



also known as NAOSH Week

RESOURCE GUIDE

2020













NORTH AMERICAN OCCUPATIONAL

Safety and Health Week

SAFETY AND HEALTH WEEK RESOURCE GUIDE 2020

OUR GOAL

The goal of North American Occupational **Safety & Health Week** is to focus the attention of employers, employees, the general public and all partners in occupational safety and health on the importance of preventing injury and illness in the workplace, at home and in the community.



WE STRIVE TO:

Increase understanding of the benefits of investment in occupational safety and health.

Raise awareness of the role and contribution of safety and health professionals.

Reduce workplace injuries and illness by encouraging new safety and health activities and interest in Safety and Health Week.

THE SAFETY AND HEALTH WEEK LOGO ■ three hands forming an equilateral triangle - portrays the three participating nations - Canada, the United States and Mexico - and symbolizes joint venture, cooperation and the commitment to the common goals shared by all occupational safety and health partners. The three sides stand for partnership of the three countries in this joint occupational safety and health venture, as well as all tripartite partnerships between business, labour and governments. The connected hands illustrate assistance and cooperation on many levels - from interpersonal relationships in the workplace to international exchange.

WHY SHOULD YOU GET INVOLVED?

Safety and Health Week presents an excellent opportunity to focus, reinforce and strengthen commitment to occupational safety and health. Participation and involvement in Safety and Health Week has been shown to:

- improve attitudes towards safety
- increase understanding of the importance of occupational safety and health
- foster a safety-minded culture
- increase cooperation
- assist in team building and improve communication between employees, safety committees and safety professionals

RESOURCE GUIDE CONTENTS

- Goal of Safety and Health Week
- Partners in Safety and Health Week
- Canadian Safety and Health Week Committee 2020
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PARTNERS IN SAFETY AND HEALTH WEEK

Safety and Health Week is led by the Canadian Society of Safety Engineering (CSSE). Together with our Safety and Health Week partners - the Canadian Centre for Occupational Health and Safety (CCOHS), Employment and Social Development Canada (ESDC) Labour Program, Threads of Life, and the American Society of Safety Professionals (ASSP), we work hard to promote and advance the goals of Safety and Health Week.



Established in 1949, the Canadian Society of Safety Engineering (CSSE) is the leading health, safety and environmental organization for professionals in Canada, with over 3500 members across Canada. The CSSE's mission is to be the resource for professional development, knowledge and information exchange to our members, our profession and the Canadian public.

More information @ www.csse.org



The Canadian Centre for Occupational Health & Safety (CCOHS) is Canada's national resource for the advancement of workplace health and safety. CCOHS promotes the total well-being - physical, psychosocial and mental health - of working Canadians by providing information, training, education, management systems and solutions that support health and safety programs and the prevention of injury and illness.

More information @ www.ccohs.ca



The mission of the Labour Program of Employment and Social Development Canada (ESDC) is to promote a safe, healthy, cooperative and productive work environment that contributes to a prosperous economy for all Canadians.

More information @ www.labour.gc.ca



Threads of Life is a national registered charity with a mission to help families heal through a community of support and to promote the elimination of life-altering workplace injuries, illnesses and deaths. In 2011, Threads of Life published Forget Me Not – 21 true stories of Canadian workplace tragedies, as told from the families' perspective. Each chapter includes health and safety lessons learned, with facts and figures specific to the industry sector.

More information @ www.threadsoflife.ca



Founded in 1911, the 100-year-old Des Plaines, IL-based American Society of Safety Professionals (ASSP) is the oldest safety society and is committed to protecting people, property and the environment. ASSP's more than 34,000 occupational safety, health and environmental professional members located worldwide manage, supervise, research and consult on safety, health, transportation and environmental issues in all industries, government, labor and education.

