



Occupational Health and Safety **TRAINING CATALOGUE**

Workers Health & Safety Centre

TRAINING ▶ THE RIGHT THING. THE RIGHT WAY.



WHSC Vision

We envision safer, healthier workplaces where, supported by WHSC training, hazards are identified and eliminated through meaningful worker participation and full employer responsibility.

WHSC Mission

Dedicated to our vision, and using our worker-to-worker delivery model, we will provide the highest quality occupational health and safety training for workers, their representatives and employers in every workplace, regardless of sector, size, location or union status.

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Workers Health & Safety Centre

TRAINING CATALOGUE

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* **Participant materials are available in French for programs marked with an asterisk. Upon request, any of our training programs are available for delivery by a French speaking WHSC-qualified instructor.**

** **A similar training program is available in French.**



WHSC TRAINING CATALOGUE

Why is occupational health and safety training essential?

It saves lives.

Hundreds of Ontario workers go to their grave each year as a direct result of workplace hazards. Thousands more die annually from cancer and other diseases caused by hazardous workplace exposures.

It prevents injuries and illness.

Hundreds of thousands suffer workplace injuries or develop work-related illness each year in Ontario.

It is a sound economic and social investment.

Injuries, occupational illnesses and fatalities affect the bottom line of any business. The average lost-time injury in Ontario costs \$106,500 (2007 data). Much of this total is a direct cost to the business in lost productivity, management time and compliance costs associated with Ministry of Labour orders. Further, the social costs associated with pain and suffering experienced by affected workers, their families and their communities can never be adequately gauged. But, take the time to speak to an injured worker or the family of a worker killed and you'll begin to understand.

It's legally required.

Ontario Ministry of Labour inspectors are targeting workplaces using an enforcement strategy focused on leading indicators for occupational health and safety success. When visiting workplaces MOL inspectors will look to confirm whether these indicators are in place. They include:

- health & safety training for the general workforce, including new workers,
- specific legally mandated training including WHMIS, confined space entry and Certification,
- joint health and safety committees,
- certified representatives on joint committees,
- health and safety policies and programs,
- safe work procedures,
- musculoskeletal disorders and violence prevention plans,
- toxic use reduction strategies, and
- emergency and pandemic plans.

For the most part, employers are legally required to deal with each leading indicator as outlined in *Ontario's Occupational Health & Safety Act* and regulations. The WHSC, with our vast number of training programs and support services, can help workplaces as they seek to comply with these minimum legal requirements. Equally important, we can help workplaces who seek to go beyond these minimums to further ensure the safety and health of workers.

Why select the Workers Health & Safety Centre as your training service provider?

For more than 25 years the WHSC has developed leading-edge training and information resources aimed at preparing workplace parties to play a proactive role in the prevention of occupational injuries, disease and death. During this time we've delivered training to hundreds of thousands of workers and other workplace parties. More recently, the Workplace Safety and Insurance Board has designated the WHSC as Ontario's "training centre".

From WHMIS to Certification training, we've assisted thousands of workplaces to comply with legislated training requirements. Still, many workplaces are not content to simply meet minimum standards. They realize the importance of meeting all the specific training needs of their workforce.

In response we've developed an extensive range of up-to-date hazard-specific and industry-specific training programs. For those workplace parties with additional duties and responsibilities including certified members and health and safety representatives more comprehensive training packages are available.



The WHSC also realizes that each work environment is unique and dynamic. If our existing training and information services are not exactly what you are looking for we offer a range of fee for service programs adaptable to your specific needs. Kraft Foods, Canadian National Railways (CN Rail), Molson Breweries, A & P and a long list of Ontario municipalities are just a few of the many organizations who have contracted with us to meet their specific training needs.

Workers training workers

The WHSC draws its program facilitators directly from Ontario workplaces. But before facilitating any WHSC training they participate in a comprehensive *Instructor Training* program. This program provides an important base of knowledge and helps hone the skills needed to enhance the adult education process, including training delivery techniques and overcoming barriers to communication.

With thousands of qualified instructors around the province it's often possible to draw them from the same industry or sector as training participants. With first-hand experience dealing with occupational hazards and prevention initiatives in a specific sector, these instructors are well-prepared to help focus discussions on how to achieve safer and healthier work environments.

Research and information services

Beyond training, the WHSC offers a range of research and information services. Thousands of inquiries from training graduates and others are directed through our regional offices each year. Of these, hundreds are of a technical nature requiring the expertise of our highly trained research staff. In a recent survey, 98 per cent of those who have used this service said they would make use of the service again.

The WHSC also publishes a range of award-winning newsletters, hazard bulletins and web-based information keeping you up-to-date on current occupational and environmental safety and health issues. All can be accessed online at www.whsc.on.ca.

Training registration and additional information

To obtain additional information about WHSC training programs, scheduled training in communities across Ontario or for any other inquiries please visit our web site or contact a training service representative near you.

A Workers Health & Safety Centre Near You

Central Ontario (Toronto)
802-15 Gervais Drive
Toronto ON M3C 1Y8

Tel: (416) 441.1939
Fax: (416) 441.2277

North Western Ontario (Thunder Bay)
2114 Bordeaux Cres.
Thunder Bay ON P7K 1C2

Tel: (807) 473.3634
Fax: (807) 473.3655

Eastern Ontario (Ottawa)
201-2255 St. Laurent Blvd.
Ottawa ON K1G 4K3

Tel: (613) 232.7866
Fax: (613) 232.3823

South Central Ontario (Hamilton)
500 Parkdale Ave. N.
Hamilton ON L8H 5Y5

Tel: (905) 545.5433
Fax: (905) 545.3131

North Eastern Ontario (Sudbury)
110-43 Elm Street
Sudbury ON P3C 1S4

Tel: (705) 522.8200
Fax: (705) 522.8957

South Western Ontario (Sarnia)
2-1403 Michigan Ave.
Sarnia ON N7S 0B1

Tel: (519) 541.9333
Fax: (519) 541.9444

Legislation Awareness and Due Diligence

All workplace parties have distinct legal rights, roles and responsibilities when it comes to health and safety. Workers knowing and exercising their rights or employers upholding their responsibilities may mean the difference between a worker going home to their family at the end of the workday or becoming another tragic statistic.

In general, employers are required to uphold a level of due diligence. Applied to workplace health and safety, due diligence refers to an employer's legal duty to take all reasonable precautions to prevent injuries, illnesses and fatalities in the workplace. Further, employers must prove they've taken these "reasonable precautions".

This general provision of "due diligence" is in addition to the specific duties outlined in Ontario's *Occupational Health and Safety Act* and Regulations or Federal health and safety statutes. More recently, amendments to the *Criminal Code of Canada* allows for individuals and organizations to be held criminally liable for "harm caused at work".

