

Safety Talks <https://www.wcb.yk.ca/web-0044/resources/web-0129>

Safety Talks are information sheets for employers and supervisors to use to lead safety meetings. Each Safety Talk addresses a specific workplace hazard and how to prevent injuries from it.

- Concussion prevention
- Domestic violence in the workplace
- Eye safety
- Factors influencing workplace violence and harassment
- Harassment in the workplace
- Hearing safety
- Ladder safety
- Lockout procedures
- Pre-use heavy equipment inspection
- Respectful workplace
- Respiratory protection
- Safe lifting
- Slips, trips and falls
- Stress management
- Violence in the workplace
- Worker shortage
- Working alone
- Working at heights

Download the Safety Talks for use in your workplace.

First Aid information <https://www.wcb.yk.ca/web-0044/resources/web-0049>

First aid certificates

The Workers' Safety and Compensation Board (WSCB) will recognize first aid certificates issued in compliance with CSA Z1210-17 First aid training for the workplace — Curriculum and quality management for training agencies. Anyone can view CSA first aid standards for free if they sign up for [CSA's communities of interest](#).

To find more information about first aid training agencies recognized by WSCB, download the [WSCB recognized first aid training agencies](#) list.

First aid kit requirements

You can find Yukon's first aid kit requirements by reviewing Schedule 2 and 4 of [Part 18 of the Workplace Health and Safety Regulations](#).

First aid kit contents may need to be supplemented with additional supplies, based on hazard assessment findings. This requirement can be found in section 18.02 of [Part 18 of the Workplace Health and Safety Regulations](#).

First aid kit equivalencies

WSCB will accept any kit that matches the CSA first aid kit standards (CSA Z1220-17 First Aid Kits) or meets the minimum requirements in the Regulations. You can find more information on the minimum requirements in the section above.

First aid kits from other jurisdictions (that meet the CSA standard) can also meet the requirements for Yukon. This is a result of the National Occupational Health and Safety Reconciliation Agreement, which reduces barriers for workers and employers who operate between jurisdictions.

The equivalency table below can be used for reference.

Yukon	Alberta	British Columbia	CSA Standard
Level 1	Number 1	Level 1*	Type 2: basic (any size)
Level 2	Number 2	Level 2*	Type 3: intermediate (medium)
Level 3	Number 3	Level 3*	Type 3: intermediate (large)

For example, WSCB accepts the Alberta number 2 kit as an equivalent to a Yukon level 2 kit, a British Columbia level 2 kit* as an equivalent to a Yukon level 2 kit, and a CSA type 3: intermediate (medium) as a Yukon level 2 kit.

BC kits may not include the following items (but must be included for use in the Yukon):

- inventory of kit contents
- waterproof waste bags

First aid record

Employers can use this [first aid record template](#) to ensure the contents of their records meet regulatory requirements.

To maintain compliance with Regulations, first aid records must:

- be kept for at least three years after they are made;
- be kept confidential and must not be disclosed except as permitted by these regulations or as otherwise permitted by law; and
- be available for inspection by a safety officer.

More information about first aid record requirements can be found in section 18.14 of [Part 18 of the Workplace Health and Safety Regulations](#).

Hazard assessment and Control <https://www.wcb.yk.ca/web-0044/resources/web-0048>

Hazard Assessment and Control: a handbook for Yukon employers and workers

Our guide outlines the basic process for hazard assessment and control, and includes templates and sample forms.

Download a copy or [contact us](#) for a printed copy.

Employers should customize the process and the templates for their business: hazard assessments must reflect the specific needs of the operation.

Modifiable versions of the hazard assessment templates found in the guide are available

- [Formal hazard assessment and control template](#)
- [Site-specific \(also known as field-level\) hazard assessment and control template](#)

WHMIS <https://www.wcb.yk.ca/web-0044/resources/web-0056>

The Workplace Hazardous Materials Information System, known as WHMIS, exists to protect workers who use hazardous products. It's the law: employers and workers are required to comply.

All workplaces that use hazardous products need to have a WHMIS program in place.

The [Workplace Hazardous Materials Information System Regulation \(2015\)](#) made changes to hazard classifications and symbols, labels, safety data sheets, and education and training about hazardous products.

