

## Details Document: 2021 Workplace Safety Competition

**This competition has 2 parts; please read carefully and ensure you prepare for both!**

Part 1 – Hazard Identification

Part 2 – Toolbox Talk

The purpose of this document is to provide competitors with the additional details they need to prepare successfully for the two activities of the B.C. provincial competition.

### *CONTEST DESCRIPTION*

**Contest Area:** Workplace Safety      **Level:** Secondary      **Duration:** 3 hours (2 sessions)

**Livestream Test:** Monday, April 26, 2021 (1 hour)

**Orientation:** Thursday, April 29, 2021 (30 minutes)

**Competition:** Friday, April 30, 2021 (4.5 hours, 8:30 am – 1:00 pm)

**Competition Schedule:**

Morning Session 8:30 am – 10:30 am

Lunch/Break 10:30 am – 11:00 am

Afternoon Session 11:00 am – 1:00 pm

**Group 1** will complete the Hazard Identification portion of the project in the Morning Session (and will complete the Toolbox Talk during the Afternoon Session)

**Group 2** will complete the Toolbox Talk during the Morning Session and will complete the Hazard Identification during the Afternoon Session

Individual presentation times will be provided to each competitor in advance of the competition and will include a corresponding RingCentral Web Meeting link for the Livestream.

**Competition Format:** Virtual/In-school

Competitors will compete in their school environment alongside their usual cohort, following the school's COVID-19 protocols and policies. Competitors, with the help of a teacher, must arrange a suitable competition location in advance of the competition. The competition location should contain all required tools, equipment, materials, and technology listed within this document. A teacher or supervisor must be present at the competition orientation and should be available throughout the day should the need arise. Both competitors and teachers should expect to receive additional information about the competition projects, live streams, shipping, etc. prior to the competition. It is the responsibility of competitors and teachers to double-check all emails or correspondence from SkillsBC.

**Competition Scoring:** The competition entries will be scored on May 3, 2021.

**Awards Ceremony:** Join us for a live virtual awards ceremony on May 7, 2021 at 1:00 pm

## **RingCentral Livestreams**

### **1. Tech-Check:**

A "Tech-Check" will occur in advance of the competition with the purpose of giving each competitor a chance to ensure they have all necessary equipment to join the virtual orientation meeting on the morning of the competition. On competition day, there will be no opportunity to resolve tech issues, so this is a crucial opportunity for competitors to work out any tech problems ahead of time. An email with the RingCentral link will be sent out in advance of the competition.

### **2. Competition Orientation:**

Competition begins with a virtual orientation. Competitors will join the videoconferencing link emailed ahead of time to all registered competitors. Webcams / cameras **MUST** be turned on and competitors must be visible on camera for the duration of the orientation. As stated previously, a teacher or supervisor must also be present for orientation.

### **3. Livestreamed Competition:**

Competitors must film their presentation. Cameras and microphones should be turned on and all competitors must be visible and audible for the benefit of the judges. Competitors should consider camera angle, lighting, and acoustics (sound) in advance of the competition. Competitors must angle their cameras in such a way that the entire presentation area is visible, and that all competitors remain visible and properly lit for the duration of the contest livestream.

## **How to submit your project**

Competitors should submit all project materials to a secure SharePoint folder. Competitors will receive a direct link to their specific folder. Access to competitor folders is limited to judges and individual competitors. The main folder link will be shared with participants in advance of the competition.

Multiple files can be uploaded at once.

### **Accepted file type: .zip**

To create a .zip file, select the files you would like to submit and right-click on the selection with the mouse. A menu will open. Select Sent To and click Compressed (zipped) folder. The .zip file will automatically generate and should contain all submission documents. Double-check your .zip file before submitting to ensure it contains all required documents.

## **Competition Safety**

Participant health, safety, and welfare is of utmost importance. Safety is a condition of participation with Skills Canada British Columbia and is non-negotiable. Any competitor can be denied the right to participate if, in the estimation of the judges and technical committee, they do not have the required safety equipment or they act in an unsafe manner that may cause harm to themselves or to others. It is the responsibility of each competitor and teacher to review the **Safety Inspection Checklist** in advance of the competition to ensure the selected competition location and equipment meets all safety requirements. The Safety Inspection Checklist will be reviewed during the Competition Orientation.

## ***CONTEST INTRODUCTION***

This competition will challenge students to demonstrate their awareness and understanding of workplace health and safety by competing in two (2) activities (hazard identification and a toolbox talk). Each competitor will receive a schedule during the contest orientation. Attendance is mandatory at both activities, and at contest orientation and closing.