The following training programs are offered as an important first step in any workplace program aimed at empowering workplace parties with a basic understanding of their legal rights and responsibilities.

Certification Training

The *Occupational Health & Safety Act* (the Act) stipulates that at least one member of a joint health and safety committee (JHSC) representing workers and one representing management must be "Certified". The Certification process involves two training phases and one needs assessment phase (where required).

A candidate for certification must first complete *Basic Certification Training (Part I)*. The Workplace Safety & Insurance Board (WSIB) must approve both the *Basic Certification Training* program and the training provider. The WHSC is a recognized training provider and the four-day *Basic Certification Training* program is approved for delivery.

A candidate is then required to complete Part II—Workplace-Specific Hazard Training. Employers, in consultation with the JHSC may be required to conduct a workplace hazard assessment and submit it to the WSIB along with a list of training that meets the identified hazards (see next page under Workplace – Specific Hazard Training for more information).

Legislation Awareness and Due Diligence

Certification Training (cont'd)

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Basic Certification Training – Part I
[4 days] *

Updated

The Workers Health & Safety Centre developed this program to help workplaces meet their legal due diligence to provide basic training to health and safety representatives. It not only meets, but exceeds the minimum standards prescribed by the Workplace Safety & Insurance Board (WSIB) for the first phase of Certification training. This program is applicable to all Ontario workplaces.

Delivered over a four-day period, this program gives participants a full understanding of occupational health and safety legislation, including rights and responsibilities of workplace parties and certified representatives on joint health and safety committees in particular. This will include a full discussion about the Internal Responsibility System (IRS) and the purpose and requirements of workplace health and safety policies and programs. Equally important, participants learn how to identify, assess and control, or better yet eliminate, workplace hazards.

Basic Certification training is divided into the following learning modules:

- ◆ Introduction
- ◆ The Internal Responsibility System
- ◆ Understanding the Law
- ◆ Employer Responsibilities
- ◆ Worker Participation
- ◆ Enforcement
- ◆ Joint Health & Safety Committees
- ◆ The Certified Member
- ◆ Human Health
- ◆ Health & Safety Policy and Program
- ◆ Hazard Identification
- ◆ Hazard Assessment
- ◆ Prevention Resources
- ◆ Hazard Control
- ◆ Workplace Inspection
- ◆ Workplace Investigation
- ◆ Policy and Program Review



Completing Certification	[3 minutes]
Internal Responsibility System	[4 minutes]
The Certified Member	[13 minutes]
The Body in the Workplace	[18 minutes]
A Plan to Prevent MSDs	[15 minutes]
Occupational Hygiene Monitoring	[15 minutes]
Principles of Control	[10 minutes]
Check, Double Check—Workplace Inspections	[14 minutes]
Accident Investigation	[12 minutes]

* French program available.

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Workplace-Specific Hazard
Certification Training – Part II

For Certification Training Part II, also known as Workplace-Specific Hazard Training, JHSC members can choose to enroll in one of the WHSC's Sector Programs, including Health Care & Social Services, Manufacturing & Fabricating, Office & Professional, and Construction. Each of these programs is composed of workplace specific hazard modules identified as typical for the sector. Participating in these programs allow workplaces to get into compliance fast. Training secured in this manner is also portable between workplaces in the sector.

Workplaces can also take a more custom approach to meeting their Certification Part II Training requirements by selecting from over 60 WHSC hazard modules. If opting for a custom training package, employers in consultation with the JHSC must conduct a workplace hazard assessment and submit it to the WSIB along with a list of training that meets the identified hazards. WHSC Training Services representatives are available to assist with the hazard assessment process. To further assist in this process, the WHSC has conducted comprehensive needs assessments for workplaces in the following sectors: Correctional Facilities, Education, Forest Products, Mining, Printing, Probation and Parole, Public Sector, Pulp and Paper, Retail, Transportation and Tourism and Hospitality.

Note: Detailed descriptors for *Workplace-Specific Hazard Training* programs begin on page 18.

Legislation Awareness and Due Diligence

Certification Training (cont'd)

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Certification Renewal
[6 hours]

Designed to be taken annually, *Certification Renewal* sets the standard for workplaces looking to re-align their health and safety program and policy to reflect change in and outside the workplace. Specifically, this program will help to keep certified representatives up to date on a variety of work-related health and safety issues helping them to meet their many duties and responsibilities.

Discussed will be changes to health and safety law and relevant industry standards, emerging health and safety issues along with new strategies for the identification, assessment and control of workplace hazards. With this, participants are encouraged to return to their workplaces to make sound recommendations for health and safety improvements and to better integrate the overall workplace health and safety program with health and safety policy.



The Certified Member [13 minutes]
Internal Responsibility System [4 minutes]

Legislation Awareness and Due Diligence

Smaller Workplace Health & Safety Program

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Smaller Workplace Health & Safety Program [2 days]



Hazardous working conditions can harm workers and impact a businesses' bottom line whether the workforce consists of five or 500 employees.

Setting up a small business involves considerable financial risk, even more reason to avoid potentially devastating work-related injuries and illnesses. An effective health and safety program is one of the best ways to protect your workforce and your business. Under Ontario's Occupational Health & Safety Act, most workplaces which regularly employ more than five workers and less than 20 must ensure there is at least one worker health and safety representative. Like members of joint health and safety committees in larger workplaces, health and safety representatives have the legal right to inspect the workplace, investigate injuries and recommend control measures.

To help meet this legal requirement and support prevention efforts, the WHSC has a new two-day program to assist health and safety representatives in small workplaces. The comprehensive program aims to provide participants with the skills to establish, maintain and review a health and safety program. Through a fundamental understanding of roles and responsibilities of the workplace parties, and by focusing on methods to identify, assess and control hazards, representatives in small workplaces will be encouraged and empowered to create a successful health and safety program.



Internal Responsibility System	[4 minutes]
The Body in the Workplace	[18 minutes]
A Plan to Prevent MSDs	[15 minutes]
Principles of Control	[10 minutes]
Accident Investigation	[12 minutes]
Occupational Hygiene Monitoring	[15 minutes]

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Supervisor Health and Safety Program [1 day]



Supervisors play a critical role in the workplace because they have the authority to oversee the work of others.

As such, supervisors have considerable responsibilities under Ontario's *Occupational Health & Safety Act*. The *Act* also obligates employers to appoint competent persons as supervisors. A supervisor is deemed competent if they are: qualified by knowledge, training and experience in the work they oversee; familiar with the *Act* and Regulations that apply to their workplace; and most importantly, knowledgeable about actual or potential workplace hazards, so they can in turn advise workers about these hazards.