As an employer, you need to:

- fulfill your WHMIS-related responsibilities; and
- ensure that each worker who works with or may be exposed to a hazardous product has received education about the WHMIS regulation and training in specific procedures for the safe use, storage, handling and disposal of the hazardous product.

More information

You can find the information and education you need at:

[Canadian Centre for Occupational Health and Safety](#)

[Northern Safety Network Yukon](#) WHMIS training

[WHMIS.org](#) WHMIS training

[WorkSafeBC: WHMIS 2015](#) Includes videos and downloadable written material

[WHMIS \(2015\) pictograms](#)

If you have specific questions about WHMIS, [contact us](#).

Young and new workers <https://www.wcb.yk.ca/web-0044/resources/web-0053>

Young workers face specific dangers in the workforce. At WSCB, we work with young workers, parents, educators and employers to help prevent young worker injury.

Young and New Worker Code of Practice

- We introduced a code of practice in 2009 to explain the minimum orientation, training and supervisory requirements of employers towards their young and new workers, and to provide practical guidance to employers to help them meet these requirements.
- The [Young and New Worker Code of Practice Backgrounder and Guidelines for Employers](#) is a practical guide to improving young worker health and safety. This document explains why the Code of Practice is necessary for young workers and discusses hazard assessment, orientation, training and supervision of young workers.

Mobile crane and boom truck safety <https://www.wcb.yk.ca/web-0044/resources/web-0055>

When it comes to the inspection and operation of mobile cranes and boom trucks, taking every step to ensure safety is essential. This page is a resource to help Yukon owners, operators and engineers navigate the following topics:

[Responsibilities](#)

[Inspection and maintenance](#)

[Crane operator certification](#)

[Legislation](#)

[Training](#)

[Rigging and hoisting resources](#)

[Electrical safety](#)

[Templates](#)

[Related equipment](#)

Responsibilities

Employers, supervisors, contractors and operators are responsible for their own safety and the safety of others on the job site. This includes (but is not limited to) ensuring equipment is maintained to code, abiding by legislation, and following manufacturers' recommendations, applicable standards and good engineering practice.

Inspection and maintenance

To reduce the risk of equipment failure and injury, mobile cranes and boom trucks must be inspected and certified annually.

Our [Mobile Crane and Boom Truck Annual Inspections Guideline](#) helps owners, operators, certifying engineers and safety officers understand their responsibilities under the *Workers' Safety and Compensation Act* and Regulations. The document outlines legislative requirements and guides anyone working in Yukon through the inspection and certification process in a way that's easy to follow and understand. The guideline covers the regulatory requirements of crane inspections ([Part 5 of the Workplace Health and Safety Regulations](#)), good engineering practice, inspection process, repair process and certification steps.

For additional resources on this topic, our colleagues at WorkSafeBC have produced [a video that explains the potentially devastating consequences of when crane inspection or maintenance is skipped](#).

Engineers and Geoscientists BC, in collaboration with WorkSafeBC, produced the [Annual Equipment Inspection and Certification in British Columbia](#) guide. The goal of the guide is to provide clarity to owners, engineers and inspectors. This is done by setting a “minimum bar” for professional practice by defining the level of involvement and level of experience and education required by the certifying professional.

[Engineers Yukon](#) is the local self-governing body that regulates the engineering profession in Yukon. The organization sets and maintain high academic, experience and professional practice standards for all members.

Crane operator certification

All Yukon crane operators (boom trucks, mobile cranes and tower cranes) are required to have a valid operator's certificate. In Yukon, certification is administered through the BC Association for Crane Safety (BC Crane Safety).

You can register with [BC Crane Safety here](#).

You will receive an ID number and access to online resources including a personal profile, [SkillRecord electronic logbook](#), and up-to-date news and information. If you're not sure if you're already registered, or if you are registered and have forgotten your BC Crane Safety ID number, call 1-855-526-2621.

Crane operator standards

Competency profile charts for crane operators who operate boom truck, mobile and tower cranes are available from [BC Crane Safety here](#). The charts are designed to help crane operators and employers meet the requirements for operating cranes in Yukon, and they form the foundation for your practical assessment.