More information @ www.assp.org

CANADIAN SAFETY AND HEALTH WEEK COMMITTEE 2020

BRITISH COLUMBIA

Kathy Tull Bob Nielsen

MANITOBA

Tristen Adams

ONTARIO

Kimberly O'Connell



NOVA SCOTIA

Blaise MacNeil

NEW BRUNSWICK

Darrel Nickerson
Jaime Pellegrini

CCOHS

Lynda Brown

Threads of Life

Shirley Hickman Scott McKay

CSSE STAFF

Perry Ruehlen, Executive Director pruehlen@csse.org

Emily Hewitt,
Safety and Health
Week Lead
naosh@csse.org



THE SAFETY AND HEALTH WEEK NETWORK ACROSS CANADA

The success of Safety and Health Week is rooted in a community-based approach. Across the country, Safety and Health Week events and activities are coordinated by local, provincial and/or regional committees, comprised primarily of volunteers, who share a focus and vision of safer workplaces and communities. Partnerships with government, business, suppliers, CSSE Chapters, community health organizations and other safety groups provide the support, resources and network necessary to manage the Safety and Health Week plans.

The Canadian Safety and Health Week Committee includes representatives from across Canada. This committee is responsible for the ongoing development and coordination of Safety and Health Week in Canada, to ensure, sustain and further advance the goals of Safety and Health Week. Contact your representative on this Committee for information about Safety and Health Week.

STEPS FOR LIFE 2020

Steps for Life - Walking for Families of Workplace **Tragedy** is a 5K awareness and fundraising walk where communities come together to honour those affected by workplace tragedy, and work toward preventing future tragedies. Events are held in communities across Canada, usually the first weekend of Safety and Health Week in May (check the web site, www.threadsoflife.ca for dates and locations). Many committed companies and local businesses participate as volunteers, sponsors and competitors in the Corporate Challenge. Money raised through Steps for Life funds the programs and services of Threads of Life, a national charity which provides a network of hope and healing for those coping with the effects of workplace fatalities, life-altering injuries and occupational disease. Take a step for safety this spring and join us in Steps for Life! www.threadsoflife.ca Charitable Registration #87524 8908 RR0001



Association for Workplace Tragedy Family Support



CHAMPION PROGRAM

There are **four different levels** of support available for the **key aspects** of the national **Safety and Health Week Program.**Safety and

Safety and Health Week Supporters \$250

Show your commitment to Safety and Health Week!

CATALYST Champions \$1,000

Support the 2020 Canadian Safety and Health Week Launch Event in Saint John, NB! This event officially marks the beginning of Safety and Health Week with government officials, business leaders, dignitaries and occupational health & safety professionals from across the country.

RESOURCE Champions

\$2,000

Show your support by contributing to the 2020 Safety and Health Week Resource Guide! The Guide is the cornerstone promotional document for Safety and Health Week in Canada and provides valuable information that encourages participation. The Guide provides event & activity ideas, sample press releases, background information, award winners, links to OHS resources and promotional products. It is available online to download by professionals and leaders in related professions and organizations. Information from the Resource Guide is also available to a wide audience through the Safety and Health Week website.

MOTIVATIONAL Champions \$3,000

Show your support and recognize those who participate in Safety and Health Week by championing the 2020 Safety and Health Week Awards Program! The CSSE offers four Canadian Safety and Health Week Awards in the following categories:

- MOST Innovative
- **BEST** New Entry
- **BEST** Representation of the Theme
- BEST Overall

| CHAMPION BENEFITS | Health Week Supporters | Catalyst Champions | Resource Champions | Motivational Champions |
|---|---------------------------|------------------------------|-----------------------|---------------------------|
| Use of an electronic Safety and Health Week Champion logo to promote commitment and support of Safety and Health Week | ✓ | ✓ | ✓ | ✓ |
| Featured on the CSSE website includes logo and website link | ✓ | ✓ | ✓ | ✓ |
| Acknowledged in the CSSE biweekly newsletter CSSE & Beyond | | ✓ | ✓ | ✓ |
| Acknowledged to delegates at the 2020 Safety and Health Week Launch event | ✓ | ✓ | ✓ | ✓ |
| Featured as a Safety and Health Week Champion in the annual Safety and Health Week Resource Guide | | | ✓ | |
| Listed in the CSSE Contact magazine | | ✓ | ✓ | ✓ |
| Recognized as an award sponsor at the annual CSSE Conference, to be held in Winnipeg, MB in 2020 | | | | ✓ |
| Opportunity to assist in the presentation of a Safety and Health Week award at the annual awards ceremony held during the CSSE Conference | | | | ✓ |
| Organization logo included on one of the award plaques | | | | ✓ |





There is still time to become a **Safety and Health Week Champion**. Contact the **CSSE** office at **(416)** 646-1600 or **naosh@csse.org** to review the opportunities available for the **2020 Safety and Health Week Champion Program**.