To help workplaces understand and fulfill their significant supervisory responsibilities the WHSC has developed a new one day training program. The *Supervisor Health and Safety Program* reviews the specific responsibilities of supervisors under the *Act* and related regulations. Detailed attention is paid to supervisors' role in addressing work refusals, and working with joint health and safety committees and representatives during inspections, investigations and during Ministry of Labour inspections.

This new program also reviews relevant case law and provisions of the Criminal Code of Canada to help participants better identify types of work that are supervisory in nature and their related legal duties.

Legislation Awareness and Due Diligence

Confined Space Training

Ontario Health and safety law establishes a number of minimum requirements aimed at safeguarding the health of workers entering confined spaces and performing related work. These range from the development, implementation and maintenance of a written workplace-specific confined space program to mandated individual confined space plans including training.

The WHSC offers a number of training programs helping to prepare workplace parties to meet, and exceed, these confined space requirements outlined in the four sector Regulations under Ontario's *Occupational Health and Safety Act* and the *Confined Spaces Regulation*. For instance, the two-day *Confined Spaces Plan and Program* training helps workplace parties to understand their roles in developing, implementing and maintaining a workplace-specific confined space program and individual confined space plans. The one-day *Confined Spaces Entry Hazard Recognition* training is designed for workers required to enter confined spaces and those who perform related work.

Both training programs are meant to complement, not replace, additional workplace training requirements for individual confined spaces. By law, this plan specific training must be developed in consultation with worker members of joint committees or a health and safety representative.

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Confined Spaces Plan & Program
[12 hours]

This comprehensive two-day program helps prepare participants to play a proactive role in the development and implementation of a confined space program and plan(s) as required by Ontario health and safety legislation.

Participants will first identify and discuss characteristics of a confined space and explore the unique hazards that may pose a risk to worker health. These hazards include the accumulation of toxic gas, oxygen deficiency and exit and entry impairment.

The minimum legal requirements for developing a confined space program and plan outlined in the four sector Regulations under Ontario's *Occupational Health and Safety Act* and the *Confined Spaces Regulation* will be identified and discussed. Building

upon these minimums, participants will then explore the key elements in a confined space program including hazard assessment, entry permit systems, worker training methods and the development of specific confined space plans. Key elements of these plans will also be explored including duties of workers and attendants, isolation of energy, emergency response needs, control of materials movement, atmospheric testing and plan specific training. Throughout, participants will be encouraged to link the discussion back to their own workplaces and work experiences.

The program consists of the following modules:

- ◆ Confined Space and the Law
- ◆ Confined Space Hazard Assessment
- ◆ Confined Space Hazards and Environmental Monitoring
- ◆ Confined Space Plan and Program



Without Warning

[13 minutes]

Legislation Awareness and Due Diligence

Confined Space Training (cont'd)

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Confined Spaces Entry Hazard
Recognition Training [6 hours]

This one-day program is for workers required to enter confined spaces and those who perform related work. This represents the first in a two step process for meeting the legal duty to provide workers with confined space training. (See *Note 2* below for details of the second step.)

Training participants will review the components required in a workplace/plan specific confined space program. This discussion will focus on hazard assessment, entry permits, atmospheric testing and on-site rescue procedures.

Participants will then explore the many potential atmospheric and safety hazards in confined spaces. This discussion will include work procedures and strategies for the identification of potential hazards. The various control measures for these hazards will also be identified and discussed. Specific attention is paid to the use and maintenance of respirators and other personal protective equipment along with duties of attendants and the various aspects of on-site rescue.



Without Warning

[13 minutes]

Note 1: The WHSC also offers a three hour confined space hazard awareness program aimed at the general workforce but is not designed to satisfy the legal training requirements for workers entering confined spaces or performing related work. See page 19 for more information.

Note 2: After completion of the WHSC Confined Spaces Entry Hazard Recognition Training, workers must also receive workplace and plan-specific training in order to comply with confined space entry requirements. This training must be developed in consultation with the joint health and safety committee or worker representative.

Legislation Awareness and Due Diligence

Musculoskeletal Disorders Prevention Training

Musculoskeletal disorders (MSDs) are the single largest classification of occupational injury. In fact, workers throughout all sectors of the economy report suffering these potentially life-altering disorders.

The financial and social costs associated with these disorders are staggering. According to the Occupational Health and Safety Council of Ontario, the cost to Ontario employers for the MSDs suffered by workers between 1996 and 2004 was in excess of \$12 billion dollars. Others estimate the costs are much higher. These costs included direct cost for worker's compensation claims and indirect costs such as lost productivity, retraining and equipment modification.

The WHSC offers a number of training programs each focusing on the knowledge and tools needed to identify, assess and eliminate the hazards responsible for the development of MSDs.

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Ergonomics: Injuries,
Risk Factors & Design Principles
[6 hours] **

This program helps participants to better understand how work can damage the musculoskeletal system and why. Equally important, participants will discuss how work and the work environment can be designed or redesigned to prevent musculoskeletal disorders (MSDs)—the most common classification of occupational injury suffered by workers today.

Participants will discuss the muscles, tendons and other parts of the musculoskeletal system and how they are used to perform both dynamic (i.e. lifting and carrying) and static (i.e. sitting) work. They will then explore how this work can translate into fatigue, pain and other tell-tale symptoms and signs of more chronic and debilitating MSDs to come. Examples of MSDs ranging from back injuries to tendonitis are identified.

Risk factors responsible for the development of MSDs are identified including repetition, force and posture required to perform work. Interactive discussions will also focus on design issues related to workstations, equipment, tools and manual material handling. Work organization issues such as hours of work and inadequate rest breaks are also discussed.

Participants will then explore examples of workplace solutions and strategies needed to end the MSD epidemic. They will discuss the principle of designing work to fit the needs of workers and the field of study commonly referred to as ergonomics. Relevant legislation is reviewed and additional resources are identified including the MSD prevention series developed by the Occupational Health and Safety Council of Ontario (OHSCO). The program concludes by highlighting the need for active involvement of all workplace parties when applying ergonomic principles to the workplace.



MIPP (The Invisible Risks and Solutions by Design) [27 minutes]

** A similar training program is available in French.

Legislation Awareness and Due Diligence

Musculoskeletal Disorders Prevention Training (cont'd)

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Ergonomic Toolbox
[3 hours]



This program is designed to introduce participants to the three components of the Musculoskeletal Disorders (MSD) Prevention Toolbox – the final resource published by the Occupational Health and Safety Council of Ontario (OHSCO) in support of their *Musculoskeletal Disorder Prevention Guideline for Ontario*. This guideline is intended as a framework for MSD prevention and is being promoted as such by Ontario's Ministry of Labour.

