



## CTF Safety and Environmental Considerations for Occupational Areas

This Career and Technology Foundations (CTF) resource is intended to support CTF teachers and school administrators as they implement and maintain environments that contribute to a culture of health and safety awareness. This resource supports the following CTF outcomes.

- I address safety requirements associated with occupational areas and related technologies.
- I demonstrate environmental stewardship associated with occupational areas.

Safety and environmental considerations in this resource are associated with **occupational areas**—groupings of courses that focus on attitudes, skills and knowledge related to specific work areas.

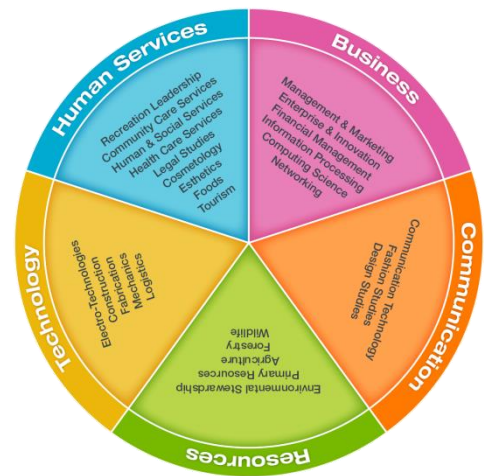
Dealing with health, safety and environmental considerations in CTF learning environments vary greatly from occupational area to occupational area. Students should work towards demonstrating the attitudes, skills, knowledge and values associated with the health, safety and environmental considerations of occupational areas.

By working with tools, equipment and technologies, students learn to manage themselves and their learning environment and transfer safety awareness beyond the classroom.

Experts in their field have identified health, safety and environmental considerations for occupational areas commonly taught in CTF courses. These are some, but not all, of the considerations that can be used when planning CTF challenges or tasks.

School authorities *and* schools must demonstrate due diligence by developing health and safety plans to meet legislative requirements. Elements of a health and safety plan could include:

- establishing clearly defined policies, practices and procedures
- monitoring to ensure that safe policies, practices and procedures are being followed
- communicating information on issues related to health and safety
- auditing and inspecting the learning environment
- providing training for issues related to health and safety



Additional information can be found in these resources.

#### **Government of Alberta**

- [Alberta Jobs, Skills, Training and Labour: Health and Safety Management Systems](#)
- [Guide to Career and Technology Studies \(CTS\)](#)
- [Occupational Health and Safety School Kit \(K-12\)](#)
- [What If: Occupational Health and Safety for Young Workers](#) (interactive website)
- [X-TREME SAFETY: A Survival Guide for New and Young Workers](#)

#### **Government of Canada**

- [Young Worker Zone](#) (The Canadian Centre for Occupational Health and Safety)

The following resources are provided as a service to identify potentially useful ideas for teaching and learning. The responsibility to evaluate these resources rests with the user. **Note:** All website addresses listed for this project were confirmed as accurate at the time of publication but are subject to change.

## Cluster: Business

The focus is on management, marketing and the use of electronic technologies to access, use and manipulate information within personal, family, workplace, community and global contexts. This cluster challenges students to expand their confidence, experience and skills as innovators and leaders.



### Financial Management (FIN)

Plan, organize, direct, control and evaluate the operation of an accountant, auditor or financial service.

### Digital Citizenship

- Protect personal safety when using the Internet.
- Identify and minimize security risks (e.g., spam, phishing, malware, computer viruses and/or identity theft) to private information and property:
  - [Passport to the Internet: Student tutorial for Internet literacy \(Grades 4-8\)](#)
  - [CyberSense and Nonsense: The Second Adventure of the Three CyberPigs](#)

### Ergonomics

- Identify and minimize hazards associated with using computers.
  - [Computer Posture](#)
  - [Computing Health and Safety](#)
  - [Working in a Sitting Position](#)
- Prevent work-related musculoskeletal disorders (WMSDs) associated with performing repetitive manual tasks.
- Avoid improper ergonomic situations (e.g.; working in awkward positions).
- Know how to relax sore body parts with proper stretching exercises.

