## Sí Se: Salud y Seguridad en el Trabajo Health and Safety Education for Forest Workers

## What if I get hurt on the job?



Alliance of Forest Workers and Harvesters Labor Occupational Health Program, U.C. Berkeley

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### **About this training guide**

### Introduction to the promotora

This flipchart book is your training tool for teaching forest workers about what to do if they are injured on the job, and what their rights are regarding medical care and payment for lost time. The information is tailored for workers in Oregon, but most of it is relevant for forest workers throughout the U.S. To teach this session, stand the flipchart up with the illustrations or photos facing toward the workers you are training. On the other side are the instructions for what to say and do during the session.

## Instructions for the promotoras will be in red.

Answers to questions will be in shaded boxes. Wait for participants to give answers based on what they know, and then add any missing points or clarify any information needed. Flip the page to the next page when you are done.

### Learning objectives for this workshop

By the end of this session, participants will know:

- Why it is important to treat wounds or other injuries right away.
- First aid steps they can take if someone is injured, including "dos and don'ts."
- The right to medical care and payment for lost time if they are hurt on the job.
- Steps they can take to report an injury and get medical care.
- Resources they can go to for help if they are injured.

## Materials needed for this workshop

Besides this flipchart guide and the booklet, 1 you will need blank paper and post-it pages to cover the statements and answers on p. 32 ("Myths and Facts"). Before you start the workshop, cover each TRUE or FALSE answer on that page with a post-it page. Use a large blank piece of paper to cover all but the top statement. Bring copies of "What happens if I'm hurt on the job?" (Oregon) and of Oregon Workers Compensation forms 801 and 827. Prepare review questions (p. 35).

#### Time for this session

The total time for this workshop is approximately 2 hours. These are the main activities, with estimates for how long they will take.

Welcome and "Pre-test"	20 minutes
Crispín's Story/Small groups meet	15 minutes
Report Backs	
<ul> <li>No treatment/How infection happens</li> </ul>	20 minutes
<ul> <li>First Aid/Myths and facts</li> </ul>	20 minutes
<ul> <li>Report to supervisor/Your rights</li> </ul>	20 minutes
<ul><li>What can you do as a community?</li></ul>	10 minutes
Wrap-up and Evaluation	15 minutes

<sup>&</sup>lt;sup>1</sup> The booklet is entitled Staying Safe at Work and Your Rights on the Job. References to page numbers for other resources in this flipchart are to pages in the booklet.

## Sí Se: Salud y Seguridad en el Trabajo

**Health and Safety Education for Forest Workers** 

## What if I get hurt on the job?

A joint project of the **Alliance of Forest Workers and Harvesters** and the **Labor Occupational Health Program, U.C. Berkeley** 

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Welcome the participants, including family members, and introduce yourself and the rest of the promotoras. Explain that you are providing this workshop as a representative of the Alliance and that while this workshop will focus on what forest workers can do to stay safe at work, we also know that families are an important resource and source of support, to help workers stay safe.

You can share with the group that you are familiar with the issues and challenges forest workers face because you are married to a forest worker and know many others.

Have participants introduce themselves, or do some kind of activity or "ice breaker" that helps people relax and get to know each other.

**Say:** Today we're going to talk about what to do if you get hurt on the job. We are going to start with a few questions.

Ask the "pre-test" questions for this unit, following the script.

**Ask:** Have any of you been injured on the job? What happened?

Let a couple of people share their experiences and thank them for doing that.

**Say:** What's most important is to prevent injuries from happening in the first place. But it's also important to know what to do if you do get hurt, so that it doesn't end up making you sicker. During this workshop, you will learn:

- Why it's important to get treatment when you get hurt.
- What your employer is supposed to provide (including medical care and payment for lost time.)
- Where you can go for medical treatment or other help if you need it.
- A little bit about first aid.

# What if I Get Hurt on the Job?



### **Crispin's Story**

**Say:** I am going to read a story about a forest worker named Crispín who was injured while working. Then we'll talk about different ways he could deal with that situation.