Participants will review the first component "Getting Started" – including introductory information about the hazards responsible for the development of MSDs and a set of simple tools designed to help understand the basics for MSD hazard identification, assessment and control.

Toolbox B, "Beyond Basics", shares additional information and tools participants can use to develop or enhance their current MSD prevention process, information on calculating the costs of MSDs, a sample MSD prevention policy/procedure, additional MSD hazard recognition tools and an MSD risk assessment checklist.

In reviewing the final component of the toolbox, "More on in-depth Risk Assessment Methods", participants will gain some basic insight into more complex hazard identification and assessment tools, including Snook Tables and the NIOSH Lifting Equation.

This training session also reiterates what the overall *MSD Guideline for Ontario* states – that MSD prevention training for all workers is important as is their participation in the overall prevention process.

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Preventing Musculoskeletal
Injuries: What Joint Health &
Safety Committees Should Know
[9 hours]

This program helps prepare members of joint committees and other workplace parties to play a more active role promoting the prevention of MSIs in their workplace. Examples of MSIs and their symptoms are discussed along with the risk factors responsible for the development of these injuries. Participants will then explore the basic concepts and sciences behind ergonomics with a focus on designing work and work processes to meet the physical and mental needs of workers. Strategies to implement workplace change, with a focus on the role of joint committees and the need for communication with workers are also discussed.



When the Body Hurts [13 minutes]

Legislation Awareness and Due Diligence

Musculoskeletal Disorders Prevention Training (cont'd)

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Applying Ergonomics to Prevent
Musculoskeletal Injuries
[6 hours]

This program builds on the knowledge obtained from *Ergonomics: Injuries, Risk Factors and Design Principles* or the *Preventing Musculoskeletal Injuries* program. The information presented helps prepare participants to play a more hands-on role in the prevention of MSIs. The program begins with an introduction to ergonomics and a detailed review of relevant legislation, its shortfalls and the characteristics of work and the workplace responsible for the development of these disorders.

Participants then take a more detailed look at the science of designing work for workers. They will look at specific ergonomic assessment tools including Anthropometric and Snook tables. Specific workplace examples are used throughout the discussion to aid in the learning process.



Assessing Ergonomic Risk – [22 minutes]
in the Workplace

Note: The WHSC recommends those enrolling in this program already possess a sound base of knowledge about MSDs and ergonomic prevention principles. This knowledge can be obtained by participating in either the *Ergonomics: Injuries, Risk Factors and Design Principles* training or the *Preventing Musculoskeletal Injuries* program.

Legislation Awareness and Due Diligence

Workplace Hazardous Materials Information System (WHMIS)

The Workplace Hazardous Materials Information System (WHMIS) is designed to provide all workplace parties with information about hazardous materials. Both provincial and federal WHMIS regulations require employers to provide proper training to those likely to handle, store, or otherwise be exposed to hazardous materials.

The employer must also ensure the WHMIS training program is reviewed at least once a year or more if conditions of the workplace change or new information on a controlled product becomes available. The review must take place in consultation with the joint health and safety committee or health and safety representative. This review does not automatically mean retraining. But, with the dynamic nature of today's workplaces, WHMIS retraining may be necessary and can help to ensure a safer and healthier work environment.

The WHSC offers programs helping workplaces to meet both the initial WHMIS training requirement along with the yearly WHMIS review.

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Workplace Hazardous Materials
Information System (WHMIS) –
Our Right to Know [6 hours]

This comprehensive program engages participants in a discussion about WHMIS – the system designed to help workers understand and exercise their legal right to know about hazardous materials in the workplace. This training and the legal right to know helps workers and other workplace parties gain critical information about harmful substances including what to do when exposed and how to prepare for and react to emergency situations.

Specific legislation governing the WHMIS system and the six hazard classes it incorporates will be identified and explored. A number of hands-on exercises will be used to introduce and clarify the structure and information requirements on product labels and material safety data sheets (MSDSs). Worker training requirements outlined in the WHMIS information delivery system will also be reviewed. A unique focus on occupational health helps to rationalize the importance of a well designed and implemented WHMIS system within individual workplaces.

Reviewing the elements of an effective hazard control program can help participants determine whether the WHMIS program in their workplace not only meets legal minimum standards but also truly provides for worker protection. Overall, participants will gain a better understanding of how the WHMIS information delivery system works and why it is of vital importance to worker health.



WHMIS	[13 minutes]
Information Delivery	[10 minutes]
The Body and the Workplace	[25 minutes]
Principles of Control	[10 minutes]

Note: Where the number of participants warrant, a similar WHMIS training opportunity is available in French, Cantonese, Italian, Punjabi and Portuguese.

Legislation Awareness and Due Diligence

Workplace Hazardous Materials Information System (WHMIS) (cont'd)

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WHMIS at Work [3 hours]



Participants will briefly review the *right to know* about hazardous materials as mandated by Ontario's *Occupational Health & Safety Act (the Act)* and the

Workplace Hazardous Materials Information System (WHMIS) Regulation. Though, much of the focus of this training program will be on reading and understanding materials safety data sheets (MSDSs). This will include discussions and exercises reviewing the vital safety and health information required on MSDSs, including the hazardous potential of a particular material, basic exposure prevention measures and first aid measures. Understanding what information is required on MSDSs will also help participants identify where information gaps may exist in order to seek clarification.

A unique aspect of *WHMIS at Work* training is the use of MSDSs obtained from the participant's workplace (where possible). These MSDSs will be used throughout the training as learning aids helping participants get comfortable reading and analyzing MSDS information. This practical approach to WHMIS training will give participants a more relevant learning experience.

This training program is also designed to help employers meet their legal due diligence to provide generic WHMIS training which must focus on the content and significance of MSDSs (and WHMIS labels which will also be reviewed). Though to fully comply with WHMIS requirements, employers will need to develop and implement a workplace specific education and training program including safe work procedures.



WHMIS

(13 minutes)

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Workplace Hazardous
Materials Information System
(WHMIS) Review [3 hours]

This program is for all workplace parties who've previously completed a more comprehensive WHMIS program and now require their yearly update. Participants will review their rights and duties as outlined in the WHMIS Regulation. The important elements required on a WHMIS label including the six hazard classifications will be reviewed. Participants will also discuss the information found on MSDSs and their accessibility in the workplace.



WHMIS Review –
The Right to Know

[24 minutes]

Note: This program is not intended as replacement for the comprehensive *WHMIS – Our Right to Know* program.

