



# Miyo pimatisiwin health and safety facilitation guide

A tool kit designed to enhance OHS training for Indigenous employers, workers and employment and training organizations in Alberta.

*Alberta* 

## Disclaimer

The information provided in this tool kit is solely for the user's information and convenience and, while thought to be accurate and functional, it is provided without warranty of any kind. Further, if there is any inconsistency or conflict between any of the information contained in this tool kit and the applicable legislative requirement, the legislative requirement shall prevail. If in doubt, please refer to the current edition of the *Occupational Health and Safety Act*, the regulations and the Occupational Health and Safety Code. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of the information contained in this tool kit.

This tool kit is current to July 2022. The law is constantly changing with new legislation, amendments to existing legislation, and decisions from the courts. It is important that you keep up with these changes and keep yourself informed of the current law.

This tool kit is for general information only and may be applicable to assist in establishing a compliant health and safety program at your work site. However, it is critical that you evaluate your own unique circumstances to ensure that an appropriate program is established for your work site. It is strongly recommended that you consult relevant professionals (e.g. health and safety professionals and specialists) to assist in the development of your program. You are encouraged to seek legal advice for any legal issues relating to your health and safety program.

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# Contents

<b>1.0 Introduction</b>	<b>2</b>
1.1 Tool kit content	2
1.2 About	2
1.3 Purpose	3
1.4 Framework	3
1.5 Acknowledging relationships	3
1.6 Territorial acknowledgment	5
<b>2.0 Preparing to facilitate</b>	<b>6</b>
2.1 Role of a facilitator	6
2.2 Knowledge	6
2.3 Materials	7
2.4 Resources	7
2.5 Barriers	8
2.6 Tips for facilitators	8
<b>3.0 In-person delivery (workshops)</b>	<b>10</b>
3.1 Getting started	10
3.2 Speaking notes	10
3.3 Facilitation tools: planning and follow up	11
<b>4.0 Online delivery (webinars)</b>	<b>14</b>
4.1 Getting started	14
4.2 Speaking notes	14
4.3 Facilitation tools: planning and follow up	15
<b>5.0 Appendices</b>	<b>18</b>
5.1 Appendix A – In-person presentation	18
5.2 Appendix B – In-person speaking notes	18
5.3 Appendix C – Knowledge sharing activities and materials	18
5.4 Appendix D – Pre- and post-learning evaluation	18
5.5 Appendix E – Webinar presentation	18
5.6 Appendix F – Webinar speaking notes	18
5.7 Appendix G – Webinar planning and engagement	18
5.8 Appendix H – Frequently asked questions (FAQ)	18
5.9 Appendix I – Additional resources	18
5.10 Appendix J – Workers’ mini guide	18

# 1.0 Introduction

## 1.1 Tool kit content

The miyo pimatisiwin workplace health and safety tool kit is designed to assist facilitators, workers, organizations and businesses hold health and safety workshops. The tool kit consists of resources including:

- facilitation guide,
- appendices which contain presentation materials and speaking notes for facilitators,
- an Indigenous workers mini guide to a safe, fair and healthy workplace, and
- a library of resources.

## 1.2 About

This health and safety tool kit is developed to enhance First Nation, Métis and Inuit, employer and worker awareness and knowledge of occupational health and safety (OHS) information and resources. This tool kit focuses on Alberta's OHS system while incorporating Indigenous perspectives on well-being, health and safety. The tool kit supplies employers and workers with the tools they need to stay healthy and safe on the job and foster a positive health and safety workplace culture.

The tool kit is built on user-centered design principles and provides community-based facilitators with the information and materials they need to effectively present health and safety information. This toolkit was developed over several years and care was taken to use appropriate terms to remain culturally sensitive. It is recognized that terminology changes with time. Future revisions to this tool kit will require review of content and terminology to align with contemporary understanding and preferences and should involve those with knowledge to move it in those directions.

## 1.3 Purpose

Alberta OHS creates information and education resources for employers and workers. In 2019, the [Prevention Initiative for Alberta's Occupational Health and Safety System](#) identified Indigenous workers as a priority audience, along with those workers who may be at greater risk for workplace injury and illness. These may arise from a mix of individual and workplace factors, including worker perceptions of a lack of capability to alter workplace conditions.

A priority audience identified in the *Prevention Initiative for Alberta's Occupational Health and Safety System* includes workers who may have greater risk than most to injury and illness due to their lack of experience, reluctance to ask questions, communication barriers and type of work they perform.