Crane mechanic designation

[This designation](#) allows the mechanic to operate a crane in the role of mechanic on behalf of an employer. The designation is restricted to that role and does not allow commercial lifts to be made.

Legislation

Below is a list of applicable legislation relating to the use, operation, maintenance and inspection of mobile cranes in Yukon.

[Workplace Health and Safety Regulations Part 5 - Cranes, Hoisting and Lifting](#)

[Workplace Health and Safety Regulations Part 6 - Mobile Equipment](#)

[Workplace Health and Safety Regulations Part 9 - Electrical Safety](#)

Engineering legislation

Yukon [Engineering Profession Act](#)

Yukon [Engineering Profession Regulation](#)

[Engineers Yukon Code of Ethics](#)

Standards

Many Regulations under Yukon's *Workers' Safety and Compensation Act* require compliance with standards published by the Canadian Standards Association (CSA) Group. Registration with [CSA Communities](#) is required to view the standards, but you are under no obligation to purchase anything.

Training

From learning the basics of safe crane operations, to building an understanding of hand signals and various knots, training is the foundation of crane safety. Below is a list of courses offered in Yukon. Please note that training taken outside of the territory *may* also be accepted within Yukon.

[Yukon University - Crane Operator](#)

[Yukon University - Rigging and Hoisting](#)

Rigging and hoisting resources

Rigging and hoisting is a fundamental part of crane safety. Rigging can only be performed by qualified workers or under the direct supervision of qualified workers.

The Infrastructure Health and Safety Association (IHSA) also has a thorough [safety manual for rigging and hoisting](#).

The Yukon [Codes of practice hand signals and rigging](#) explains the requirements for standard hand signals for crane operations. WorkSafeBC has also provided toolbox guides for [hand signals for hoist and crane operations](#) and [tower crane operations](#), as well as a resource that provides guidance on [preventing lifting point failures in construction](#).

In addition, [Sims Crane has produced a simple video](#) (refers to American legislation) explaining hand signals, which are universal.

Electrical safety

Staying safe around electricity is extremely important when operating a crane or boom truck. For regulatory requirements, see [Part 9 of the Workplace Health and Safety Regulations](#), particularly section 9.18 Limits of approach.

[ATCO's electrical safety page](#) includes information on everything from safe digging tips to what to do when you see a downed powerline. ATCO also delivers [educational programs](#) for Yukoners of all ages, like their 7 Steps to Electrical Safety. WorkSafeBC has produced [a video](#) that shows operators what happens, and what to do, when their crane truck contacts a high-voltage power line.

For more information about working around power lines, contact ATCO at [1-800-661-0513](#) or [1-867-633-7000](#), or Yukon Energy at 1-866-926-3749 or 1-867-393-5300.

Templates

The following templates and fact sheets were produced in various jurisdictions across Canada and can be used as helpful safety and industry resources in Yukon.

[Mobile Crane Inspection Checklist](#) (WorkSafeBC)

[Mobile Crane Operator's Log](#) (WorkSafeNB)

[Overhead Hoist Logbook](#) (WorkSafeNB)

[Tower Crane Inspection Checklists](#) (WorkSafeBC)

[Mobile crane requirements for planning and operation](#) (WorkSafeBC)

[Materials handling for cranes fact sheets](#) (Canadian Centre for Occupational Health and Safety)

Visit [BC Crane Safety's industry resource page](#) for further resources on crane safety and certification.

Related equipment

For equipment that is not specifically designed as a crane—hydraulic excavators, hydraulic loaders, telehandlers, zoom booms, forklifts, mobile elevating work platforms, etc.—but are capable of being used as a lifting device, please follow applicable legislation, standards, codes and industry best practice.

The following resources may also be helpful:

Northern Safety Network Yukon (NSNY):

[Aerial Platform/Scissor Lift Operator training](#)

[Telehandler training](#)

WorkSafe BC's [Hydraulic Excavators: Lifting with Slings resource page](#)

First line supervisor's certificate [First Line Supervisor | Yukon University](#)

Supervisors at mining projects (including exploration), are required to hold a First Line Supervisor's Certificate, as stated in the *Workplace Health and Safety Regulations*, section 15.11, [Surface and Underground Mines or Projects](#).