Competitors will be split into two groups during the morning contest orientation. Group 1 will complete the Hazard Identification during the morning session and conduct their Toolbox Talk during the afternoon session. Group 2 will conduct their Toolbox Talk during the morning session and complete the Hazard Identification during the afternoon session.

### **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

### **Skills and Knowledge to be Tested**

- Knowledge of workplace health and safety
- Ability to recognize, evaluate and control workplace hazards
- Application of the measures to control hazards ie. hierarchy of controls
- Ability to communicate information to workers

### **Recommended Competition Preparation**

Competitors are encouraged to complete the online SiteReadyBC course through the British Columbia Construction Safety Alliance (BCCSA), which is offered free to students. Please visit <https://www.bccsa.ca/SiteReadyBC-Online-Construction-Safety-Orientation.html>? and speak with your school administrator.

## **Project Description – Tasks to be performed during the competition**

### **Part 1 – Hazard Identification**

(50% of score)

Competitors will receive a set of staged photos depicting hazards in various workplaces. Competitors will complete the hazard assessment forms based on each photograph and will submit to the project submission link prior to the end of the competition day.

*What will this activity look like?*

- Performing a virtual workplace inspection for each photograph
- Identification of workplace hazards (such as ergonomic, chemical, biological)
- Identification of hazards involving housekeeping, hazardous materials, unsafe equipment, signage, first aid, etc.

- Completion of the hazard assessment form (inspection form), noting **multiple hazards** or conditions for each pictured workplace or job site

*What will competitors do for this part of the competition?*

- Each competitor will be given a set of photographs of a staged job site or work activity
- Each competitor will complete the hazard assessment form and identify multiple hazards for each photograph. An example is shown below (and a copy of the complete form is available at the end of this document)
- The form notes the hazard, the type of hazard (classification), what could happen, and what should be done to control the hazard

Identified Hazard and Classification	What could happen?	What needs to be done to control the hazard?
Tool with frayed electrical cord (Safety)	Worker could get electrocuted	Tool should be removed from service and replaced with a functioning tool  A regular tool inspection schedule should be implemented

*How will the hazard assessment forms be marked?*

For each hazard or condition identified, the competitor will earn:

- Up to 1 mark for correctly identifying a hazard or condition and the classification of the hazard
- Up to 1 mark for explaining why the item is a hazard (i.e., *what could happen?*)
- Up to 1 mark for correctly describing how to control the hazard or condition (i.e., *what needs to be done to prevent the hazard or condition from re-occurring or causing an accident in the future?*)
- Consider the hierarchy of controls when describing the control method.

*What might competitors do to prepare for this activity?*

To prepare for this activity, competitors may wish to use these links for research:

- [http://www.ccohs.com/oshanswers/hsprograms/hazard\\_risk.html](http://www.ccohs.com/oshanswers/hsprograms/hazard_risk.html) to check out “What are examples of hazards” and “What types of hazards are there”
- <http://www.ccohs.ca/oshanswers/prevention/effectiv.html> to check out “What type of hazards do we look for in a workplace?”
- Information of workplace inspections: <https://www.worksafebc.com/en/health-safety/create-manage/workplace-inspections>
- Information on control measures: <https://www.worksafebc.com/en/health-safety/hazards-exposures>
- Information on the hierarchy of controls: <https://www.worksafebc.com/en/health-safety/create-manage/managing-risk/controlling-risks>
- To get an idea of what hazards to look for on a construction try out some of the “What’s Wrong with This Photo” exercises: [Scaffold-Ladder Safety](#), [Construction Storage](#), [Scaffolding](#), [Construction Safety](#) and [Chemical Safety](#).
- Check out the Construction portal on WorkSafeBC: <https://www.worksafebc.com/en/health-safety/industries/construction>

## Part 2 – Toolbox Talk

(5 minutes, 50% of score)

*What will this activity look like?*

- This activity requires each competitor to deliver a 5-minute presentation, developed in advance of the competition, on one of the topics found below.
- Presentations may be delivered electronically (i.e. PowerPoint, Google Slides, Prezi and Keynote). Competitors are encouraged however to use visual aids/props to make their presentations dynamic (this may include posters, charts, photos, brochures or other props).
- Competitors should assume the audience is a group of young workers new to the job.

*What will competitors do for this part of the competition?*

Prior to coming to the competition, each competitor will have researched and prepared a 5-minute presentation on one of the topics below.