Legislation Awareness and Due Diligence

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Basic Steel Level I
[40 hours]

This program is designed to provide workers and other workplace parties in steel and related industries with a general understanding of occupational health and safety including hazard awareness, principles for controlling exposure and occupational health and safety law. Equally important, participants are encouraged to lead or get more involved in health, safety and environmental efforts in their workplaces. Some graduates may become health and safety representatives or joint health and safety committee members. Others may go on to become WHSC-trained volunteer instructors. It is hoped all will make a positive contribution towards safer and healthier work environments.

This program consists of 14 modules:

- ◆ Introduction
- ◆ Legislation
- ◆ Body and the Workplace
- ◆ Principles of Control
- ◆ Toxic Substances
- ◆ Workplace Stress
- ◆ Noise
- ◆ Cancer
- ◆ Violence in the Workplace
- ◆ Ergonomics: Designing Work for the Worker
- ◆ Machine Guarding
- ◆ Lockout
- ◆ WHMIS—Our Right to Know
- ◆ Environment

LEG
AWARE-
NESS

C-45 The Westray Bill [3 hours]

Participants begin this program by exploring the negligent actions/inactions which led to the Westray mining disaster killing 26 workers in 1992. It was this tragic event which ignited a call for amendments to Canada's Criminal Code to include corporate criminal negligence. This program also provides an overview of these amendments, as outlined in Bill C-45, helping all workplace parties to better understand the concept of criminal negligence, criminal liability and many other legal terms related to this legislation. This includes the duties of workers, lead hands, supervisors, members of joint committees and employers. Also important is the defining of due diligence. Applied to workplace health and safety, for instance, employers must prove all reasonable precautions have been taken to prevent injuries, illness and death in the workplace. The issue of enforcement and jurisprudence is also explored.

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Cranes, Hoists & Rigging
[6 hours]

Participants discuss the hazards associated with overhead cranes, hoists and the rigging of loads. Relevant legislation will be explored along with the practical methods for recognizing and assessing these hazards. Participants will review control measures needed to improve the work environment including the safe operation of cranes and hoists. A practical component in the program allows the participants to demonstrate their acquired knowledge.



What's Up

[16 minutes]

Legislation Awareness and Due Diligence

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NESS

Federal Health & Safety
Committee Training [12 hours] *

This program aims to prepare workers and other workplace parties in the Federal jurisdiction to play an active and confident role on joint committees. Participants will discuss and develop strategies to improve working conditions through the joint committee structure. They will review relevant legislation, principles of control along with processes and strategies for inspections and investigations. The legal requirements for the development and implementation of hazard prevention programs in workplaces under federal jurisdiction is also reviewed.



Bringing the Code to Work [24 minutes]

Accident Investigations:
Beyond the Obvious [14 minutes]

* French program available.

LEG
AWARE-
NESS

Hazard Prevention Program –
Federal [3 hours]



Participants will review the legal requirement for the development, implementation and monitoring/evaluation of a hazard prevention program (HPP) in workplaces under federal jurisdiction. This will include a discussion on the involvement of policy and workplace health and safety committee members in both the development and implementation of the HPP as outlined in Part XIX, *Canadian Occupational Health and Safety Regulations (Part II, Canada Labour Code)*. Participants will review the key components of an effective HPP, including hazard identification and assessment tools to be used along with the legal requirement and importance of training for workers, supervisors and other workplace parties.



Hazard Prevention Program [5 minutes]

Note: Participants will discuss the employers legal obligation to take steps to prevent and protect against workplace violence (*Canadian Occupational Health and Safety Regulations, Part XX, Violence Prevention in the Workplace*).

LEG
AWARE-
NESS

Health & Safety
Awareness Training [3 hours]

Training participants will explore the history of occupational health and safety legislation in Ontario and look closely at the *Occupational Health and Safety Act* reviewing the rights and responsibilities of all workplace parties. Discussions will also touch on work refusals, work stoppages, due diligence and the internal responsibility system including duties of joint health and safety committee members. Participants will also have a better understanding of the additional training requirements needed by all workplace parties to help ensure a safe and healthy work environment and compliance with the law.



The Green Book [16 minutes]

LEG
AWARE-
NESS

Lockout [6 hours]

This program introduces participants to the hazardous potential of energy in its various forms. Initial discussions look at the risk to health caused by direct contact with electrical energy, unexpected stored energy and mechanical movement. The focus of the training then turns to the general principle of lockout as it relates to eliminating the risk of contact with harmful energy. Specific methods for isolating or locking out electrical, pneumatic, hydraulic and other potential energy sources are identified and explored.

Minimum lockout standards outlined in the Regulation for Industrial Establishments will be identified and discussed, including the need to establish and implement written lockout procedures. Participants will identify and review the specific components to be included in an effective lockout procedure, including selection of lockout devices, safe work or safe entry permits and individual responsibilities. With this knowledge, training participants will be better prepared to develop and implement workplace-specific lockout procedures.

Essential to any lockout procedure is the development and delivery of training for those workers responsible for these tasks.



Zero Energy [13 minutes]

Legislation Awareness and Due Diligence

LEG
AWARE-
NESS

Powered Lift Truck Operator Skills Training [8 hours] *

This program is designed for workers who will operate powered lift trucks (Classes 1 to 5). It is divided into three important components, including formal classroom learning, a supervised practical hands-on component with the specific lift truck the worker will use and a follow-up evaluation by an authorized instructor who observes actual work performance.

In the classroom, participants will first explore the basics of powered lift truck operation including selection criteria, stability, lift capacity and other principles of counterbalance theory. Legislation, guidelines and standards governing the use of powered lift trucks are explored including relevant sections in the *Industrial Regulations*.

Participants will explore the many hazards specific to the operation of a powered lift truck and the work area in which it will be operated. Important in this discussion will be the safety measures aimed at eliminating the risk to health of operators and other workplace parties. Special attention is paid to the components of an effective powered lift truck pre-start inspection checklist.

Safe operating rules and practices for powered lift trucks will be identified and discussed.

Upon completion of this one day training program, the Instructor will establish a schedule for participants to complete the mandatory practicum component. This will allow participants to apply the theories discussed to practical workplace situations under supervised and experienced guidance.

Note: This program is developed to meet the standards outlined in the Ontario Ministry of Labour's *Guidelines for Safe Operations and Maintenance of Powered Lift Trucks* and the Canadian Standards Association Standard B335. According to this CSA Standard, fork lift operators shall be retrained at intervals not exceeding three year. Eighteen months after the training or retraining, operators shall undergo a mid-term skills evaluation (see next program descriptor).



Balancing Act

[12 minutes]

* French program available.