### Safety Precautions

- Ensure safety of equipment, software, supplies and personal work.
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)
- Know some of the health and safety issues for office workers and some preventative measures that can be put into practise.
  - [Health and Safety Issues for Office Workers](#)

### Information Processing (INF)

Gather information and process it from one form into another.

### Copyright

- Identify copyright restrictions and permissions, and put them into practice.
  - [Copyright – Comic Book \(World Intellectual Property Organization\)](#)
  - [Sharing Creative Works: an illustrated primer](#)
  - [Copyright and Teaching and Creative Commons Licensing](#)

## Digital Citizenship

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## Management & Marketing (MAM)

Learn the processes associated with promotion for the sale of goods and services.

## Copyright

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## **Ergonomics**

- Identify and minimize hazards associated with using computers.
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- Prevent work-related musculoskeletal disorders (WMSDs) associated with performing repetitive manual tasks.
- Avoid improper ergonomic situations (e.g.; working in awkward positions).
- Know how to relax sore body parts with proper stretching exercises.

## **Safety Precautions**

- Ensure safety of equipment, software, supplies and personal work.
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)
- Know some of the health and safety issues for office workers and some preventative measures that can be put into practise.
  - [Health and Safety Issues for Office Workers](#)
- Know the health and safety issues for retail sales and service personnel and the preventative measures that should be adopted.
  - [Health and Safety Issues for Retail Sales and Service Personnel](#)

## Cluster: Communication

The focus is on providing students with the flexibility to adapt to various situations relating to design, communication and fashion. This cluster includes courses related to art and culture, such as the performing arts, film and video, broadcasting, journalism, writing, creative design, fashion, libraries and museums.



### Communication Technology (COM)

Discover and develop skills related to technologies used to design, construct and relay a message for the purpose of connecting, informing, entertaining or selling products.

#### Copyright

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- Avoid improper ergonomic situations (e.g.; working in awkward positions).
- Know how to relax sore body parts with proper stretching exercises.

#### Personal Protective Equipment

- Use personal protective equipment.
  - [Personal Protective Equipment](#)
  - [Napo Films: Safety with a Smile](#)
  - [7 Things You'd Better Know: Young Worker Awareness Program \(pages 14-15\)](#)

#### Safety Precautions

- Ensure safety of equipment, software, supplies and personal work.
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- Know some of the health and safety issues for office workers and some preventative measures that can be put into practise.
  - [Health and Safety Issues for Office Workers](#)

## WHMIS

- Identify and correctly interpret Workplace Hazardous Materials Information Systems (WHMIS) symbols.

- [Canada's National WHMIS Portal](#)
- [Health and Safety Teaching Tools: WHMIS Basics](#)

### WHMIS 2015

- [WHMIS 2015 – General](#)
- [WHMIS 2015 – Fact Sheets](#)

### WHMIS 1988

- [WHMIS 1988 - General](#)
- [Material Safety Data Sheet User's Guide](#)
- [7 Things You'd Better Know: Young Worker Awareness Program \(pages 15-17\)](#)

## Design Studies (DES)

Learn about the creative process from conception through to development in architecture, industrial design, engineering, interior design and landscaping.

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## Fashion Studies (FAS)

Design, manufacture and market clothing and other textile products as well as study the history, sociology and economics of clothing and textile arts.

### Copyright

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- Prevent work-related musculoskeletal disorders (WMSDs) associated with performing repetitive manual tasks.
- Avoid improper ergonomic situations (e.g.; working in awkward positions).
- Know how to relax sore body parts with proper stretching exercises.