> Crispín was working with a crew of six guys. They were a long way from the crummy—a half an hour's walk. They were cutting brush, working fast and sweating. Suddenly, Crispín's saw hit something hard and kicked back into his leg, cutting him badly across the shin. The gash was as long as his finger and the skin was chewed up. It bled a lot. Crispín knew he had to do something, but he didn't know what...

**Say:** We will talk about how to prevent injuries like these in our other workshops. For this workshop, we are going to focus on what you can do if you or one of your co-workers is injured.

**Ask:** What do you think Crispín could do?

Let a couple of people share their ideas. If they don't suggest "report it to the boss" or "go get medical help"...

**Ask:** Is there anything else he *could* do?

After listening to their ideas, show the three pictures on the following page. Explain that we will talk about three things Crispin could do.

# Crispín's Story



**Say:** We're going to talk a little bit more about some of the things Crispín could do. We will focus on these three approaches he could take.

Point to each of the pictures. Make sure everyone understands what is happening in each picture.

Ask participants to talk in pairs for 5 minutes about what they would do if they were Crispín.

## What will Crispín do?



## **Continues to work**

Co-workers help him clean the wound



Crispín reports the injury to his supervisor

Say: OK, the first thing Crispín could do is to keep working.

Ask: How many of you would keep working? Raise your hands.

**Ask:** Why might forest workers decide to keep working?

## Let people respond, and then make sure the following points get made.

- They don't want to slow down the work.
- They are worried they will be fired.
- They don't want to be yelled at.

**Ask:** Why might you decide **not** to keep working?

- Crispín needs help right away.
- His wound might get infected if it's not taken care of well.

# 1. Crispín keeps working



Say: OK, let's talk about another option Crispin has, which is to get first aid.

Ask: If you were Crispin, would you stop working to get first aid? Raise your hands.

**Ask:** Why would you do this?

Let the group report, and then make sure the following points get made.

#### Yes:

• Will help prevent future infection, and lead to quicker healing. (less lost work time overall)

**Ask:** Why might you **NOT** do this?

- Many forest workers may not know how to provide first aid, even though Oregon OSHA requires all workers employed in forest activities to be trained in first aid and CPR. New employees must receive this training within 6 months of being hired. Have any of you been trained?
- No first aid kit available. (For example, left in the truck or crummy, which is too far away.)
- Workers may be concerned about exposure to blood.
- Doing this will take several people off the crew while they are doing it.

**Ask the rest of the group:** How many of you have received first aid training? Raise your hands.

**Explain:** New forest worker employees must receive first aid training in the first six months of work.

# 2. Co-workers help Crispín clean his wound



**Say:** OK, let's talk about the third option where Crispín reports to the supervisor.

**Ask:** How many of you would report the injury to your supervisor. Raise your hands.

## Ask: Why would you report it to the supervisor?

- The supervisor needs to know.
- This is the only way you may get necessary medical treatment.

**Ask:** What are reasons you might **NOT** report the injury to your supervisor?

- Supervisor may yell at or punish you.
- You may be fired/not hired back again.

**Ask:** If Crispin receives medical care, who will pay for this?

- Supervisor may pay.
- Crispín may pay (deduction from pay check.)
- May be charged to workers' compensation insurance.

**Ask the rest of the group:** How many of you would use this approach?

**Ask:** Do you know who is required to pay under the law?

• The **employer** must carry workers' compensation insurance that will cover your medical care if you are hurt on the job.

**Ask:** What else is the employer required to provide if you are injured?

Let people respond to the question. Then flip to the next page to review.

# 3. Crispín reports the injury to his supervisor.



**Say:** All employers are required to carry workers' compensation insurance. This insurance will cover three things:

- 1. Medical care for your injury, whether or not you miss time from work.
- 2. Payments if you lose wages for more than three days (usually 2/3 of your average weekly wage). (Your health care provider has to authorize your absence from work.)
- 3. Other benefits if you become permanently disabled, such as ongoing payments, or retraining for different work. These payments are usually very small.