1. Environmental exposures ie. Sun, heat, cold exposures
2. Fatigue and impairment
3. Health and Safety Rights and Responsibilities
4. Workplace bullying and harassment

Competitors are required to use their own devices and software for the presentation (see: Equipment, Tools, and Materials)

At the competition orientation, each competitor will be given a presentation time. Competitors must be ready to deliver their presentations promptly at their designated times. A RingCentral link will be emailed to each competitor in advance.

*Presentations on the chosen topic should address the following:*

- Explain the topic, providing a basic definition and noting typical workplace issues/injuries associated with the topic.
- Outline how injuries associated with the topic can be prevented.
- References used in the creation of the presentation.

*Competitors will be judged on their ability to:*

- Motivate and engage a young worker audience
- Clearly explain the selected topic  
Deliver a health and safety message

**Note:** Competitors may speak generally about one of the topics (for example, the kind of activities that can lead to back injuries and what can be done to prevent back injuries) or choose to discuss one of the topics within the context of a specific industry (e.g., back injuries in construction).

- At their scheduled time, each competitor will deliver their 5-minute presentation before judges and a group of co-competitors
- At the 4-minute mark, competitors will be given a 1-minute warning to allow them to finish up within the allotted 5-minute maximum. At the 5-minute mark, competitors will be stopped
- Presentations should include an introduction, content which addresses the chosen topic, and a conclusion.

See **Toolbox Talk Scoring Guide**

*How will competitors be marked?*

- Competitors will be marked on how well they have researched the topic and prepared their presentation
- Competitors will be marked on how well they are able to communicate the information they have prepared (See “Toolbox Talk Rubric” at the end of this document for scoring specifics)
- Competitors will be marked on the structure and the content of their presentation

### Toolbox Talk Scoring Guide

	Marking Criteria	Potential Score
Research	<b>Engagement</b> <ul style="list-style-type: none"> <li>• Did the competitor show enthusiasm?</li> </ul>	2
	<b>Time management</b> <ul style="list-style-type: none"> <li>• Was the competitor’s presentation 5 minutes?</li> <li>✓ 1 point less than 2 min</li> <li>✓ 2 points less than 3 min</li> <li>✓ 3 points less than 4 min</li> <li>✓ 4 points if between 4 min and 6 min</li> <li>✓ 3 points if greater than 6 min</li> </ul>	4
	<b>Sources used</b> <ul style="list-style-type: none"> <li>• Did the competitor consult a minimum of 2 reputable sources?</li> </ul>	4
Presentation	<b>Format used</b> <ul style="list-style-type: none"> <li>• Was the chosen format appropriate for the presentation topic?</li> </ul>	2
	<b>Organization of content</b> <ul style="list-style-type: none"> <li>• Did the competitor choose good key points to include in their presentation?</li> <li>• Did the competitor present key points in a logical sequence?</li> </ul>	4
	<b>Visuals</b> <ul style="list-style-type: none"> <li>• Did the visuals reflect care and attention?</li> <li>• Were the visuals attractive and effective?</li> </ul>	4
Delivery	<b>Introduction</b> <ul style="list-style-type: none"> <li>• Did the competitor engage the audience from the beginning with a dynamic introduction?</li> </ul>	2
	<b>Delivery of key points</b> <ul style="list-style-type: none"> <li>• Did the competitor <u>act with professionalism, effectively communicate key points, and project well?</u></li> </ul>	8
	<b>Conclusion</b> <ul style="list-style-type: none"> <li>• Did the competitor provide a sense of closure at the end of the presentation?</li> </ul>	2
	<b>Total</b>	<b>32</b>

*What might competitors do to prepare for this activity?*

- [http://www.ccohs.com/oshanswers/hsprograms/hazard\\_risk.html](http://www.ccohs.com/oshanswers/hsprograms/hazard_risk.html) to check out “What are examples of hazards?” and “What types of hazards are there?” <https://www.worksafebc.com/en/health-safety/education->

[training-certification/young-new-worker/6-minute-safety-talks](#) to see sample safety talks designed for young workers.

- Search “toolbox meetings” at [www.worksafebc.com](http://www.worksafebc.com) to see a range of toolbox meeting guides.

**Note:** As the competition takes place in a school environment, noise from the surrounding area may be an issue. Competitors may wish to practice delivering their presentations in an environment where noise and other distractions are present, while selecting a location for their Toolbox Talk free from obvious audible or visible distractions.

## Submission Requirements

**Hazard Identification:** Competitors will receive a set of photos depicting hazards in various workplaces, available either on the SharePoint site or through their individual teachers. Competitors will complete the hazard assessment forms based on each photograph and submit as per the project submission link above prior to the end of competition day.