Workplace hazards in the mining industry are unique and have the potential for catastrophic consequences if safe work procedures and processes are not followed.

The First Line Supervisor's Certificate shows that the person:

- Knows how to comply with applicable health and safety legislation;
- Consistently applies appropriate operating procedures; and
- Demonstrates a level of performance that meets industry standards.

Section 15.11 applies to all underground mine and diamond drilling operations and to surface mining operations or projects (including exploration) where there are 12 or more workers employed or where the Director of Workplace Health and Safety considers it necessary, regardless of the number of workers.

First Line Supervisor's Certificate from other jurisdictions

If you have a First Line Supervisor's Certificate from another jurisdiction, you must re-certify in Yukon.

Impairment <https://www.wcb.yk.ca/web-0044/resources/web-0052>

Employer and worker responsibilities

Cannabis is legal for recreational use in Canada, but this doesn't change the workplace health and safety responsibilities that Yukon employers and workers have.

Employers

Employers must provide a safe work environment and take reasonable precautions to protect the health and safety of workers. This includes making sure that a worker who is impaired in any way is not assigned activities where their impairment may endanger them or anyone else.

Impairment is a complex issue that may indicate an addiction or a disability and needs to be approached with respect and compassion. If an employee has a diagnosed medical condition or disability, such as a substance addiction, the employer may have a duty to accommodate that individual.

Employers must provide training to supervisors and workers on the impact of impairment and on how to recognise and respond to possible signs of impairment.

Workers

Workers need to show-up fit for work. They must advise their employer if their ability to safely perform their work is impaired for any reason. Workers have a duty to work safely and follow health and safety legislation and the employer's policies. This includes a duty to understand their job and the impact that using substances could have on their safety and the safety of others.

These are duties not only to workers themselves, their employers and their co-workers, but also to their friends and family. These are the people most affected when someone becomes a safety risk due to impairment at work.

Impairment program and policies

Employers should have a comprehensive, written health and safety program in place. It should include:

- A policy that addresses the risk of workplace impairment relevant to all sources of impairment.
- A job-safety analysis to determine tasks that are safety sensitive.

At a minimum, an employer should clearly communicate to all workers their expectations that workers should not use, possess or be under the influence of substances such as cannabis at work.

It is recommended that employers who wish to implement drug and alcohol testing, such as those whose workplaces include safety-sensitive activities, seek legal advice about how to balance workplace safety, human rights law, privacy issues, labour standards and collective agreements.

Supportive environment

It's important to cultivate a supportive environment that encourages workers to feel comfortable disclosing when they do not feel fit for work and to look out for one another.

For more information

Below is a list of resources about cannabis and impairment in the workplace, including helpful information about developing an impairment policy, human rights issues and safety-sensitive work.

[Learn about cannabis](#), Government of Yukon information about cannabis.

[Workplace Strategies: Risk of Impairment from Cannabis](#), CCOHS. A free downloadable resource.

[Impairment and Cannabis in the Workplace](#), CCOHS. An e-course.

[Substance use & impairment in the workplace](#), WorkSafe BC.

[Substance Use and Impairment Policy](#), Government of Yukon.

[Cannabis](#), SAFE Work Manitoba.

[Position Statement on the Implications of Cannabis Use for Safety-Sensitive Work](#), Occupational and Environmental Medical Association of Canada.

[Workplace policies on substance use: Implications for Canada](#), CSA Group.

[Impaired at Work: A Guide to Accommodating Substance Dependence](#), Canadian Human Rights Commission.

[Workplace Health and Safety Regulations](#), Government of Yukon (Section 1.05, identifies the legal responsibilities of Yukon employers and workers).

Common questions

What are employers' legal duties relating to cannabis and the workplace?

An employer's legal duty is toward workplace safety and there is no change in their responsibilities as a result of the legalization of recreational cannabis. The Yukon legislation and regulations for occupational health and safety remain the same: employers must provide a safe work environment and take precautions to protect the health and safety of workers.

This includes making sure that a worker who is impaired in any way, by cannabis or by other factors, is not assigned activities where their impairment may endanger them or anyone else. It also means not allowing the worker to continue to perform work where the impairment may create a hazard to the worker or anyone else.