## Additional information you can provide after covering the points on the guide (p. 16)

You have a right to benefits no matter who was at fault for your job injury. The employer cannot say "it was your fault, so I don't have to pay."

You don't have to be a legal resident of the U.S. to receive benefits.

Even if your employer has workers' compensation insurance, he or she may tell you not to report the injury, because he doesn't want his insurance costs to go up. This is not legal, but it does happen.

**Ask:** What steps do you need to take if you are injured, to get workers' compensation?

Let the group report, then flip the page to review the answers.

## Your right to workers' compensation if you are hurt on the job:

- 1. Medical care for your injury, whether or not you miss time from work.
- 2. Payments if you lose wages for more than 3 days.
- 3. Other benefits if you become permanently disabled.



- You have a right to benefits no matter who was at fault for your job injury.
- You don't have to be a legal resident of the U.S. to receive benefits.

## Make sure the following points get made.

- Tell your supervisor right away.
- Get medical treatment if needed. (You can choose where to get medical care. Your employer cannot choose your health care provider for you.)
- Request a claim form (Oregon Form 801: Report of Job Injury or Illness) from your employer or from the Alliance if your employer does not give you one.
- Fill out the claim form and give it to your employer. Keep a copy.
- Tell your doctor that you were injured at work. They will fill out and provide you with "Form 827: Worker's and Health Care Provider's Report for Workers' Compensation Claims" which you will fill out and return to your employer. Keep a copy for yourself.

## If you are injured:

- Tell your supervisor right away.
- Get medical treatment if needed.
- Request a claim form (Oregon Form #801, Report of Job Injury or Illness) from your employer or from the Alliance, if your employer does not give you one.
- Fill out the claim form (Oregon Form #801) and give it to your employer. Keep a copy.
- Your doctor will complete a second claim form (Oregon Form #827, Worker's and Health Care Provider's Report for Workers' Compensation Claims). Ask for a copy and give it to your employer. Keep a copy.



**Ask:** Can your employer fire you for reporting your injury?

Say: This is not legal, but it can happen, and it may be hard to get your job back. You can talk to one of the resources listed here to help you.

**Ask:** What if your employer doesn't provide medical care?

**Say:** Here are places you can go for free or inexpensive medical care.

Point to the clinics on the flipchart (see next page).

Say: If you want to get help trying to get workers' compensation, here are some places that can help you.

Discuss the resources on the flipchart (see next page).

**Say:** If you look in your booklet, you will find fact sheets with the information we have talked about today. We also have copies of a more detailed brochure available.

Point out the pages in the booklet where these resources are listed (p. 24, p. 29).

Provide the brochure, What happens if I'm hurt on the job?, from the **Oregon Department of Consumer & Business Services.** 

**Ask:** Do you have any questions?

# What if your employer does not provide medical care?

## Getting access to medical care (p. 24 in booklet)

- Community Health Center
- La Clinica
- Siskiyou Community Health Center
- Emergency Rooms: Required by law to treat you
  - Providence Medford Medical Center
  - Rogue Valley Medical Center
  - Three Rivers Community Hospital

## Where else can you get help? (p. 26-29 in booklet)

- Alliance of Forest Workers and Harvesters
- Oregon Ombudsman for Injured Workers
- Workers' Compensation Compliance Section

Say: Now, let's talk for a minute about why it is so important to treat your injuries right away. A wound can become infected if there is any kind of dirt or germs that are not cleaned out. The kinds of wound that are most likely to get infected are:

- Dirty wounds or wounds made with dirty objects
- Large wounds with severe mashing or bruising
- Puncture wounds and other deep wounds that do not bleed much
- Wounds made where animals are kept (corrals, pig pens, etc.)
- Bites, especially from pigs, dogs, wild animals, or people

Wounds can also get infected if you don't keep them clean. You need to change the gauze or bandage every day, and look for signs of infection.