LEG
AWARE-
NESS

Powered Lift Truck Mid-Term Evaluation [1 hour]

This one hour mid-term evaluation helps to ensure lift truck operators retain the skills and knowledge they've secured through the *Powered Lift Truck Operator Skills Training* program (or retraining) and experience. This evaluation is recommended in the CSA Safety Standard for Forklifts (B335-04). The WHSC offers this service using a WHSC-certified instructor with experience in the operation of lift trucks. The instructor observes a wide range of practical skills. The main purpose of this evaluation is to suggest immediate corrective action for observed operational behaviour and to identify future training needs.

LEG
AWARE-
NESS

Propane Handling, Storage & Use [6 hours]

Workers performing a wide range of tasks involving the handling, storage and use of propane cylinders and equipment powered by propane risk serious injury as a result of fire and explosion and other hazards. This program looks at specific tasks and circumstances where workers may be at risk. Relevant legislation is outlined, including the Ontario Propane Code. Participants explore practical strategies for recognizing and assessing hazards associated with the handling, storage or use of propane. They also discuss measures for eliminating or controlling harmful exposures. A hands-on component for the use of propane cylinders is an important part of the learning process.



The Power of Propane

[15 minutes]

LEG
AWARE-
NESS

Regulations for Construction Projects [3 hours]

This program is designed to help increase participants awareness and understanding of the Regulations for Construction Projects. Various sections of this regulation will be discussed along with strategies to improve worksite conditions beyond the requirements of the law.

Legislation Awareness and Due Diligence

LEG
AWARE-
NESS

Rough Terrain Forklift [8 hours]

This program is targeted at workers required to operate rough terrain forklift trucks (RTFT). This machinery is often used in lumberyards, construction projects, landscaping and other outdoor job sites with “unimproved” natural terrain or disturbed terrain.

Participants explore the proper selection, design and operation of these vehicles with special attention paid to capacity and stability. Specific safety measures including overhead guards, ergonomic design considerations, hydraulic safety and personal protective equipment are discussed. Participants will further explore the important training requirements for RTFT operators. Throughout the discussion on safety, potential health outcomes are identified.

Legislation, regulations and standards related to the operation, and maintenance of RTFTs are identified and discussed. Specific attention is paid to the Regulation for Construction Projects and the Safety Standard for Lift Trucks developed by the Canadian Standard Association (CSA Standard B335-04) which is often referred to by Ministry of Labour inspectors in providing guidance to workplace parties and in written orders.

Beyond the legislated minimum requirements, participants will review and discuss a range of more detailed rules and practices for the safe operation of RTFTs. Examples include pre-check start up operations; working with and without loads; restricted view awareness; operating techniques and maintenance.

Following this program participants are required to complete the practicum portion of the training.

LEG
AWARE-
NESS

Safety Requirements for
Transporting Dangerous Goods
[6 hours]

Understanding the legislation and regulations governing the transportation of dangerous goods (TDG) may seem like a daunting task. This program looks to simplify the learning process for members of joint health and safety committees, health and safety representatives, workers who handle and/or transport dangerous goods and others working in close proximity to these activities.

Participants identify and discuss the specific hazards associated with dangerous goods including flash points for flammable liquids, sensitivity of explosives, danger associated with compressed gases and the toxic effects of spills. They will explore the potential health risks to workers handling and transporting dangerous goods and the travelling public. Also reviewed is the risk to the general public when spills happen in residential areas.

The bulk of the discussion will focus on specific sections outlined in the *Transportation of Dangerous Goods Act* and the TDG “Clear Language” Regulations. This will include the classification system for dangerous substances, labeling and placarding systems, specific training requirements and a range of issues dealing with “dangerous occurrences”. Despite the best efforts of many people, incidents involving dangerous goods do happen. As such, an important part of the discussion will look at various emergency response requirements.



Transporting Dangerous Goods [16 minutes]

Hazard Awareness Training

Hazard awareness training is another important step in any workplace strategy aimed at securing a hazard-free work environment.

The following programs are offered as stand-alone sessions for general workforce delivery. Provision of this training will help show a commitment by employers to upholding a level of legal due diligence. The programs are also offered to meet legislated requirements of the Certification Process (see page 3).

HAZARD
TRAINING

Adhesives [3 hours]

Participants explore the wide range of uses for adhesives, harmful components of these products, along with exposure risks. Practical tools for recognizing harmful exposures are reviewed along with methods of assessing the risks. Relevant legislation is reviewed, including WHMIS and the Regulation Respecting Control of Exposure to Chemical and Biological Hazards. Participants will also share and discuss methods of eliminating or controlling harmful exposures along with strategies for implementing workplace controls.

HAZARD
TRAINING

Anaesthetic Gases [3 hours]

This program alerts participants to the risks associated with exposure to anaesthetic gases in the workplace. Participants will learn about the properties of these gases, where they are used, and the conditions under which workers can be exposed. They will explore relevant legislation including the Regulation for Health Care and Residential Facilities. Finally, they will learn about tools for assessing exposure risks and what control methods can be used to eliminate or control worker exposure.

HAZARD
TRAINING

Aluminum [3 hours]

Participants will discuss the uses of aluminum in a wide variety of sectors and the potential health and safety risks faced by workers, including exposure to fumes and dust along with the risk of fire and explosion. Relevant health and safety legislation will be reviewed including WHMIS. Hazard identification and assessment tools are outlined including workplace inspections and environmental monitoring. A wide variety of control measures are discussed helping to prepare participants to return to their workplaces and press for the development and implementation of an action plan to control the hazards of aluminum.

HAZARD
TRAINING

Asbestos [3 hours]

Participants learn about the nature of asbestos and the different types found in the workplace as well as the circumstances where worker exposure may occur. Participants review the Regulation Respecting Asbestos and other relevant legislation. Various methods of identifying and assessing asbestos exposure risks in the workplace are explored including workplace inspections and air sampling. Mandatory asbestos management programs are discussed along with practical methods for controlling worker exposure.




Hazards of Asbestos

[12 minutes]

Hazard Awareness Training


HAZARD TRAINING Biological Hazards [3 hours]

This program introduces participants to the specific characteristics of biological hazards and the circumstances where worker exposure can occur. A wide range of health risks is discussed including hepatitis and respiratory disorders. Participants will be introduced to many different pieces of legislation relevant to biological hazards in the workplace along with various hazard assessment tools. The program also focuses on the various control measures and strategies joint committee members and others in the workplace can use to help ensure maximum protection for workers.

