <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Fall Arrest <input type="checkbox"/> Other		
Problem Description				
	Describe unsafe work practice. <ul style="list-style-type: none"> • Worker standing on top of the ladder • Worker not balanced properly - no 3 point contact • Ladder not open and locked in position 			
Work Instructions				
Worker Instructions <ol style="list-style-type: none"> 1. Choose right ladder for the job. 2. Inspection the ladder, tag out if unusable 3. Carry ladder vertical using two (2) hands 4. Place on a level surface and open fully 5. Ensure the leg locked are engaged 6. Climb the ladder using three (3) points of contact 7. After use - collapse the ladder, gently push up on leg locks and fold ladder to you. 8. Return ladder to storage area 9. Chain to wall to secure from falling. 		 <p>Supervisor Responsibilities</p> <ol style="list-style-type: none"> a) Train workers on ladder safety b) Observe worker following safe work practice c) Inspect ladders monthly, tag or toss, as needed d) Discipline for unsafe work practices 		
Safe Work Instruction to be posted / near work area				
Authorization to post: Management & JHSC		Distribution:	Health & Safety Boards	Safety Talks

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Safe Work Instruction

Problem Description			
Describe unsafe work practice.			
Work Instructions			
Worker Instructions	Supervisor Responsibilities		
Safe Work Instruction to be posted / near work area			
Authorization to post: Management & JHSC	Distribution:	Health & Safety Boards	Safety Talks

Issue Dated:	13 April 2012	Issued by: Safety Dept.	
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Department:	All	1 of 1	

Reason for Alert:		Incident report - unsafe work practice observed	
Hazard Rating	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Legislative Reference:	
Personal Protective Equipment	All workers are required to wear the following:	<input type="checkbox"/> Provincial <input type="checkbox"/> Federal <input type="checkbox"/> Regulation <input type="checkbox"/> Manufacture	<input type="checkbox"/> Hard hat <input type="checkbox"/> Safety boots <input type="checkbox"/> Safety glasses
		<input type="checkbox"/> Hearing Protection <input type="checkbox"/> Fall Arrest	<input type="checkbox"/> Other

A. Worker on skids



B. Worker on house



C. Worker welding



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Presentation Score

Competitor name :

Picture selected :
(circle)

- A Worker on Skids
B Worker on House
C Worker Welding

Start Time :

End Time :

Potential Score	Marking Criteria	Scoring Rubric	Score
	Did the competitor use one of the pictures to develop their presentation?	Allowed to present	
5 marks	Submitted a completed Safe Work Instruction?	0 = No 5 = YES	
5 marks	Prepared a safety talk for the Safe Work Instruction?	0 = No 3 = Somewhat 5 = YES	
10 marks	Did the competitor use props / support material for their Safety Talk?	0 = No 5 = Somewhat 10 = YES	
15 marks	Did the competitor: 1. Prepare the safety talk based on the Safe Work Instruction select? 2. Researched the hazard / corrective action? 3. is applicable to the workplace and / or a safe work practice?	0 = No 10 = Somewhat 15 = YES	
5 marks	Did the competitor conduct an effective Safety Talk?	0 = No 3 = Somewhat 5 = YES	
5 marks	Length of presentation ▪ Less than 5 minutes (minus 5 marks) ▪ More than 10 minutes (minus 5 marks) : Within the 5 to 10 minute timeframe – 5 marks At 11 minutes the presentation will be stopped.	<5 mins = minus 5 >10 mins = minus 5 5 to 10 mins = 5	
5 marks	Overall how would you rate this presentation? (scale of 1 to 5)	0 = Poor 3 = Good 5 = Excellent	
50 marks	TOTAL		
25 %			----- Total points divided by 2 =

Workplace Safety Competition Sample of a completed Hazard Assessment Form

How is the hazard assessment marked?

Possible 3 marks

1. What is the hazardous or unsafe condition? (1 mark)
2. What could happen if the hazardous or unsafe condition is not corrected? (1 mark)
3. How could the hazardous or unsafe condition be corrected? (1 mark)



Drywall AREA Possible 3 Marks	What is the hazardous or unsafe condition? (1 Mark) Worker is standing on rolling platform Physical (fall)	Ask / Answer: What do you see is wrong?
	What could happen if the hazardous or unsafe condition is not corrected? (1 Mark) Worker could fall resulting in injury or property damage, strain or sprain	Answer: What happens if you do not fix it?
	How could the hazardous or unsafe condition be corrected? (1 mark) Worker should use proper work platform	Answer: How do you fix it?

Additional information on Hazard Assessment

What Is a Hazard?

A hazard is any situation, condition or thing that may be dangerous to the safety or health of workers. Basically, it is anything that can cause an injury or illness.

- Some hazards can be acute – they have an immediate effect, such as being hit by a truck.
- Other hazards are considered chronic – repeated exposures, over time, can eventually cause an effect, such as hearing loss after repeated overexposure to noise.

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What Is a Hazard Assessment?

Assessing hazards means taking a careful look at the different activities that workers do and asking:

- What could go wrong?
- You are trying to find out about anything that could harm workers at the work site. The purpose of hazard assessment is to prevent work-related injury or illness to workers.

Why Conduct a Hazard Assessment?

Benefits of performing a hazard assessment may include:

- learning what could harm workers
- finding better and safer ways to do the job
- identifying the need for worker training
- identifying poor or missing procedures
- increasing workers' involvement of workplace health and safety
- having a useful tool when investigating an incident

How to Conduct a Hazard Assessment

There are a number of ways to find hazards in the workplace, including:

- walk around and look at your workplace and at how work is done, ask your workers what they consider unsafe
- think about what could possibly go wrong (don't overlook the things that people may have worked around for years) and ask yourself, What if...?
- review any information you may have on a particular piece of equipment (manufacturer's specifications) or chemical (For example: Material Safety Data Sheets (MSDS) to see what it says about safety precautions
- review previous incidents, including near misses
- talk to others in similar industries to find out what issues they have identified or incidents they have had

More formal processes for conducting a hazard assessment may include:

- **task or job hazard analysis** – breaking jobs down into tasks and identifying the hazards involved with each task
- **process analysis** – following a process from start to finish and identifying the hazards involved at each stage.

Questions to Ask when Looking for Hazards

- What is your work environment? For example, does the work take place in a building, office, yard, laboratory, trench, roof or delivery van?
- What are the hazards with work in this environment?
- How suitable are the things you use for the task? Are they easily accessible?
- How might people be hurt directly by equipment, machinery and tools?
- How might people be hurt indirectly through noise, fumes or radiation?
- How might people be hurt by using chemicals and/or other materials, such as paints, solvents, fuels, toner, oils, plastics, acids, pesticides, gases, biological samples and wastes?
- Are workers using equipment and materials correctly?