### Safety Precautions

- Ensure safety of equipment, software, supplies and personal work.
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)
- Identify hazards associated with sewing.
  - [Sewing Machine Safety](#)
  - [Safe Scissor Use](#)
  - [Important Rules When Working in the Textiles Practical Room](#) (Prezi)
- Know some of the health and safety issues for office workers and some preventative measures that can be put into practise.
  - [Health and Safety Issues for Office Workers](#)
- Know the health and safety issues for retail sales and service personnel and the preventative measures that should be adopted.
  - [Health and Safety Issues for Retail Sales and Service Personnel](#)



## Cluster: Resources

The focus is on conservation and the sustainable use of natural resources. Students develop the motivation and commitment to work individually and collectively as private citizens and members of the workforce toward the conservation and responsible use of air, energy, forests, land, minerals, water and wildlife.



### Environmental Stewardship (ENS)

Examine the management and conservation of the environment, and propose actions that foster the sustainable development and use of resources.

#### Environmental Stewardship

- Describe appropriate ways to manage, minimize and contain waste in an outdoor environment.
  - [Leave No Trace Principles](#)
- Dispose of waste material in an environmentally safe manner.
  - [Dispose of Waste Properly](#)

#### Safety Precautions

- Identify, assess, avoid and respond to physical hazards that may be imposed by the natural environment.
  - [Hazards and Emergencies](#) (Government of Canada)
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)

#### WHMIS

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- [7 Things You'd Better Know: Young Worker Awareness Program \(pages 15-17\)](#)

### Wildlife (WLD)

Examine the human relationship to the natural environment, and consider the impact of various human pursuits on species and ecosystems.

#### Environmental Stewardship

- Describe appropriate ways to manage, minimize and contain waste in an outdoor environment
  - [Leave No Trace](#)
- Dispose of waste material in an environmentally safe manner.
  - [Dispose of Waste Properly](#)

## Safety Precautions

- Identify, assess, avoid and respond to physical hazards that may be imposed by the natural environment, including but not limited to the following:
  - land and its particular condition; e.g., avalanche conditions, areas prone to landslides, the ice on lakes and rivers, and the bush
    - [Mountain Safety](#) (Parks Canada)
    - [Avalanches](#)
    - [Landslides](#)
    - [Ice Safety](#)
    - [Hazards and Emergencies](#)
  - safe drinking water
    - [Drinking Water in the Great Canadian Outdoors](#) (Health Canada)
  - wildlife
    - [Camping in Bear Country](#) (Parks Canada)
  - changes in weather conditions
    - [Hazards and Emergencies](#) (Government of Canada)
- Identify items to be included in first-aid and survival kits.
- Identify factors that affect the ability to cope with emergency conditions in the outdoors; e.g., pain, cold, thirst and hunger, fatigue, boredom, loneliness and fear.
- Plan safe outdoor activities.
  - [Connecting the Dots: Key Strategies that Transform Learning for Environmental Education, Citizenship and Sustainability](#) (See “Developing Field-Based Pedagogical Skills—Tools for Teaching Outside” on page 18.)
- Describe techniques for detecting, treating and preventing hypothermia.
  - [Cold Environments – Health Effects and First Aid](#) (Canadian Centre for Occupational Health and Safety)
  - [Extreme cold](#) (Health Canada)
  - [Seven steps to cold weather safety](#) (Government of Canada)
- Identify water rescue equipment, and demonstrate water rescue procedures.
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)

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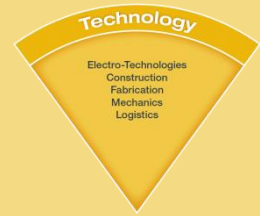
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## Cluster: Technology

The focus is on knowledge areas and skills related to the design, construction, fabrication and maintenance of a product. This cluster includes courses that relate to manufacturing, processing, utilities, construction, mechanics, fabrication, trades supervision, trades contracting, logistics, transportation and heavy equipment.