Understanding the distinct needs Indigenous workers have for OHS information can help workers be healthy and safe at work. Alberta OHS seeks to improve health and safety outcomes for Indigenous workers by creating effective, practical, and accessible information resources for employers and workers.

Developing the tool kit from a user-centered approach, there was recognition that employers and Indigenous workers would benefit from OHS information that is culturally responsive and delivered at a community level.

## 1.4 Framework

Miyo pimatisiwin is a Cree phrase that translates to 'good life' or 'to live in a good way'. To live a good life is to live in balance between the spiritual, mental, physical and emotional worlds. Living in a good way is incorporated within pedagogies recognized and practiced among many diverse Indigenous nations. The concept of miyo pimatisiwin may help communicate important occupational health and safety issues to Indigenous audiences. This tool kit may serve as a teaching tool honoring wakhôhtowin, 'kinship' or 'everything is related', the medicine wheel (or sacred circle and sacred hoop) and the seven sacred teachings (or seven grandfather teachings).

## 1.5 Acknowledging relationships

We recognize that our consultation and working group membership primarily came from urban-serving, First Nations employment and training organizations. We recognize how this could limit generalizability to other groups and this tool kit should be viewed as initial steps to enhance First Nation, Métis and Inuit, employer and worker awareness and knowledge of OHS information and resources.

We recognize that the OHS system is a structure with inherent power imbalances. However, because it contains rules intended to protect our health and safety it is very important to know how this system works. This tool kit is designed to give information on how that system works, in a way that is culturally relevant and encourages workers to see how they can access their rights within this system.

Building this tool kit for First Nation, Métis and Inuit workers would not have been possible without the relationships developed with leaders who enhance Indigenous workers' opportunities to contribute in Alberta's workforce.

The employment and training organizations who helped develop resources for Indigenous workers include:

- Bent Arrow Traditional Healing Society,
- Oteenow Employment and Training Society,
- Rupertsland Institute,
- Trade Winds to Success Training Society, and
- Tribal Chiefs Employment and Training Services Association.

Engagement with Indigenous employment and training organizations wouldn't have been possible without the Alberta Indigenous Internship Program and collaboration with the Alberta Workers' Health Centre (AWHC) and the New Alberta Workers Program, and its collaborating organizations (Edmonton Multicultural Health Brokers Cooperative and Action Dignity - formerly Ethno-Cultural Council of Calgary).

We also acknowledge the Manitoba Federation of Labour Occupational Health Centre and the AWHC for their creation, interpretation and idea behind the worker rights activity.

Thank you to BearPaw Legal Education and Media, a department of Native Counselling Services of Alberta who allowed us to embed their produced video content within this tool kit. We thank the organizations who met with us, participated in working group meetings and provided guidance in the creation of developing resources for Indigenous workers.



## 1.6 Territorial acknowledgment

Through the development and creation of the tool kit we respectfully acknowledge Treaty Six, Treaty Seven and Treaty Eight Territory. We also acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries and the Elders, past, present and future.

## 2.0 Preparing to facilitate

Before facilitating, you must know how to use the materials and resources provided for delivering in-person and online workplace health and safety workshops.

A thorough understanding of the material in this tool kit and methodical preparation will help ensure a successful workshop or information delivery.

### 2.1 Role of a facilitator

This facilitation tool kit, the materials and resources are all part of an introduction to the OHS system and as the facilitator, you should be able to guide participants in gaining awareness and enhancing understanding of workplace health and safety.

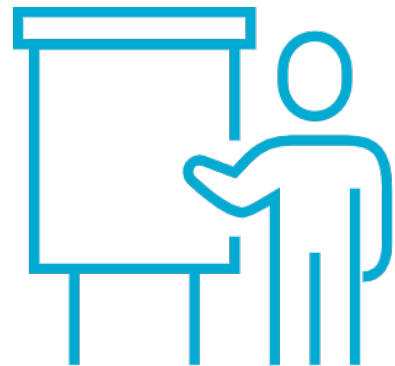
If you are a facilitator who also provides services (such as training), you may have specific responsibilities as a service provider under section 7 of the *OHS Act*. Obligations of temporary staffing agencies can be found in section 11 of the *OHS Act*.

### 2.2 Knowledge

You will deliver the information to meet the identified outcomes for the learning session.