 Biohazards – Alive and Growing [11 minutes]

HAZARD TRAINING Compressed Gas [3 hours] *

This program looks at the wide variety of compressed gases and their uses in many workplaces. Participants explore potential sources of exposure and review the health risks, including those from fire and explosion. Participants will review WHMIS Regulation requirements along with other relevant legislation. Hazard identification and assessment methods, such as workplace inspections and testing of cylinders, are reviewed. Finally, practical examples for controlling compressed gas hazards are identified and discussed.

 Sleeping Giants [19 minutes]

* French program available.

HAZARD TRAINING Blasting Hazards in Underground Mining Operations [3 hours]

The potential risks associated with the various steps in the blasting procedure are explored, including both physical and chemical hazards. Among other legislation, relevant sections in the Regulation for Mines and Mining Plants are reviewed. The need for safe work procedures and practices along with training are emphasized. Specific examples of safe work procedures are outlined with discussion focusing on the participants' own workplaces.

Note: This program builds upon the information presented in the *Explosives in Underground Mines*. See page 21 for more information.

HAZARD TRAINING Confined Spaces [3 hours] *

Participants will discuss potential hazards and legal requirements relevant to confined space entry outlined in the four sector Regulations and the generic *Confined Space Regulation*. They will review and discuss the key elements of a confined space entry program, including testing and monitoring of the atmosphere and the various types of equipment and tools that help to protect workers. The need to develop workplace specific confined space entry procedures with input from joint committees and workers is discussed along with the provision of effective worker training.

Note: The WHSC offers a two-day *Confined Spaces Plan and Program* training designed to help workplace parties understand their legal duties in developing, implementing and maintaining a workplace-specific confined space program. The one-day *Confined Spaces Entry Hazard Recognition* training is designed for workers required to enter confined spaces and those who perform related work. See pages 7 and 8 for more information.

* French program available.

Hazard Awareness Training

HAZARD TRAINING Conveyor Systems [3 hours] *

Participants look at a wide variety of conveyor systems and the hazards associated with each including pinch points and sources of entanglement. Relevant legislation is reviewed along with methods of identifying and assessing the hazards of conveyors. Participants will explore the various methods of controlling worker exposure preparing them to return to their workplace and press for action plans to eliminate these hazards.

 Hazards of Conveyor Systems [11 minutes]

* French program available.

HAZARD TRAINING Critical Incident & Post Traumatic Stress [3 hours]

Participants review the many causes of critical incident stress (CIS) and post-traumatic stress disorder (PTSD) including major catastrophes, violent situations and hazardous exposures. How the body responds to stressful situations or events is explored along with methods for coping with CIS and PTSD such as counseling provided through Employee Assistance Programs. Equally important is a focus on primary prevention in order to eliminate stressors in the first place. Participants also learn how to develop policies and programs dealing with CIS and PTSD.

 Hidden Impact [12 minutes]

HAZARD TRAINING Dust & Fibres [3 hours]

This program explores the various types of dust and fibres encountered in the workplace, circumstances when workers may be exposed and the potential health risks, including cancer. Participants will look at the many regulations addressing exposure including the Regulation Respecting Control of Exposure to Biological and Chemical Agents. Practical methods for recognizing and assessing exposure sources will be discussed including hygiene monitoring. Participants will also consider practical methods for eliminating or controlling exposure.

 Dust and Fibres – Small But Deadly Hazards [12 minutes]

HAZARD TRAINING Dyes & Fabric Treatment [3 hours]

Participants explore the various workplace situations where exposure to dyes, fabric treatments and textile fabrics may occur along with potential health risks. Relevant legislation is discussed along with practical strategies and tools for recognizing and assessing potential sources of exposure including workplace inspections and environmental monitoring. The program also highlights practical measures for controlling exposure.

HAZARD TRAINING Electrical Hazards [3 hours] *

Like any form of energy, electricity can be harmful for those exposed to uncontrolled sources. This program will help participants to recognize potential sources of harmful exposure and the health effects caused by electrical shock and other associated hazards. Relevant legislation, codes and standards are identified along with the components of an effective action plan that will help to eliminate exposure to electricity and other related hazards.


 A Shocking Hazard – Working With Electricity [11 minutes]

* French program available.

Hazard Awareness Training


HAZARD TRAINING Elevating Devices [3 hours]

Often developed to lessen the physical load for workers, elevating devices create a host of new hazards including pinch points and other moving parts. Participants will review a wide variety of elevating devices including scissor lifts and cranes and discuss the potential safety and health risks of working with each. Legislation, including the *Elevating Devices Act*, will be reviewed along with the tools required to recognize and assess potential hazards, including effective workplace inspections and the review of maintenance and inspection records.

 Elevating Devices [12 minutes]

HAZARD TRAINING Emergency Preparedness & Pandemic Response Plans [3 hours] *

No workplace is immune from potential emergencies. This program provides participants with a basic understanding of the preparations needed so that emergencies don't translate into disasters in terms of worker and public health along with serious economic impacts. The many components of emergency preparedness plans are explored, including the involvement of joint health and safety committees in the development and implementation process. Special attention is paid to Influenza Pandemic Response Plans along with bomb threat procedures.

 Emergency Preparedness [13 minutes]

* French program available.


HAZARD TRAINING EMFs & Dirty Electricity [3 hours]

Many believe and studies have proven electromagnetic fields (EMFs) damage the health of exposed workers and others. This program introduces this occupational and environmental health hazard and outlines the many potential sources of exposure including photocopiers, dimmer switches, power bars, cell phones and power lines. In fact, workers in most workplaces are exposed to EMFs which radiate from anything and everything powered by electricity. Participants will explore the evidence linking exposure with cancer, reproductive health issues, Alzheimer's disease and a wide range of other health effects. Relevant legislation is reviewed along with other codes, standards and guidelines addressing EMFs. Specific hazard identification and assessment strategies including the use of EMF testing meters will be identified and discussed. In fact, an in-class demonstration of a testing device will help show how easy they are to use. Finally, participants will discuss specific measures and action plans needed to control or eliminate worker exposure.

 Health Hazards of Electromagnetic Fields [11 minutes]

HAZARD TRAINING Explosives in Underground Mines [3 hours]

Participants will review the potential hazards associated with the storage, handling, transport or use of explosives in underground mines. Relevant legislation is reviewed including sections of the Regulations for Mines and Mining Plants. The program looks at various hazard recognition and assessment tools and the need for safe work procedures and practices. Important to this discussion is the involvement of workers and joint committee members in the development process.

 Proceed With Caution: Explosives in Underground Mines [10 minutes]

Hazard Awareness Training

HAZARD TRAINING Fall Protection [3 hours] *

Participants discuss examples of working at heights and the hazards faced when performing this work, including inadequate guardrails, insecure ladders and slippery surfaces. Relevant legislation is reviewed throughout the program. Measures for recognizing and assessing the hazardous nature of any work performed at heights are explored. Participants will also review fall protection equipment and systems and discuss workplace scenarios where each should be used.