PLANNING FOR SAFETY AND HEALTH WEEK

INVOLVEMENT, SUPPORT AND ENTHUSIASM ARE CRITICAL TO SUCCESS!

GETTING STARTED

- Establish a Safety and Health Week planning committee consider involving employees, workplace Occupational Health and Safety Committees, CSSE members, representatives from business, suppliers, government, city, municipalities, retailers and other safety organizations.
- Develop a proposal for events and activities that will support company/business safety objectives and promote senior-level involvement and participation.
- Plan for broad sector involvement, whenever possible, through a variety of events public, corporate, private industry and community events.
- Develop an outline to implement the events and activities
- What are your objectives? Goals?
- What are you going to do?
- What do you need to make it happen?
- Who can help?
- Where and when will the events/activities take place?

LET US KNOW!

Post your Safety and Health Week 2020 events at the Safety and Health Week website and qualify to enter the Safety and Health Week Event Draw for a Safety and Health Week Flag and \$100 certificate for Safety and Health Week promotional products.

DRAW WILL BE MADE ON APRIL 15, 2020.

It's easy to do - go to the Events across Canada page at **www.naosh.ca** and use the submission form to tell us of your plans for **Safety and Health Week 2020!**



SPREADING THE WORD ABOUT SAFETY AND HEALTH WEEK

To best communicate your plans for Safety and Health Week, remember that providing relevant and timely information to the media will greatly enhance your marketing efforts.

TIMING IS EVERYTHING

- When your plans are established, set a schedule for media targets as soon as possible.
- Find out if there are production schedule deadlines (i.e. newspapers).
- For radio and TV stations, find out how they learn about what's new and interesting in the community.
- For each target, is there a specific individual with whom you should be liaising?
- How soon is a first draft or an "invitation" (to an event) required?
- For articles, etc., what format or length is required?
- Is there space for photographs or graphics? Who will supply these?

MAXIMIZE PUBLIC RELATIONS OPPORTUNITIES

- Are there special or themed issues or inserts in any local publications?
- Can an interview be arranged to profile key Health and Safety Week volunteers or newsworthy people?
- Is there anything else happening in the community that looks like "a fit"?
- Is there a Safety and Health Week event to which a reporter and/or a photographer should be invited?

PREPARE A MEDIA KIT

- Organize and compile the information, health and safety general articles of interest, promotional pieces, human interest stories... whatever can provide easy-to access and easy-to-read material that can be adapted to a newspaper spread or help an interviewer to understand what Safety and Health Week is all about.
- Keep things factual, positive, concise and interesting.
- Have it "ready to go" before you contact the media.

IDENTIFY A CONTACT PERSON

- Identify a key spokesperson that is authorized to speak on behalf of the organization. Provide pertinent information (e.g., title, affiliation) and include their coordinates (telephone/fax/email).
- Make sure the contact understands their responsibility and can be "available" if necessary.

BE PROACTIVE

 Don't sit back and wait for the media to call. Get your volunteers and/or committee members involved!
 Make calls, talk to community leaders and keep the momentum going!

WRITING A PRESS RELEASE

...It's not an intimidating task!

- · Keep it short but informative
- Start with the most important information in the first paragraph to capture attention (Hint: editors start cutting at the end)
- Include pertinent details in a clear, concise format
- · Add appropriate logos, slogans, etc.
- Suggested content (by paragraphs):
- Introduction: Event/purpose/reason
- More detail to enhance paragraph 1
- Background or explanatory information (in this case, tying it to Health and Safety Week and its purpose or highlighting an event/initiative from a previous year)
- Other relevant details or background, perhaps profiling an individual or group, quotes, etc.
- Specific details such as location, time, who to contact for more information etc.

That's it: in 5-6 paragraphs you've got a press release that's sure to impress the toughest editor!

Remember: be creative but don't lose sight of capturing and keeping your audience's attention.