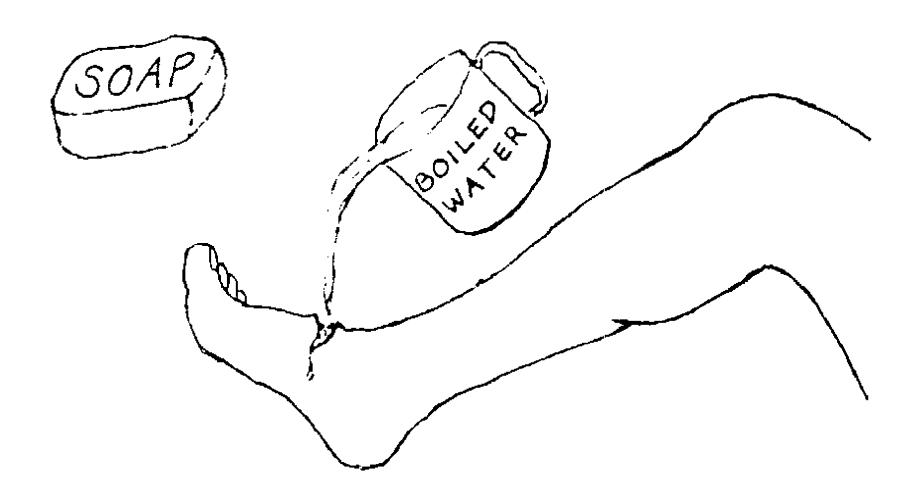
**Ask:** What are signs of infection?

#### A wound is infected if:

- It becomes red, swollen, hot, and painful
- It has pus
- Or if it begins to smell bad.

**Say:** You should see a doctor if any of these things happen.

# How can you tell if a wound is infected?





**Say:** Here are some basic things to keep in mind when someone is badly cut.

### **How to Control Bleeding from a Wound**

- 1. Raise the injured part.
- 2. With a clean thick cloth (or your hand if there is no cloth) press directly on the wound. Wear gloves or plastic bag if possible to protect yourself.
- 3. Keep pressing until the bleeding stops. This may take 20 minutes or sometimes an hour or more. This type of direct pressure will stop the bleeding of nearly all wounds.
- 4. You can maintain pressure by binding the wound tightly with a bandage or a piece of clean clothing.

### Cleaning the wound

- 1. Wash the wound well with clean water (not from a stream) and soap. Remove all pieces of dirt, blood clots, and dead or badly damaged flesh. If possible, squirt out the dirt using a syringe or suction bulb.
- 2. After the wound has been cleaned, apply a thin layer of antibiotic cream like Neosporin. Then place a piece of sterile gauze or cloth over the top. It should be light enough so that the air can get to wound.
- 3. Get medical care. Make sure the person gets a tetanus shot within two days if they have not had one in the past 10 years. Your doctor may want to give you a booster shot even if it has been less than 10 years.

#### **Precautions:**

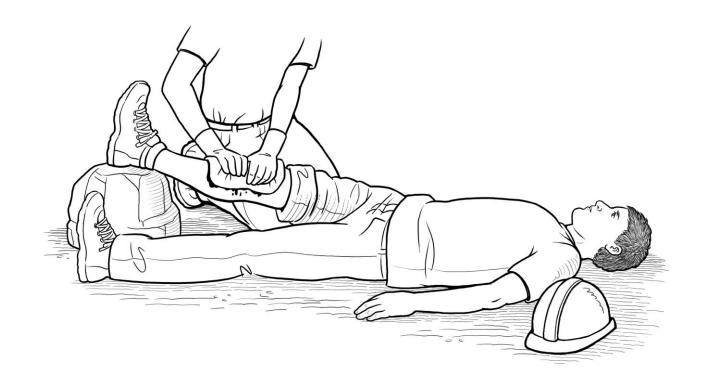
- Do not use a tourniquet, rope, or wire to stop the bleeding.
- **Never** use dirt, kerosene, lime, or coffee to stop bleeding.
- **Never** put alcohol or iodine directly into a wound.
- When bleeding or injury is severe, raise the feet and lower the head to prevent shock.
- Keep blood from getting into any cuts or sores on your skin.