By the end of the facilitated workshop, participants will have been introduced to:

- the OHS system, legislation and why they are important,
- work site party responsibilities, and the three fundamental rights of workers,
- how to stay safe at work by asking questions, hazard identification and knowing how to protect against the spread of harassment and violence in the workplace,
- how to report injuries and incidents, raise safety concerns, or notify OHS of a concern,
- safety culture within a workplace and how to effectively contribute, and
- where to find more resources about OHS.





## 2.3 Materials

Facilitator materials are provided as tool kit appendices and explored in this guide. For a successful in-person workshop, facilitators need to consult section 3.0 of this guide and have ready:

- the Miyo pimatisiwin PowerPoint slide presentation ([Appendix A](#)),
- PowerPoint presentation speaking notes ([Appendix B](#)),
- knowledge sharing activities and materials ([Appendix C](#)), and
- pre- and post-learning evaluation ([Appendix D](#)).

For a successful webinar, facilitators need to consult section 4.0 of this guide and have ready:

- the Miyo pimatisiwin workplace health and safety webinar presentation ([Appendix E](#)),
- webinar speaking notes ([Appendix F](#)), and
- advance planning for webinars ([Appendix G](#)).

To enhance the workshops and meet the audiences' needs, facilitators are also encouraged to bring in materials and share their own experiences.

## 2.4 Resources

Other resources in this tool kit will help facilitators deliver effective workplace health and safety workshops.

These additional resources are:

- facilitation tools (checklists, schedules and follow up emails),
- a frequently asked questions (FAQ) document, created from questions asked by Indigenous workers and organizations ([Appendix H](#)), and
- a list of hyperlinked additional resources for facilitators and workers ([Appendix I](#)).



Within the kit, facilitators will have a collection of OHS resources designed for employers, workers, Indigenous workers and Indigenous organizations. These resources can assist facilitators, participants and community members learn more about OHS and the health and safety issues that matter the most.

## 2.5 Barriers

As a facilitator, it is important to realize and recognize that:

- the information within the kit was built with advice from First Nations organizations in Treaty Six territory,
- content was developed by considering Cree and Métis perspectives and teachings from Elders, and
- the perspectives embedded throughout the content within the tool kit may not be applicable to all Indigenous communities within Alberta.

It is important to note these barriers, when facilitating, as the content is not intending to pan-Indigenize the perspectives of different nations. Rather, the tool kit strives to remove silos of knowledge, while providing transferable health and safety information.

## 2.6 Tips for facilitators

Effective facilitators know how to prepare and manage the workshop. Using best practice guidelines for facilitation, on the next page are some tips to improve your facilitation skills.



## Tips for facilitators

<p>Lead the way by acting as a role model</p>	<ul style="list-style-type: none"> <li>• Display professionalism through managing time, setting ground rules and respecting the needs of all participants in the workshop.</li> <li>• Encourage sharing and discussion - the experts are in the room. Participants often have stories, good and bad, about the workplace. Encourage participants to share their stories where applicable.</li> <li>• Embrace humility and humour when sharing information.</li> </ul>
<p>Prepare the workshop ahead of time</p>	<ul style="list-style-type: none"> <li>• Show up early, prepare days before the workshop and ensure technology and room set up are completed prior to participants and community arrival.</li> <li>• Prepare and bring all the materials needed for the workshop.</li> </ul>
<p>Present information with confidence</p>	<ul style="list-style-type: none"> <li>• Demonstrate comfort and competence with the material to prevent having to read verbatim from each slide or the speaking notes.</li> <li>• Build positive relationships with participants by speaking directly to them. Avoid hiding behind the notes or facing the screen/presentation.</li> <li>• When presenting via webinar, make sure your audio is clear and check-in with participants throughout the session.</li> <li>• Encourage participation through the use of the chat box and Q&amp;A feature of the webinar platform.</li> <li>• Ask for questions regularly throughout the presentation.</li> </ul>
<p>Promote a culturally safe and respectful workshop</p>	<ul style="list-style-type: none"> <li>• Encourage respectful interactions between participants – questions are welcomed and part of learning.</li> <li>• Practice deep listening (move from the head to the heart).</li> <li>• Do not single out a person to explain information because of their identity or culture – allow them room to share their perspectives.</li> </ul>
<p>Keep in mind what you want participants to gain</p>	<ul style="list-style-type: none"> <li>• Participants gain more awareness and understanding of their role in OHS.</li> <li>• Participants feel empowered to participate in workplace health and safety.</li> </ul>

## 3.0 In-person delivery (workshops)

### 3.1 Getting started

The materials in the 'Miyo pimatisiwin Indigenous workers' guide to workplace health and safety are designed to be useful in either in-person or online settings.