GETTING YOUR PRESS RELEASE PUBLISHED

- Press releases are for newsworthy items. The media won't be interested in "stale" or dated material.
- → Be timely running a press release too soon has as little impact as running it "after the fact".
- Follow the format. A good press release answers the "who, what, where, when, why and how" questions. Put the most important and eyecatching details in the first paragraph, followed by some additional background that continues to develop the story. Finish with a reinforcement of the message, referring back to the key message.
- Focus on the message use plain language and avoid acronyms or technical jargon.
- Keep it concise, informative and to the point. Suggested length - up to one page, depending on the allocated editorial space and the amount of news/information that needs to be conveyed.

Remember:

Your draft may be edited for space considerations.

OCCUPATIONAL SAFETY & HEALTH PROFESSIONAL DAY

WEDNESDAY MAY 8th, 2020

A SPECIAL DAY OF RECOGNITION

The purpose of setting aside a day each year to recognize the ongoing efforts of occupational safety, health and environmental professionals who protect our people, our organizations and, in fact, our way of life is to honour many unsung heroes.

Occupational Safety and Health Professional Day (OSHP) takes pride in recognizing the leadership made by those heroes who strive to ensure that nothing untoward happens in the lives of workers as they go about their daily activities. Since 2007, when the CSSE Board of Directors approved the celebration of "Occupational Safety and Health Professional Day" on the Wednesday of each Safety and Health Week, CSSE has honoured this tradition. In 2020, OSHP will be held on May 8th.

Every year, millions of people go to work and return home safely. This is, in a large part, due to the work of occupational safety, health and environmental professionals and Health and Safety Week pays special attention to remembering the significant improvements in workplace safety and the lives saved. The ongoing efforts in heightening the importance and impact of injury, illness and loss prevention in Canadian and other workplaces must be celebrated.

Beyond this, Occupational Safety and Health Professional Day is also an excellent vehicle for raising awareness and knowledge about the occupational safety, health and environmental profession. This day – as well as the rest of Health and Safety Week – reminds our colleagues and the broader community that our profession is well qualified through education and training, and all safety and health professionals collaboratively work towards preventing personal injury or illness.

Those who work in our profession deserve recognition and Occupational Safety and Health Professional Day is an excellent opportunity to do this.

AS FOR THE OTHER 364 DAYS PLEASE REMEMBER TO SAY...

"THANK YOU"

RECOGNITION

One of the ways in which the CSSE recognizes the efforts and achievements of professionals who commit their days to protect the quality of life of millions of Canadian workers is by honouring individuals with the Safety Professional of the Year Award. This award provides recognition for a CSSE Member for exceptional service to employer, client or safety community during the professional's career.



2019 Safety Professional of the Year

DONALD FRASER ROSS Nova Scotia Chapter

Sponsored by Cintas

PAST RECIPIENTS OF THE SAFETY PROFESSIONAL OF THE YEAR AWARD:

| 2017 | Ryan Jacobson, CRSP | | |
|--------------------------------------|---|---|--|
| 2017 | Bruce Lang, CRSP | Ottawa, ON | |
| 2016 | Dylan Short, CHSC, CRM | Mississauga, ON | |
| 2015 | Peter Sturm, CRSP, CHSC | Mississauga, ON | |
| 2014 | George Pappas, CHSC | Calgary, AB | |
| 2013 | Dave Fennell, CRSP | Calgary, AB | |
| 2012 | Ron Allen | AB | |
| 2011 | Eldeen Pozniak, CRSP, CHSC | Saskatoon, SK | |
| | | Burlington, ON | |
| 2010 | Jim Allan | Burlington, ON | |
| 2010 | Jim Allan Wayne Corrigan, CRSP | Burlington, ON Charlottetown, PE | |
| | | <u> </u> | |
| 2009 | Wayne Corrigan, CRSP | Charlottetown, PE | |
| 2009 | Wayne Corrigan, CRSP Kathy Tull, CRSP, CHSC | Charlottetown, PE Vancouver, BC | |
| 2009 2007 2005 | Wayne Corrigan, CRSP Kathy Tull, CRSP, CHSC Ed Dyna, CRSP, CSP | Charlottetown, PE Vancouver, BC Saskatoon, SK | |
| 2009 2007 2005 2004 | Wayne Corrigan, CRSP Kathy Tull, CRSP, CHSC Ed Dyna, CRSP, CSP Andy Gauthier, CRSP | Charlottetown, PE Vancouver, BC Saskatoon, SK Fort McMurray, AB | |
| 2009 2007 2005 2004 2003 | Wayne Corrigan, CRSP Kathy Tull, CRSP, CHSC Ed Dyna, CRSP, CSP Andy Gauthier, CRSP Chris Powell, CRSP, CHSC | Charlottetown, PE Vancouver, BC Saskatoon, SK Fort McMurray, AB Wallaceburg, ON | |

Do you know a CSSE member deserving of this recognition? Nominate them through your local chapter or online at csse.org.