Say: Now let's take a minute to talk about what you think should be in a first aid kit.

## First aid tips

## How to Control Bleeding from a Wound

- Raise the injured part. 1.
- Press directly on the wound until bleeding stops. 2.



## Clean the wound.

- 1. Wash the wound well with clean water.
- 2. Apply antibiotic cream.
- 3. Place a piece of sterile gauze on the wound.
- 4. If possible, bind lightly, unless it is still bleeding.
- 5. Get medical care.

## **Precautions:**

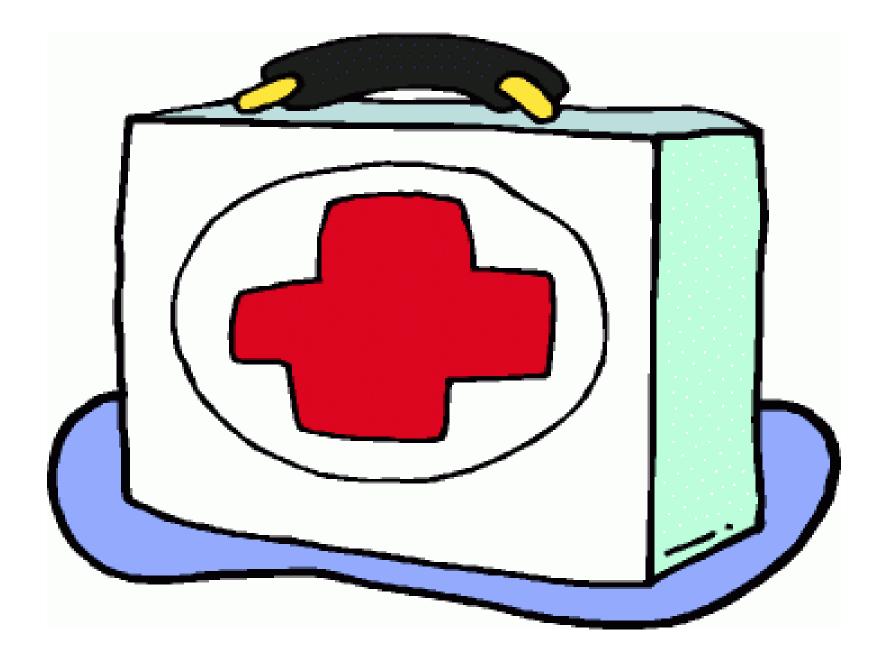
- Do not use a tourniquet, rope, or wire to stop the bleeding
- **Never** use dirt, gasloine, lime, or coffee to stop bleeding.
- Never put alcohol or iodine directly into a wound.
- When bleeding or injury is severe, raise the feet and lower the head to prevent shock.
- Keep blood from another person from getting into any cuts or sores on your skin.

## **Activity**

Say: I am going to pass around a first aid kit. Pick one thing out you think should be in the kit. Be ready to tell us why.

Pass the kit around. Then ask each person to talk about their choice.

# What do you think should be in a first aid kit?



Say: Oregon OSHA requires that all first aid kits for forest workers include all the items listed here (page 28 of flipchart guide).

### Use the flipchart guide to review the information.

These are some other useful items:

- Antibiotic ointment to prevent infection
- Eye wash solution to flush the eyes or as general decontaminant
- Thermometer
- Aspirin or other pain reliever
- Bulb or syringe for flushing wounds
- Calamine lotion
- Epinephrine shot ("epi pen") for allergic reactions

**Ask:** How many of you have seen a first aid kit with all these things? Please raise your hands.

**Ask:** Do you know if your employer is required to have a first aid kit available?

Say: Yes. The employer is required to have first aid supplies for the kinds of injuries that could occur in forest work. The kit needs to be close to where the employees are working.