The **benefits** of workshops

- Allows you to facilitate the information in a culturally safe and responsive manner.
- Promotes excellent communication and engagement with participants through activities.
- Encourages storytelling of workplace health and safety.
- Facilitators gain experience hosting, preparing and managing a facilitation workshop.
- Versatile and adaptive to the needs of the participants.

The **challenges** of workshops

- Time consuming (preparation, organizing printing materials, location set up).
- Travel, hosting and protocols may be required to deliver a culturally safe and respectful information workshop.

If you choose to facilitate an in-person workshop, please review [Appendix C](#) to ensure you understand the in-person participation activities.

### 3.2 Speaking notes

The speaking notes for the 'Miyo pimatisiwin Indigenous workers' guide to workplace health and safety' PowerPoint presentation are in [Appendix B](#).

Guiding rules for speaking notes:

- Facilitators are encouraged to stick with the speaking notes as they are written. This is due to the technical and legal nature of OHS content. Please build upon the speaking notes by adding your own stories and experience.
- The notes are written in plain language and should be accessible for participants with all levels of reading comprehension.
- It is important that the information be presented using a consistent tone and empowerment messaging style that engages the audience and creates incentive.

### 3.3 Facilitation tools: planning and follow up

A facilitator has many responsibilities, especially when it comes to completing pre- and post-workshop logistics. Use these three tools to plan before, and follow up with participants after the workshop:

- checklist: preparing for the workshop,
- workshop presentation schedule, and
- workshop follow up email.

#### Checklist: preparing for the workshop

Responsibilities	Tasks	Materials
<b>Pre-workshop</b>		
Secure facility	<ul style="list-style-type: none"> <li>• location with ability to present a presentation</li> </ul>	Meeting location
Invite participants	<ul style="list-style-type: none"> <li>• email participants who would benefit being part of the workshop</li> <li>• plan and inform participants of the workshop time (approximately three hours) and limit participants to 20 per workshop</li> </ul>	
Organize materials	<ul style="list-style-type: none"> <li>• bring everything needed to conduct an in-person workshop</li> <li>• bring FAQ for participant questions</li> </ul>	<a href="#">Appendix H</a>
Print materials	<ul style="list-style-type: none"> <li>• print presentation with speaking notes, knowledge sharing activity materials, and evaluations (one for each participant)</li> </ul>	<a href="#">Appendix B</a> <a href="#">Appendix C</a> <a href="#">Appendix D</a>
Set up room	<ul style="list-style-type: none"> <li>• if able, set up chairs/desks in a circle or half circle</li> <li>• set up presentation, screen and projector</li> </ul>	<a href="#">Appendix A</a>
Set up activities	<ul style="list-style-type: none"> <li>• pre-plan and set up materials for the facilitation activities for easy transitions</li> <li>• queue up the video so it is ready to play when needed</li> </ul>	<a href="#">Appendix C</a>
Prepare yourself to facilitate	<ul style="list-style-type: none"> <li>• read through the facilitator speaking notes carefully and become comfortable with the content and the placement of the activities</li> </ul>	