### Construction (CON)

Develop skills in the use of tools and materials used in construction processes, and safely transform common wood materials into useful products; and learn the various skills of the respective trade.

### Environmental Stewardship

- Dispose of waste material in an environmentally safe manner.

### Personal Protective Equipment

- Use personal protective equipment.
  - [Personal Protective Equipment](#)
  - [Napo Films: Safety with a Smile](#)
  - [7 Things You'd Better Know: Young Worker Awareness Program \(pages 14-15\)](#)

### Safety Precautions

- Identify and assess how to control job-site hazards.
- Demonstrate technical competence and safe work practices and procedures; e.g., health and safety plan.
- Identify and describe the safe use of basic hand and power tools.
  - [Hand Tools](#) (Canadian Centre for Occupational Health and Safety)
  - [Portable Power Drill Safety](#)
  - [Hand-Saw Safety](#)
  - [Drill Press Safety](#)
  - [Safe Use of Power Sanders](#)
  - [Band Saw Safety](#)
  - [Scroll Saw Safety](#)
  - [Wood Lathe Safety](#)
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)
- Adopt preventive measures and understand health and safety issues for construction workers.
  - [Health and Safety Issues for Carpenters](#)

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## Electro-Technologies (ELT)

Provide technical support and services in the design, development, testing, production, service, repair and operation of electrical and electronic equipment and systems.

## Environmental Stewardship

- Dispose of waste material in an environmentally safe manner.

## Personal Protective Equipment

- Use personal protective equipment.
  - [Personal Protective Equipment](#)
  - [Napo Films: Safety with a Smile](#)
  - [7 Things You'd Better Know: Young Worker Awareness Program \(pages 14-15\)](#)

## Safety Precautions

- Identify and assess how to control job-site hazards, specifically electrical hazards.
  - [Electrical Safety](#) (Canadian Centre for Occupational Health and Safety)
  - [Basic Electrical Safety](#)
- Demonstrate technical competence and safe work practices and procedures; e.g., health and safety plan.
- Identify and describe the safe use of basic hand and power tools.
  - [Hand Tools](#) (Canadian Centre for Occupational Health and Safety)
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)

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## Cluster: Human Services

The focus is on a vast array of challenging and rewarding careers in health care, community supports, recreation, cosmetology, food services, tourism and law.



### Community Care Services (CCS)

Experience volunteering and developing skills for community-based services in a variety of settings.

#### Environmental Stewardship

- Dispose of waste material in an environmentally safe manner.

#### Ergonomics

- Conduct a risk assessment that identifies precautions for preventing injuries; e.g., cuts, back injuries, slips and trips.
- Follow basic precautions for back care.
  - [Back Care](#) (Infrastructure Health & Safety Association)
  - [Back Care and Materials Handling](#) (Infrastructure Health & Safety Association)

#### Safety Precautions

- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)
- Describe basic safety precautions for the prevention of communicable diseases.
  - [Infect Me Not](#) (San Francisco Department of Public Health)
  - [Disease Prevention and Control Guidelines](#) (Public Health Agency of Canada)
  - [Health and Safety Issues for Caregivers and Housekeepers](#)
- Know the health and safety issues for caregivers and housekeepers and the preventive measures that should be adopted.
  - [Health and Safety Issues for Caregivers and Housekeepers](#)
- Know the health and safety issues for retail sales and service personnel and the preventative measures that should be adopted.
  - [Health and Safety Issues for Retail Sales and Service Personnel](#)

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## Foods (FOD)

Examine the role of food, looking beyond consumption to production, visual appreciation, nutrition, meal planning, economics and preparation; and learn the various skills in the cook trade.

## Environmental Stewardship

- Dispose of waste materials in an environmentally safe manner.