## For forest work, first aid kits must contain:



- 8 gauze pads (4x4)
- 2 large gauze pads
- One box of bandages
- One package gauze roller bandage
- 2 triangular bandages
- Cleansing agent/soap and antibiotic towelettes to disinfect

- Scissors
- One stretcher
- Two blankets
- Latex gloves
- Mouth barrier
- Tweezers
- Adhesive tape
- Two elastic wraps
- Splint material

[The illustrated flipchart on page 32 should have a sheet of paper covering all but the top statement, and a post-it page over each "TRUE/FALSE" answer.]

**Say:** A wound like this is not the only kind of thing that can happen when you are working.

**Ask:** What other kinds of injuries can happen when you are out working in the forest?

### Let people respond to this question.

Say: We are now going to do an activity. I am going to read a statement about a possible injury or something that may happen to you when you are working. Then I am going to ask you to stand up if you think the statement is TRUE, or to stay seated if you think it is FALSE.

Read the first statement. Ask everyone who thinks the statement is TRUE to stand up. Then flip to the next page for the answer. Add the information that follows about each statement.

# First Aid Myths and Facts

	If you are bitten by a rattle snake, someone should make a cut at the site of the bite and suck out the poison.	
MIST PAGE		

### **Answers for the promotora:**

## 1. If you are bitten by a rattle snake, someone should make a cut at the site of the bite and suck out the poison.

**FALSE.** You should help the person remain calm. Get medical attention as soon as possible (call 911 or local Emergency Medical Services). If you cannot get the victim to a hospital right away, have him rest with the bite below the level of the heart. Wash the bite with soap and water. Cover it with a clean, dry dressing. DO NOT slash the wound or suck the poison with your mouth. It is critical to get the person to a hospital, but also to stay calm. Rattle snake bites are rarely fatal.

## 2. If someone is suffering from heat stroke, you should move him to the shade and cool him off by soaking his clothing with cool water.

**TRUE.** You should cool the worker by soaking his clothes with water, spraying, sponging, or showering him with water, and fanning his body. Little by little, give him water. Get him to medical care.

### 3. If someone breaks a bone, you should splint the area without trying to "fix" the bones.

**TRUE.** Use any straight rod or stick, and gauze pads and bandages from the first aid kit. Unless circulation is obviously damaged (part of body is numb or turning blue), do not try to move the bones, but "splint them as they lie." Make sure the body part is well padded. Provide pain medication and medication that helps prevent swelling, such as ibuprofen. Get to medical care.

## **First Aid Myths and Facts**

	If you are bitten by a rattle snake, someone should make a cut at the site of the bite and suck out the poison.	FALSE
	If someone is suffering from heat stroke, you should move him to the shade and cool him off by soaking his clothing with cool water.	TRUE
MMSTP435	If someone breaks a bone, you should splint the area without trying to "fix" the bones.	TRUE

### 4. If someone is knocked unconscious, you should carry them out right away.

**FALSE.** If someone is knocked unconscious, do not move them. If they are unconscious for less than 30 seconds, they may be ok. Watch for any changes (drowsiness, lack of coordination.) Anyone who has been unconscious for more than 2 minutes should be taken for medical care. If they do not regain consciousness, get trained medical emergency help.

## 5. If someone becomes "hypothermic" (body temperature dangerously cold and can't warm up), you should remove their wet clothes and help warm the core of their body.

**TRUE.** A person may develop hypothermia if their clothes are not warm enough for the weather, or their clothes get wet. They may start to shiver uncontrollably, become disoriented, or say they can't get warm. What you should do: Move the person to a warm place. Take off their wet clothing. Warm the center of their body with skin to skin contact, under a loose layer of blankets or clothing. If conscious, give them warm drinks, BUT NOT ALCOHOL. Get them to medical care.

### 6. If someone has an asthma attack, you should provide mouth to mouth resuscitation or CPR.

**FALSE.** You should ask the person if he has an inhaler and help him use it. Have him sit upright in a cool area. If he is in shock, give epinephrine shot (in the first aid kit).