Employers must provide training to supervisors and workers on the impact of impairment and on how to recognise and respond to possible signs of impairment.

Impairment is a complex issue that may indicate an addiction or a disability and needs to be approached with respect and compassion. If an employee has a diagnosed medical condition or disability, such as a substance addiction, the employer may have a duty to accommodate that individual.

Do workers have responsibilities too?

Yes, a worker has a duty to perform their job safely and to follow regulations, training, policies and procedures.

Workers need to show-up fit for work. They must not perform work when there is a risk of impairment that may affect the health and safety of workers themselves or anyone else. If a worker comes to work impaired, they need to take steps to protect themselves and other workers. They should first inform their supervisor who will follow the workplace policy and procedures on impairment, if there is a policy in place.

In these respects, workers have duties, not only to themselves, their employers and their co-workers, but also to their friends and family. These are the people most affected if they pose a safety risk at work due to impairment.

What can an employer do to prevent cannabis-related impairment in the workplace?

Employers and supervisors should be educated and trained regarding how to recognize impairment. However, it is not their role to diagnose a possible substance use or dependency problem.

At a minimum, an employer should clearly communicate to all employees their expectations that, as with alcohol, workers should not use, possess or be under the influence of cannabis at work.

On top of this, one of the most important steps an employer can take is to establish a workplace impairment policy.

This policy needs to be specific to the workplace and the kind of work carried out. It should describe how impairment is identified and reported in the workplace (for a worker themselves and for their co-workers). It should also outline how confidentiality will be maintained in the organization, the process for accommodation, the assistance available, such as, an employee assistance program (EAP), the training that is provided and what actions may be taken if safety is a concern (for example, the disciplinary procedures that are in place, the repercussions if the worker has to be sent home).

As well, a policy should include a job-safety analysis to determine tasks that are safety sensitive.

The Workers' Safety and Compensation Board strongly encourages every employer to establish an impairment policy and to make sure it is clearly communicated to all workers.

What is workplace impairment?

Anything that affects a worker's ability to safely perform work is considered an impairment in the workplace; cannabis is not the only cause.

Other obvious things like alcohol or illegal drug use cause impairment. However, there are also less obvious forms of impairment such as fatigue, stress, emotional distress, psychological injury and prescription medications.

Why is it important to address this issue?

Many jobs, particularly safety-sensitive jobs, require alertness, and accurate and quick reflexes. An impairment to these qualities can not only interfere with the accuracy and efficiency of work, but can cause workplace incidents.

The federal government's legalization of recreational cannabis has highlighted the issue of workplace impairment. This is leading to a renewed examination of impairment in the workplace.

At the Workers' Safety and Compensation Board we promote health and safety in the workplace. Our goal is to raise awareness of the issue of impairment and the effects it can have in the workplace.

What do you mean by safety-sensitive jobs or tasks?

While there is not one single definition used across jurisdictions or industries, the Canadian Human Rights Commission defines safety-sensitive positions as ones which "if not performed in a safe manner, can cause direct and significant damage to property, and/or injury to the employee, others around them, the public and/or the immediate environment".

Some tasks immediately come to mind as being safety sensitive: driving, operating equipment, working with sharp objects or hot surfaces, dealing with hazardous chemicals, etc. but it could include other types of work tasks too, such as, walking children from a daycare to the park.

An accepted way of determining whether a task is safety sensitive is by undertaking a job safety analysis (JSA) (also known as a job hazard analysis). In a JSA, each step of a job is analyzed to identify potential hazards and recommend the safest way to do the job. The Canadian Centre for Occupational Health and Safety has a fact sheet on job safety analysis on their website.

What should an employer, supervisor or co-worker do if they suspect a worker is impaired on the job?

It's very important that an employer, supervisor or co-worker take action if they become aware of someone showing signs of impairment at work (regardless of the cause).

The employer should remember to always approach someone who is perceived to be impaired with discretion and compassion. There are a variety of reasons someone may appear to be impaired while at work.

If a worker is concerned that a co-worker is impaired at work, they should not address the matter with them directly. Instead, they should immediately contact their supervisor and make them aware of their concern. The supervisor should then follow any procedures that are defined in the workplace impairment policy.

