



**DISCUSSION GUIDE**

# Everyone Has a Role to Play in Workplace Safety

**W**hether you're an employer or an employee, almost every decision you make, and almost every action you take, can affect your safety and the safety of your coworkers. Creating a positive environment to discuss this is vital to creating safer workplaces in Nova Scotia. The **Simple Acts** video and discussion guide can help.

The video and discussion guide support workplace orientation, safety training, staff meetings or tool box talks. **Simple Acts** is designed to support learning about IRS rights, roles and responsibilities. It can help create a positive environment where workplace safety is discussed, understood and acted on.

When it comes to making your workplace safe, everyone has rights and responsibilities. Your level of responsibility depends on your level of authority and control of the situation. That's the central message behind the Internal Responsibility System (IRS).

Nova Scotia's *Occupational Health and Safety Act* is based on the IRS and outlines the three key rights all employees have:

- To know about workplace hazards and how to stay safe
- To take part in making the workplace safe
- To refuse work that is not safe

**Simple Acts** demonstrates IRS rights and shared responsibilities in action – we see what commitment to safety looks like and how our roles and the little things we do can have a huge impact. The real drama, although it's not dramatic, is that when we do the right thing nothing happens. Life proceeds as it should. There is no injury, there is no trauma. Everyone works, they do it safely, and they get home. This is what really matters.

## QUESTION & DISCUSSION POINTS

- What workplace hazards have you seen or experienced?

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- What hazards do we have here in our workplace?

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- In **Simple Acts**, the hazard that was reported and controlled was a poorly lit stairwell. What are some other potential hazards of the **Simple Acts** workplace?

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- At our workplace, how do we identify and report hazards? What role do Hazard Reports play in getting safety issues fixed?

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- What safety measures do we/you use to control our hazards?

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- View/listen to **Simple Acts** three times in a row. List as many hazard controls as possible.

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- What three steps were taken in **Simple Acts** that resulted in the family being together at supper?

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- What safety processes/procedures had to be in place for the success of those three steps?

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- How can all employees (workers and management) influence a positive safety environment?

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## CONCLUSION

**Simple Acts** shows us we all have a role to play in preventing workplace injuries. While the hazards we see and identify may seem small to us, the impact of our actions can change the life of someone else. When we understand and commit to workplace safety, we can help make sure this impact is a positive one – where there’s no injury and no trauma, where everyone works and goes home safely.

Visit the [Nova Scotia OHS Division](#) to find out more about the OHS Act and IRS rights and responsibilities.