## Workshop presentation schedule

Time	Activities	
Pre-workshop 15 minutes	Welcome participants Ask participants to complete pre-learning evaluation before presentation starts	
30 minutes	Welcome	<ul style="list-style-type: none"> <li>territorial acknowledgement</li> <li>housekeeping</li> <li>sharing circle</li> </ul>
10 minutes	Establish learning outcomes	<ul style="list-style-type: none"> <li>agenda</li> <li>disclaimer</li> <li>miyo pimatisiwin in the workplace</li> </ul>
10 minutes	Part 1: Introduction to OHS	<ul style="list-style-type: none"> <li>OHS legislation</li> <li>review</li> </ul>
20 minutes	Part 2: Workers' role in health and safety	<ul style="list-style-type: none"> <li>worker responsibilities</li> <li>employer and supervisor responsibilities</li> </ul> Activity 1: Worker rights <ul style="list-style-type: none"> <li>worker rights</li> </ul>
10 minutes	Break	
40 minutes (including 20 minute video)	Part 3: Staying safe at work	<ul style="list-style-type: none"> <li>safety tips</li> </ul> Activity 2: Spot the hazard <ul style="list-style-type: none"> <li>spot hazards</li> </ul> Video (20 minutes) <ul style="list-style-type: none"> <li>lateral violence (produced by BearPaw Legal Media)</li> <li>debrief - review key messages from video</li> </ul>
10 minutes	Break	
5 minutes	Part 4: Take action	<ul style="list-style-type: none"> <li>reporting incidents</li> <li>Workers' Compensation Board Alberta</li> </ul>
30 minutes	Part 5: Workplace safety culture	<ul style="list-style-type: none"> <li>workplace safety culture</li> </ul> Activity 3: Miyo pimatisiwin creating healthy workers and workplaces <ul style="list-style-type: none"> <li>healthy workers and workplaces</li> </ul>
10 minutes	Part 6: Additional resources	<ul style="list-style-type: none"> <li>OHS resources</li> <li>review</li> </ul>
5 minutes	Closing	<ul style="list-style-type: none"> <li>post-learning evaluation</li> <li>thank you</li> </ul>

## Workshop follow-up email

After the workshop, you are encouraged to follow-up with participants through an email. An email will help participants retain important information and resources. Below is a template with key messages and OHS resources. Feel free to expand the email to include more resources included in **Appendix I**.

Hello,

Thank you for attending the Miyo pimatisiwin Indigenous workers' guide to workplace health and safety workshop.

### **Key messages to remember**

- Participate in workplace health and safety and fulfill your responsibilities.
- You have rights as a worker and can't be punished for using them.
- Follow and use your safety tips.
- Report injuries and incidents.
- Contribute to a healthy workplace safety culture.

### **Key resources**

#### **OHS Contact Centre**

Phone: 780-415-8690 (Edmonton)

Toll free: 1-866-415-8690

TTY: 780-427-9999 (Edmonton)

TTY: 1-800-232-7215

#### **Miyo pimatisiwin Indigenous workers' mini guide to workplace health and safety**

[ohs-pubstore.labour.alberta.ca/IWR003J](https://ohs-pubstore.labour.alberta.ca/IWR003J)

For more resources developed to help Indigenous workers, organizations, employers and communities, or to become a miyo pimatisiwin tool kit facilitator, visit the OHS [Online Resource Portal](#).

# 4.0 Online delivery (webinars)

## 4.1 Getting started

The materials in the Miyo pimatisiwin Indigenous workers' guide to workplace health and safety are designed to be useful in either in-person or online settings.

Some of the **benefits** of webinars

- Allows for facilitation of the information online for participants who may not have the ability to travel, live in remote or isolated communities.
- Accessible and can reach a broad audience.
- Cost effective, as many online webinar platforms offer free services.
- Builds community through real-time conversations.
- Gives facilitator experience using webinar technology.

Some of the **challenges** of webinars

- Using technology that may be unfamiliar, poor internet connection and unreliable circumstances.
- Costs of webinar software such as additional plug-ins or capacity of free services.
- Lack of equipment like compatible computers or phones, headphones, mics and cameras.
- Initial learning curves to set-up and deliver webinar content.

If you choose to facilitate a webinar, please review the resources in [Appendix G](#).

## 4.2 Speaking notes

The speaking notes for the webinar version of the Miyo pimatisiwin Indigenous workers' guide to workplace health and safety PowerPoint presentation is located in [Appendix F](#).

Guiding rules for speaking notes:

- Facilitators are encouraged to stick with the speaking notes as they are written. This is due to the technical and legal nature of OHS content. Please build upon the speaking notes by adding your own stories and experience.
- The notes are written in plain language and should be accessible for participants with most levels of reading comprehension.



- It is important that the information be presented using a consistent tone and empowerment messaging style that engages the audience and creates incentive.

### 4.3 Facilitation tools: planning and follow up

A facilitator has many responsibilities, especially when it comes to completing the pre- and post-webinar logistics. Use these three tools to plan before, and follow up with participants after the webinar:

- checklist: preparing the webinar,
- webinar presentation schedule, and
- webinar follow up email.