The Canadian Centre for Occupational Health and Safety has produced a helpful fact sheet called [Impairment at Work](#).

They suggest these actions:

- Speak to the worker in a private area to discuss their behaviour. Ask another supervisor or designated person (e.g., a union representative) to be present as a witness.
- If the worker is in crisis, dial 911.
- State your concerns to the worker and request that they explain what is going on. Do not assume you know the cause of impairment.
- Based on the worker's response, discuss options, including accommodation if applicable. Accommodation plans should take into account the recommendations of the worker's physician or other medical professional. Follow the procedures in your policy.
- Provide information on your employee assistance program (EAP), if your workplace has one.
- If necessary, ensure the worker has a safe way to get home.
- If disciplinary action is required, follow your policy.
- If applicable, notify senior management, human resources and/or your union representative.
- Put together an incident report following every discussion.

- Be aware that you don't need to diagnose the problem, and that more than one discussion with the worker may be required.

Can Yukon employers perform drug and alcohol testing on their workers?

It is the shared responsibility of workers and employers to ensure workplaces are safe. Part of that is making sure that no-one is impaired at work.

It is up to an employer whether or not to test workers for substance use.

Employers who wish to implement drug and alcohol testing, such as those whose workplaces include safety-sensitive positions, should seek legal advice about how to balance workplace safety, human rights law, privacy issues, labour standards and collective agreements.

Violence and harassment prevention

[Basic Facts](#)

[Healthy and safe workplaces](#)

[Workers' Safety and Compensation Board](#)

[Education sessions](#)

[Tools for preventing workplace violence and harassment](#)

[Resources](#)

The Yukon *Workplace Health and Safety Regulations* (WHS Regulations) are rules to help everyone in the workplace—employers, supervisors and workers—improve workplace safety cultures. In workplaces, employers are responsible for protecting both the physical and psychological health and safety of their workers. Workers are responsible for following the safe work practices developed by employers.

The Regulations are available at [Regulations](#).

Under the *Violence and Harassment Prevention Regulation*, a workplace must put measures in place to help prevent injuries that may occur as a result of violence or harassment. The [Regulation](#) came into force on September 4, 2021.

All current requirements for compliance under existing Regulations remain in effect. Employers, supervisors and workers are responsible for the health and safety of workplaces, this includes preventing workplace violence and harassment.

Basic facts

Violence and harassment are not welcome in the workplace, but they exist as serious problems in many Yukon workplaces.

Workplace violence is generally understood as the threatened, attempted or actual application of physical force toward a worker that is likely to cause harm or lead a worker to believe that they are likely to be harmed.

Workplace harassment is generally understood as any objectionable comments or behaviours that we know, or should know, are likely unwelcome. This includes any inappropriate comments or objectionable behaviour relating to a worker's sex, sexual orientation, gender identity or gender expression, age, disability, religious beliefs or ethnic background. Examples include sexual advances, bullying, insults, threats, inappropriate jokes or images, gossip, vandalism and isolation.

Risks of violence and harassment are higher in some sectors. In Canada, the sectors where workers experience the highest rates are health care, education, government, emergency services and the service sector (particularly tourism and hospitality, restaurant and food services, and retail).

Sources of violence and harassment can be employers, managers, supervisors, co-workers, customers, clients, members of the public, family members and strangers.

Effects of violence and harassment can be harmful to the victims, bystanders and witnesses, as well as to the organization itself. They can be both immediate and long term.

For individuals, the effects can include minor or serious physical injuries, temporary or permanent physical disability, shock, anxiety and psychological trauma.

For organizations, the effects can include low morale, increased job stress, increased absenteeism and turnover, reduced trust of management and co-workers, and a hostile working environment.

It's not harassment when managers and supervisors are exercising managerial authority. For example, giving instructions, changing workers' job duties, determining schedules and workloads, evaluating performance or taking disciplinary actions.

As well, not every incident of unpleasant interactions, disrespectful behaviours or conflict is necessarily harassment, although it may develop into harassment or violence.

Healthy and safe workplaces

We all want to keep healthy and safe at work. Positive and collaborative workplaces are key to protecting workers' physical and psychological health and safety. We can all influence workplace culture by the things we say and do to encourage safe and acceptable behaviour.