THE DEADLINE FOR NOMINATIONS IS APRIL 17, 2020

AWARD WINNERS 2018

Congratulations to the winners of the Canadian Safety and Health Week Awards for their efforts in raising awareness and promoting the goals of Safety and Health Week. Thank you to the 2018 Safety and Health Week Motivational Champions for their support, leadership and commitment to Safety and Health Week.

BEST OVERALL

McMaster University **BEST NEW ENTRY**

Graham Construction

BEST REPRESENTATION OF THEME

University of Alberta

MOST INNOVATIVE

Fraser
Surrey Docks



SAFETY AND HEALTH WEEK AWARDS

The CSSE annually presents Safety and Health Week Awards for the purpose of acknowledging CSSE Members, Chapter, Committees and organizations for their efforts in raising public awareness during Safety and Health Week and in light of the goals of Safety and Health Week.

THE HISTORY OF SAFETY AND HEALTH WEEK

CSSE's Canadian Occupational Health and Safety Week (COHS) was observed between 1986 - 1996 and had grown out of an initiative that began in the late 1970's in Newfoundland & Labrador.

During the North American Free Trade Agreement (NAFTA) talks between the governments of Mexico, United States, and Canada in 1996, workplace safety within the boundaries of all three nations was discussed by government labor department representatives. Canada's representative at these talks was familiar with Canada's COHS Week and suggested to his Mexican and American counterparts that their countries may wish to become involved in a similar endeavor.

Subsequently, CSSE was approached for permission and support to expand the COHS Week format and experience to the United States and Mexico. In September 1996, a proposal was taken to the NAFTA meeting that would see a North American wide program take the place of the Canadian Week.

Safety and Health Week was first launched in June 1997, marked by an agreement between Canada, the United States and Mexico.

The CSSE was officially recognized by Labour Canada as the safety organization responsible for Safety and Health Week. It was agreed that Labour Canada would continue to play the lead political role for North America for three years to allow the partnership concept an opportunity to develop. Safety and Health Week was implemented under this plan between 1997 and 2000.

Since 2000, the responsibility and management of Safety and Health Week has continued through an effective partnership with CSSE, the Canadian Centre for Occupational Health and Safety (CCOHS) and Employment and Social Development Canada's Labour Program (formerly Labour Canada). CSSE has been successful in bringing the American Society of Safety Professionals (ASSP) into the partnership and brought Threads of Life into the partnership in 2010. Together many safety partners, now throughout North America, work hard to promote and encourage the goals of Safety and Health Week.

SAFETY AND HEALTH WEEK AWARDS

ARE PRESENTED IN FOUR CATEGORIES
AND ARE SUPPORTED BY THE SAFETY AND
HEALTH WEEK MOTIVATIONAL CHAMPIONS.

Most Innovative

For an organization that likes to be creative. This award recognizes the organizations that use out of the box thinking to hold great health and safety events throughout Safety and Health Week.

Best Overall

For an organization that goes above and beyond! This award recognizes the organizations that support and pursue the goals of Safety and Health Week within their organizations and the community.

Best Representation of Theme

For an organization that puts "Making Safety a Habit" into everything they're doing. This award recognizes the organizations that take to heart the Safety and Health Week theme and help others do the same.

Best New Entry

For an organization stepping up their game. This award recognizes the organizations that are embracing Safety and Health Week in a big way, maybe not for the first time but with a new sense of purpose and passion.

Interested in being considered for one of the Safety and Health Week Awards?