**The Safety Talk / Toolbox Talk Presentation** is conducted in the competitor’s school and is completed via livestream. As such, no submissions are required for this activity.

## Equipment and Materials

### Competitor-supplied\* Tools, Materials, and Equipment:

Laptop or webcam-enabled desktop computer with desired software for the Safety Talk / Toolbox Talk Presentation  
All materials required for the Toolbox Talk presentation (e.g.: Flip chart, markers, glue sticks, Bristol board, felt pens)

**\*Competitors must work with their school to coordinate tools, materials, and equipment required**

Please note: **Lunch is not provided**

## Judging Criteria

Hazard Identification	50%
Toolbox Talk	50%
Overall Total	100%

## Tie Breaking Process

No ties are allowed. In the event of a tie for medal standings, the tie will be broken in the following order:

1. Competitor with highest score in the Toolbox Talk Presentation
2. In the event of a second tie, the competitor with the highest score in the Hazard Identification will be declared winner

## Clothing Requirement

Participants are required to wear long pants covering the ankle and closed-toe shoes.

## Research and Preparation

Information from the following websites will be helpful to prepare for this competition: To help research your topic, use the following websites:

- WorkSafeBC ([www.worksafebc.com](http://www.worksafebc.com))
- BC Construction Safety Alliance ( [www.bccsa.ca](http://www.bccsa.ca))
- Canadian Centre for Occupational Health and Safety ([www.ccohs.ca](http://www.ccohs.ca))
- OHS Canada (<http://www.ohscanada.com>)
- SiteReadyBC Online Course (free for BC students – check with your school administrator):
  - <https://www.bccsa.ca/SiteReadyBC-Online-Construction-Safety-Orientation.html?>

### Virtual Awards Ceremony

The Virtual Awards Ceremony will take place Friday, May 7, 2021 at 10:00 am.

### Team BC Information

Team BC will be selected from competition Gold Medalists. Selected Gold Medalists will be eligible to participate at the Skills Canada National Competition (SCNC) held virtually May 25-30, 2021. It is recommended competitors review the SCNC contest description and become familiar with the contest description and project at <http://www.skillscanada.com>

### Ethical Conduct

All competitors will be competing remotely in their own unique school environments. All competitors are expected to compete fairly and respect and abide by the established rules in the spirit of Skills Canada BC.

### Letter of Participation

Competitors who participate in the 2021 Provincial Skills Canada Competition are eligible for a Letter of Participation. Please contact [akavazovic@bccsa.ca](mailto:akavazovic@bccsa.ca).

### Committee Members

Technical Committee & Judging Staff		
Organization	Name	Email address
B.C. Construction Safety Alliance	Ammar Kavazovic (Chair)	<a href="mailto:akavazovic@bccsa.ca">akavazovic@bccsa.ca</a>
B.C. Construction Safety Alliance	Amandeep Beesla (Co-chair)	<a href="mailto:abeesla@bccsa.ca">abeesla@bccsa.ca</a>
B.C. Construction Safety Alliance	Sara Knights (Co-chair)	<a href="mailto:sknights@bccsa.ca">sknights@bccsa.ca</a>



### Skills Canada BC Provincial Competition Workplace Safety – Toolbox Talk Rubric

	5	4	3	0	Points
Introduction (x1)	Student captivatingly set the scene and scope of talk	Student gave a clear introduction and outlined scope of talk	Student's introduction stated topic but did not provide direction	Introduction did not engage audience nor give direction of talk	/5
Content Knowledge (x3)	Student demonstrated full knowledge with explanations and elaboration.	Student was at ease with content, but failed to elaborate.	Student was uncomfortable with information	Student did not have a grasp of information.	/15
Visuals (x1)	Student used visuals to reinforce presentation. Visuals were creative and accurate	Visuals related to text and presentation.	Student occasionally used visuals that somewhat supported presentation.	Student did not use visuals.	/5
Conclusion (x1)	Student summarized and clearly restates importance of talk	Student summarized main point of talk	Student summary was brief and did not cover all of the main points of talk	Student did not summarize talk or abruptly ended talk	

					/5
Delivery (x2)	Student used a clear voice and correct, precise pronunciation of terms.	Student's voice was clear. Student pronounced most words correctly.	Student incorrectly pronounced terms, and at times was difficult to hear.	Student mumbled, incorrectly pronounced terms, and spoke too quietly for all of the presentation	
Audience (x2)	Student made specific reference to young workers and directed the talk to new workers with creative, youth oriented references.	Student made strong references to young workers	Student made a passing reference to young workers or alluded to a young worker audience.	Student made no references or specific direction to young workers.	/10
/50					