The *Violence and Harassment Prevention Regulation* requires employers to demonstrate their commitment to creating healthy and safe workplaces that are free of violence and harassment.

Violence and harassment are hazards in any workplace, so all employers need a written policy and procedures that say what everyone in the workplace must do to prevent these hazards from causing harm.

Workers' Safety and Compensation Board

Workers' Safety and Compensation Board (WSCB) works with employers, supervisors and workers. We aim to improve workplace health and safety and to help workers who may be injured on the job. We have clearly defined roles and responsibilities. There are limits to what legislation allows WSCB to do.

Experiencing workplace violence or harassment is distressing. Making sure everyone knows and understands what to expect from WSCB—what we can and cannot do—can help.

The role of safety officers

When a complaint or incident of violence and harassment is reported to WSCB, the safety officer's role is to check to ensure employers, supervisors and workers are complying with workplace violence and harassment prevention requirements. They may do this as part of a general inspection of a workplace or when investigating a specific complaint or incident.

If contraventions of the WSC Act or Regulations are found, a safety officer may:

- issue orders to the employer to comply with the WSC Act and Regulations, for example, to develop a policy and procedures for the prevention of violence and harassment, to perform a hazard assessment, to put appropriate control measures in place or to train workers in the prevention of violence and harassment;
- order the employer to have an impartial person perform an investigation for the employer; and
- apply enforcement measures such as administrative penalties or prosecution against the employer or others.

Safety officers do not:

- resolve or mediate specific allegations of harassment in the workplace;
- have the authority to order individual remedies such as monetary compensation to individuals who experience violence or harassment in the workplace; or
- interfere with reasonable management practices which do not contravene the WSC Act or Regulations.

How Claimant Services case managers can help

A worker who has or may have suffered any work-related injury needs to tell their employer what has happened and get any required medical attention as soon as possible. The worker should tell their medical practitioner if the injury was work-related and the employer must notify WSCB of the injury, by completing an "Employer's Report of Injury" form, within three days.

To file a claim, a worker needs to submit an "Application for Compensation Benefits" form to WSCB. The claim has to be filed within 12 months of the injury. Case managers can answer questions or discuss concerns around submitting an "Application for Compensation Benefits."

Once a claim has been filed, case managers will also look at the “Employer’s Report of Injury” and the “Doctor’s Report of Injury.” In the case of a psychological injury, the diagnosis must come from a psychiatrist or psychologist.

Case managers at WSCB process claims looking at all the evidence and might ask for additional information if needed to make a decision for entitlement. Each claim is decided based on its own merits and always on a case-by-case basis.

Education sessions

We offer educational sessions to provide information that can help Yukon workplaces prepare for the *Violence and Harassment Prevention Regulation*. Participants learn about the Regulation, including what workplace violence and harassment means, as well as the workplace roles and responsibilities for preventing violence and harassment.

Sessions are for everyone in the workplace—employers, supervisors and workers—and are facilitated by our employees.

Educational sessions are available upon request. To schedule a session for your workplace, please fill out this [registration form](#) and send it to wcb-cs@gov.yk.ca.

Sessions are about 45 minutes, plus a question and answer period.

Educational sessions are available in person or by video conference. In-person sessions follow guidelines from the office of the Yukon Chief Medical Officer of Health.

To help employers who prefer to offer their own presentation, a [slide show template](#) is also available. Employers may modify the template to suit their workplace needs, as long as it still complies with the Regulation.

Tools for preventing workplace violence and harassment

The [Workplace Violence and Harassment Prevention Guide](#) explains how to use the new Regulation to improve workplace safety culture and, at the same time, prevent violence and harassment. The guide includes templates and checklists to help workplaces meet the requirements of the *Violence and Harassment Prevention Regulation*. The guide is available in [English](#) and [French](#).

The [app to help with prevention of workplace violence and harassment](#) contains all the details found in the guide, but formatted for mobile. The app can be saved to any mobile device home screen with its own tile for easy access. The app was developed with the Canadian Centre for Occupational Health and Safety (CCOHS).

To assist workplaces, modifiable versions of the following templates are also available separately.