## **First Aid Myths and Facts**

	If you are bitten by a rattle snake, someone should make a cut at the site of the bite and suck out the poison.	FALSE
	If someone is suffering from heat stroke, you should move him to the shade and cool him off by soaking his clothing with cool water.	TRUE
MAFFOLDS	If someone breaks a bone, you should splint the area without trying to "fix" the bones.	TRUE
	If someone is knocked unconscious, you should carry them out right away.	FALSE
	If someone becomes "hypothermic" (body temperature dangerously cold and can't warm up), you should remove their wet clothes and help warm the core of their body.	TRUE
	If someone has an asthma attack, you should provide mouth to mouth resuscitation or CPR.	FALSE

Say: Before finishing this workshop, let's talk about what we can do together as a community to start changing the conditions that forest workers face, because we know forest workers face many dangers at work. Many get hurt and do not get the medical care they need.

**Ask:** What can we do as a community to help make sure injured workers get the medical care they need, when they need it?

### Have participants come up with a community action plan. Possibilities include:

- 1. Spread the word! Tell your family members, friends and neighbors what you've learned about the importance of getting treatment, and where to go for help.
- 2. Encourage workers to ask for treatment when they are injured. Always bring someone else with you when talking to the supervisor.
- 3. Think of ways your local community can take action to help injured workers get the medical care they need. For example, organize CPR courses with the Alliance.

# What can we do as a community?



[Before you start this review, write each of the questions below on a green piece of paper. Crumple the paper together in the shape of a head of lettuce, in a way that each paper "leaf" can be peeled off separately.]

Say: Now we are going to do a quick review of the things we talked about during this workshop. I have a "hot" head of lettuce here. I am going to put on some music, and you must keep passing the "lettuce" to your neighbor. The person holding the lettuce when the music stops must peel off a leaf, and read the question on the leaf. Try to answer it and you will win a prize. We will keep doing this until we have finished all the questions.

### Use the information below to help participants answer the questions.

- 1. What are two things the boss must provide if you are injured on the job?
  - Medical care
  - Payments if you lose wages for more than 3 days
- 2. Name three things that a first aid kit for forest workers must contain.

8 gauze pads (4x4) 2 large gauze pads

One box of bandages One package gauze roller bandage

2 triangular bandages Cleansing agent/soap and antibiotic towelettes to disinfect

Scissors One stretcher Two blankets Latex gloves Mouth barrier **Tweezers** Adhesive tape Two elastic wraps

Splint material

- 3. What do you need to do to be able to receive workers' compensation?
  - Report the injury to your supervisor
  - Fill out claim forms from your employer and from your medical provider
- 4. What can you do if your employer does not provide workers' compensation?
  - Call the Alliance or the Workers' Compensation Office [ask: what page can you find these on in your booklet?]
  - Get medical help and report the employer when you are no longer worker for him.

**Say:** Thank you. We would like to ask you to fill out a short evaluation form to see what you think you learned, and what you thought of the training. I will read each question out loud, and if there are answers to choose from, I will read those as well. You do NOT need to put your name on this.

Pass out the worker evaluation for this lesson. Ask participants to write the date and training location.

**Say:** I'm going to read the questions and the answers so we can do it quickly.

## Review



## Acknowledgments

Many thanks to the worker advisory committee in Medford, OR, and to members of the Alliance of Forest Workers and Harvesters for their feedback, input and support of this project.

#### **Credits**

#### **Photos:**

Cover, p. 4, 10, 12, 20: Lomakatsi Restoration Project

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#### **Illustrations:**

- p. 6, 8, 10, 12, 14: John Minardi, UC Berkeley Labor Occupational Health Program
- p. 22, 30/32/34, Hesperian Foundation, Where There is No Doctor
- p. 16, 18, 24, 30/32/34, 36: Mary Ann Zapalac, for UC Berkeley Labor Occupational Health Program
- p. 26: http://www.public-health.uiowa.edu/icash/resources/first-aid-kit-list.html
- p. 30/32/34: http://en.labs.wikimedia.org/wiki/Adventist\_Youth\_Honors\_Answer\_Book/Health\_and\_Science/First\_Aid,\_Standard