#### Checklist: preparing the webinar

Responsibilities	Tasks	Materials
<b>Pre-webinar</b>		
Secure a webinar platform	<ul style="list-style-type: none"> <li>• webinar software (free or paid)</li> </ul>	Computer with a mic and camera
Invite participants	<ul style="list-style-type: none"> <li>• email participants that would benefit from the <b>webinar</b></li> </ul>	
Presentation logistics	<ul style="list-style-type: none"> <li>• plan for the webinar to take approximately 75 minutes</li> <li>• ensure webinar platform can support the amount of participants you are inviting - you may need to do multiple <b>webinars</b></li> </ul>	
Organize materials	<ul style="list-style-type: none"> <li>• organize everything needed to conduct a webinar</li> </ul>	<a href="#">Appendix E</a> <a href="#">Appendix F</a> <a href="#">Appendix G</a>
Questions from webinar participants	<ul style="list-style-type: none"> <li>• if questions come into a Q&amp;A box, there is an FAQ for your reference</li> </ul>	<a href="#">Appendix H</a>

## Webinar presentation schedule

Time	Activities	
Pre-webinar 15 minutes	Sign into chosen webinar or online platform Ensure presentation, polls or Q&A box questions and links are loaded Ensure speaking notes are available for your reference	
2 minutes	Welcome	<ul style="list-style-type: none"> <li>• territorial acknowledgement</li> <li>• disclaimer</li> </ul>
2 minutes	IRS and interconnectedness	<ul style="list-style-type: none"> <li>• balancing health and safety</li> <li>• agenda</li> <li>• miyo pimatisiwin in the workplace</li> </ul>
2 minutes	Poll or Q&A box question – where are you from?	
10 minutes	Part 1: Introduction to OHS	<ul style="list-style-type: none"> <li>• OHS legislation</li> <li>• review</li> </ul>
10 minutes	Part 2: Responsibilities and rights	<ul style="list-style-type: none"> <li>• worker responsibilities</li> <li>• employer and supervisor responsibilities</li> <li>• worker rights</li> </ul>
2 minutes	Poll or Q&A box question – what are the three fundamental worker rights in Alberta?	
10 minutes	Part 3: Staying safe at work	<ul style="list-style-type: none"> <li>• safety tip: ask questions</li> <li>• safety tip: know the hazards</li> <li>• safety tip: stop harassment and violence</li> </ul>
2 minutes	Poll or Q&A box question – do employers have to eliminate and control hazards that could cause harm to workers?	
5 minutes	Part 4: Take action	<ul style="list-style-type: none"> <li>• reporting incidents</li> <li>• Workers' Compensation Board Alberta</li> </ul>
10 minutes	Part 5: Workplace safety culture	<ul style="list-style-type: none"> <li>• workplace safety culture</li> <li>• employer expectations, teamwork and communication</li> <li>• culturally safe tools – medicine wheel</li> </ul>
5 minutes	Part 6: Additional resources	<ul style="list-style-type: none"> <li>• OHS resources</li> <li>• review</li> </ul>
2 minutes	Poll or Q&A box question – what did you find the most useful in today's webinar?	
2 minutes	Closing	<ul style="list-style-type: none"> <li>• thank you</li> </ul>

## Webinar follow-up email

After the webinar, you are encouraged to follow-up with participants through an email. An email will help participants retain important information and resources. Below is a template with key messages and OHS resources. Feel free to expand the email to include more resources included in **Appendix I**.

Hello,

Thank you for attending the Miyo pimatisiwin Indigenous workers' guide to workplace health and safety webinar.

### **Key messages to remember**

- Participate in workplace health and safety and fulfill your responsibilities.
- You have rights as a worker and can't be punished for using them.
- Follow and use your safety tips.
- Report injuries and incidents.
- Contribute to a healthy workplace safety culture.

### **Key resources**

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For more resources developed to help Indigenous workers, organizations, employers and communities, or to become a miyo pimatisiwin tool kit facilitator, visit the OHS [online resource portal](#).

## 5.0 Appendices

**5.1 Appendix A – In-person presentation**

**5.2 Appendix B – In-person speaking notes**

**5.3 Appendix C – Knowledge sharing activities and materials**

**5.4 Appendix D – Pre- and post-learning evaluation**

**5.5 Appendix E – Webinar presentation**

**5.6 Appendix F – Webinar speaking notes**

**5.7 Appendix G – Webinar planning and engagement**

**5.8 Appendix H – Frequently asked questions (FAQ)**

**5.9 Appendix I – Additional resources**

**5.10 Appendix J – Workers’ mini guide**