- Policy and procedures template to help workplaces develop policy and procedure statements that meet the requirements of the Regulations. This template is available in [English](#) and [French](#).

- Reporting form template to be completed by someone who has allegedly experienced violence or harassment in the workplace. This template is available in [English](#) and [French](#).
- Investigation report template to be used by an investigator when reporting the findings of a workplace violence or harassment investigation. This template is available in [English](#) and [French](#).

The following resources may be useful for orientation or training purposes.

- [Slide show template](#) to help employers develop workplace-specific presentations for training workers on violence and harassment prevention.
- [Workplace roles and responsibilities checklist](#) an overview of workers', supervisors' and employers' roles and responsibilities to prevent workplace violence and harassment.
- [Due diligence to prevent workplace violence and harassment checklist](#) an overview of the steps to demonstrate due diligence when planning to prevent workplace violence and harassment.
- [Safety Talks](#) information sheets for employers and supervisors to use to lead safety meetings. Each Safety Talk addresses a specific workplace hazard and how to prevent injuries from it. The first five Safety Talks address the workplace hazards of violence and harassment.

Printed copies of the guide, as well as a workplace poster and brochure are available by contacting a safety officer. Call 867-667-5450 or 800-661-0443, or email worksafe@gov.yk.ca.

Resources

Information, training, legislation

[Hazard assessment](#) on this website.

Yukon legislation:

- [Employment Standards Act and Regulations](#)
- [Workers' Safety and Compensation Act and Regulations](#)

[Canadian Centre for Occupational Health and Safety](#)

- [Violence and harassment](#) fact sheets, courses, podcasts, publications
- [Healthy Minds at Work](#) information and resources for employers and workers
- [Recognizing psychological health and safety hazards](#) includes the national standard

[MDSC Workplace Mental Health](#) is recommended free book (click on the book to download)

[Northern Safety Network Yukon](#) online and in-person education and training

[Yukon Human Rights Commission](#) webpages:

- [About Workplace Sexual Harassment](#)
- [What Can I Do If I'm Being Sexually Harassed?](#)
- [Workplace Sexual Harassment FAQs](#)

Local supports

Many support services exist in Yukon. Below are some services for Yukoners who have or are experiencing violence and harassment in the workplace. This list not exhaustive.

If your workplace has an employee assistance program, talk with your supervisor or Human Resources to find out how to access those supports.

There are also many supports offered by Yukon First Nation governments to support citizens. First Nations citizens should contact their government for information about the services available.

Anyone requiring immediate help can contact the RCMP in Whitehorse by dialing 911 or 867-667-5555 and in other communities by dialing 911 or the 3-number community prefix followed by 5555.

- [All Genders Yukon Society](#): AGYSboard@gmail.com
- [Canadian Mental Health Association—Yukon](#): 867-668-6429, [Facebook](#)
- [Counselling services](#), Yukon government: 867-456-3838 in Whitehorse: 1-866-456-3838 in a community hub
- [Crisis Centre](#): online chat for adults and [Youth in BC](#): online chat for youth (BC and Yukon)
- [KDFN Health Centre Counselling Services](#), Kwanlin Dün First Nation: 867-668-7289
- [Law Line](#), Yukon Public Legal Aid Association: 867-668-5297 or toll free 1-866-667-4305
- [Mental Wellness and Substance Use Services](#), Yukon government: 867-456-3838, toll free: 1-866-456-3838
- [Sexualized Assault Response Team](#), Yukon government: 1-844-967-7275
- [Tel-Aide Outaouais](#), service d'écoute téléphonique en français aux personnes qui ont besoin d'un soutien affectif : 1-800-567-9699.
- [Trans Lifeline](#): 1-877-330-6366
- [Victim Services](#), Yukon government: 867-667-8500, toll free: 1-800-661-0408 extension 8500
- [Victoria Faulkner Women's Centre](#): 867-667-2693
- [Women's Legal Advocate](#): 867-633-7680 x 1009
- [Women's Transition Home](#): 867- 668-5733

- [Yukon Human Rights Commission](#): 867-667-6226, toll free: 1-800-661-0535
- [Yukon Legal Services Society](#): 867-667-5210