## Ergonomics

- Complete a hazards assessment that identifies proper back care and prevention of cut, slip and trip injuries.
- Use all materials, products and implements appropriately.
  - [Basic Knife Skills](#) (video)
  - [General Knife Safety](#)

## Food Safety

- Maintain a clean, sanitary and safe work area.
  - [Kitchen Safety Rules for Kids](#) (Kraft)
  - [Food safety and you](#) (Government of Canada)
  - [Food Safety Tips](#) (Poster from Alberta Health Services.)
- Apply food storage and cooking precautions for safe food handling related to bacteria, viruses and molds.
  - [Be Food Safe](#) (Canadian Partnership for Consumer Food Safety Education)
  - [Food Safety Posters](#) (National Food Service Training Portal)
  - [School Food Activities](#) (Alberta Health Services description of food activities that require a food handling permit.)
  - [Guidelines for School Food Activities that DO NOT require a Food Handling Permit](#) (Alberta Health Services)
- Clean, sanitize and store materials, products and implements correctly.

## Safety Precautions

- Explain the benefits of hand washing, and apply effective and appropriate hand washing techniques.
  - [The Importance of Washing Your Hands](#)
- Describe basic safety precautions for the prevention of infectious diseases and of blood-borne pathogens (e.g., minor cuts and blood spills).
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)
- Know the health and safety issues for cooks and the preventive measures that should be adopted.
  - [Health and Safety Issues for Cooks](#)

## Personal Protective Equipment

- Use personal protective equipment.
  - [Personal Protective Equipment](#)
  - [Napo Films: Safety with a Smile](#)
  - [7 Things You'd Better Know – Young Worker Awareness Program \(pages 14-15\)](#)

## WHMIS

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### WHMIS 1988

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- [Material Safety Data Sheet User's Guide](#)
- [7 Things You'd Better Know: Young Worker Awareness Program \(pages 15-17\)](#)

## Human & Social Services (HSS)

Learn about occupations related to wellness, human development, family support and professional standards and ethics.

### Ergonomics

- Conduct a risk assessment that identifies precautions for preventing injuries, e.g., cuts, back injuries, slips and trips
- Follow basic precautions for back care.
  - [Back Care](#) (Infrastructure Health & Safety Association)
  - [Back Care and Materials Handling](#) (Infrastructure Health & Safety Association)

### Food Safety

- Demonstrate proper hygiene and food safety.
  - [Kitchen Safety & Hygiene](#)

### Safety Precautions

- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)
- Describe basic safety precautions for the prevention of communicable diseases.
  - [Infect Me Not](#) (San Francisco Department of Public Health)
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## Recreation Leadership (REC)

Develop skills useful for coaching, fitness leadership, sport performance, athletic therapy and leading recreational activities.

### Safety Precautions

- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)
- Assess the facility and the environmental conditions for conditions that may cause potential injury.
- Know the health and safety issues for retail sales and service personnel and the preventative measures that should be adopted.
  - [Health and Safety Issues for Retail Sales and Service Personnel](#)

## Tourism (TOU)

Look at the impact of tourism in Alberta and around the world, and develop knowledge and skills required for the tourism industry.

### Ergonomics

- Conduct a risk assessment that identifies precautions for preventing injuries; e.g., cuts, back injuries, slips and trips.

### Environmental Stewardship

- Describe the environmentally responsible practices demonstrated in the accommodations industry; e.g., carepar, energy, water, disposal, recycle and protection.
  - [A Practical Guide to Good Practice: Managing Environmental and Social Issues in the Accommodations Sector](#)
- Describe standards for sustainable tourism.
  - [Travel Forever: Global Sustainable Tourism Council](#)
  - [David Suzuki Foundation: Climate change: Take action](#)

### Food Safety

- Demonstrate proper hygiene and food safety.
  - [Kitchen Safety & Hygiene](#)

### Safety Precautions

- Describe procedures and resources for dealing with common emergencies; e.g., safety equipment, security personnel and community resources.
- Know the proper emergency response to follow in case of an emergency.
  - [In Case of Emergency](#) (Poster from the University of Georgia.)