Complete details available at CSSE.Org



North American Occupational Safety and Health (NAOSH) Week **Promotional Item Order Form**



CSSE • 468 Queen Street East - Unit LL-02, Toronto, ON M5A 1T7 • Tel: 416-646-1600 or 1-877-44-NAOSH (62674) • Fax: 416-646-9460 • eMail: naosh@csse.org

| Name: | Firm/Organization: | | | | | | | |
|--|-----------------------------|--|---|--|--|--------------------------------|--|-----------|
| Tel: | | Fax:eMail: | | | | | | |
| | lress: | | | Shipping Address | | | | |
| | | | | Postal/Zip: | | | | |
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| Pa | ayment must accompany All C | orders: | Money Order | que 🗖 Visa 🗖 N | MasterCard (| ☐ AmEx | | |
| Cr | edit Card#: | | | Security Coo | le: | Expiry Date: | | |
| Ca | Cardholder Name: Signature: | | Date: | | | | | |
| | | | | | | | | |
| LETTER | ITEM | | DESCR | IPTION | | UNIT PRICE | QUANTITY | TOTAL PRI |
| A | NAOSH Week Lanyard | Reflective lanyard with two safety breakaways | | | 7.00 | | | |
| B | Bush Hat | Canvas bucket st | tyle hat with wide brim, ch | in strap, and adjustable elasti | c sweatband | 14.99 | | |
| G | Smart Touch Gloves | Conductive fing | er tips allows you to use | your electronic devices | | 12.00 | | |
| O | Banner | 4' x 20' heavy v | 4' x 20' heavy vinyl | | | 209.00 | | |
| 3 | Flag | 3' x 6' | | | | 79.99 | | |
| 6 | Lunch Bag | Zippered pocket, mesh bottle holder, adjustable strap | | | 7.49 | | | |
| G | Wristband | Tri-colour wristband, 1/2", debossed with slogan | | | 0.75 | | | |
| (1) | Magnetic Alligator Clip | 3-1/8" x 1-1/4" clip with magnet | | | 3.99 | | | |
| 1 | NAOSH Week Journal | Embossed cover with lined paper, pen & holder, 6" x 9" | | | 16.99 | | | |
| 0 | Post It Notes | 3" x 3"; 100 sheets/pad. minimum order of 5 pads | | | | 2.75 | | |
| K | Stickers | Roll of 500 2" "I Make Safety a Habit" stickers | | | 14.99 | | | |
| 0 | Lapel Pin (Logo only) | Gold plated 3/4" lapel pin with 3 colour logo only | | | 3.99 | | | |
| M | Ball Point Pen | Solid brass construction, soft grip, twist action ball pen | | | 11.99 | | | |
| N | Pen with Highlighter | Silver coloured pen, black ink with highlighter | | | 1.50 | | | |
| 0 | Water Bottle | Aluminum bottle in pouch | | | 8.99 | | | |
| P | Cellphone Wallet | NAOSH Week Cellphone Wallets | | | | 8.00 | | |
| Standard Delivery is shipped via UPS Ground Service for arrival in 7-10 business days. Next Day Delivery is available. Please add \$30 to the Standard Shipping Charge. SHIPPING & HANDLING CHARGES Appropriate (for Canada except NWT, YK & NU) should be appliated to the Standard Shipping Charge. Merchandise Amount Shipping & Handling Sum of Sub-To Up to \$34.99 \$9.99 Shipping characteristics. | | | | | olied to the Total plus | Sub-Total Shipping (see chart) | | |
| Ne would bease provide | | of your choice. | \$35.00 to \$59.99 \$60.00 to \$99.99 \$100.00 to \$\$149.99 More than \$150.00 Allow 7-10 day Please allow 3-5 days | | Please co order f eMail naosh@c | orm: to sse.org | GST (5%) (BC, AB, SK, MB, NT, YT, NU) HST (13%) (ON) HST (15%) (NS, NB, NL, PEI) | |
| ount Number | er: Next Day | | NEXT DAY DELIVERY NT/YT/NU DELIVERY | Add \$30 to above rate Add \$30 to above rate | or FAX to 416-646 | | TOTAL DUE | |





To order your NAOSH Week products, please complete this form & submit by fax, email or mail



Contact CSSE

- Tel: (416) 646-1600 ext. 60 or 1-877-44-NAOSH (62674)
- Fax: (416) 646-9460

We can customize the NAOSH Week products just for you! email naosh@csse.org for details