 Working at Heights [14 minutes]

* French program available.


HAZARD TRAINING Flammables & Combustibles [3 hours]

This program provides a basic introduction to flammable and combustible substances. The risk of fire and explosions along with the toxic nature of many of these substances are reviewed. Participants will be introduced to relevant legislation, codes and standards including WHMIS and the Ontario Fire Code. Participants review specific methods for preventing or controlling fires and other hazardous exposures, including the identification and elimination of ignition sources and the role of training in pursuit of safer and healthier workplaces.

 Flammables and Combustibles [13 minutes]


HAZARD TRAINING Fire & Explosion [3 hours]

This program introduces participants to the conditions required for fire along with pressure and chemical explosions. Potential health risks are explored and relevant legislation is reviewed. Important to the participant will be the discussion on identifying and assessing fire and explosion hazards and a focus on specific efforts they can introduce in their workplaces geared towards controlling the potential for fire and explosion. They will also look at the steps necessary when responding to fires and explosions.

 Fire and Explosion [14 minutes]

HAZARD TRAINING Forklift Trucks [3 hours] *

Participants review the design and operational principles of forklifts along with specific forklift selection criteria. Basic counterbalance forklift truck theory is explored, including a range of stability issues. Relevant legislation, codes and standards will be discussed throughout the program including the Ministry of Labour Guideline for the Safe Operation and Maintenance of Powered Lift Trucks and the Canadian Standards Association Safety Standard for Lift Trucks (CSA B335).

 Balancing Act [12 minutes]

Note: A comprehensive Powered Lift Truck Operator Skills Training Program is also available. See page 16 for additional information.

* French program available.

Hazard Awareness Training

HAZARD
TRAINING

Glass Handling [3 hours]

Heavy or awkward lifting and the risk of being hit by broken glass are just two of many hazards faced by workers in a wide range of industries required to handle glass. This program will introduce participants to all of these hazards and the potential risk to health including cuts, bruises and musculoskeletal injuries. Participants will review relevant legislation along with practical strategies required to recognize and assess hazards associated with glass handling. The program also highlights a variety of measures for eliminating and controlling exposure to these hazards and the role joint committees must play in formulating an action plan aimed at achieving safer workplaces.



Hazards of Glass Handling [10 minutes]

HAZARD
TRAINING

Hand Tools [3 hours] *

This program links the hazards and risk factors associated with the design and use of hand tools with specific injuries such as those affecting the musculoskeletal system. Relevant legislation, codes and standards will be outlined along with the practical tools for recognizing and assessing the hazards and risk factors. The program is designed to prepare participants to return to their workplaces armed with the knowledge and tools to help them develop and implement an action plan to control or eliminate the health risks associated with hand tools.



The Matter at Hand:
Working With Hand Tools [10 minutes]

* French program available.

HAZARD
TRAINING

Hazardous Waste [12 hours]

This program offers a comprehensive look at occupational health and safety issues related to hazardous waste. Participants explore the many sources of hazardous waste along with transportation, disposal and emergency response issues. They will also discuss how workers are exposed including routes of entry and the potential health impacts, ranging from simple eye and skin irritation to cancer.

Relevant law in Ontario and the federal jurisdiction will be reviewed including how the rights designated by the *Occupational Health and Safety Act* and the *Canada Labour Code* can be used strategically towards the elimination or control of exposure to hazardous waste or the elimination of its production altogether. *Transportation of Dangerous Goods Regulations*, the *Environmental Protection Act* and WHMIS legislation are additional examples to be reviewed. The importance of training for workers and other workplace parties is also discussed in terms of meeting legal due diligence.

Participants will review a wide range of workplace strategies focused on achieving safe handling, storage, transportation and disposal of hazardous waste. They will also discuss emergency preparedness. Efforts to address hazardous waste issues beyond the workplace will also be explored including campaigns to educate the public on health risks to the community and lobbying for community right to know initiatives.



Hazardous Waste:
The Unknown Enemy [11 minutes]

Hazard Awareness Training

HAZARD
TRAINING

Hazards of Agricultural Chemicals
in the Food Industry [3 hours]

Pesticides, herbicides and many other chemicals are used extensively in the fields and greenhouses where the food industry production process begins. Many of these chemicals also make their way through the production process, some actually arriving on our dinner plates. This program sheds light on the specific chemicals, including carcinogens, and the potential health impacts for exposed workers and consumers. Participants will explore the many pieces of federal and provincial (Ontario) legislation with governance over these workplaces and chemicals, including WHMIS.

Participants will also explore methods for identifying and assessing worker exposure to agricultural chemicals, whether a picker in the field or a canner in a food processing facility. They will also review specific measures for eliminating or controlling exposure along with strategies to ensure they are implemented.



Agricultural Chemicals [12 minutes]

HAZARD
TRAINING

Heat & Cold Stress [3 hours]

Participants explore how the body reacts to temperature extremes and specific situations where workers may be exposed to dangerous levels of heat or cold. The lack of specific legislation protecting exposed workers is discussed along with measures for identifying and assessing potential health risks from temperature extremes. Participants will consider specific methods of controlling worker exposure to temperature extremes and discuss the effectiveness or ineffectiveness of each.



Heat Stress [13 minutes]

HAZARD
TRAINING

Heavy Mobile Equipment
[3 hours]

Participants will review the various types of heavy mobile equipment including bulldozers and cranes along with the potential hazards for operators and others in the work area. Relevant legislation will be reviewed along with tools for hazard recognition and assessment, including workplace inspections and daily vehicle checks. Practical control measures designed to prevent injuries will be discussed including preventive maintenance and effective worker training.



Heavy and Mobile [12 minutes]

HAZARD
TRAINING

Hours of Work [3 hours]

This program explores the many risks to health and quality of life experienced by those working non-standard or long hours including sleep disorders and stress. Legislation governing hours of work, including Ontario's *Employment Standards Act*, will be reviewed. Effective and not-so-effective solutions and strategies for dealing with health and quality of life issues are explored including personal coping methods. The importance of input from workers and members of joint committees when exploring effective solutions and strategies is also discussed.



It's a Jumble Out There [13 minutes]

Hazard Awareness Training

HAZARD TRAINING Indoor Air Quality & Ventilation [3 hours] *


This program introduces participants to the concept of poor indoor air quality and how it can affect the health of workers in a wide variety of workplace settings. They will discuss the symptoms and possible causes of “Sick Building Syndrome” and review many potential indoor air pollutants. Relevant legislation will be reviewed along with the methods for identifying and assessing potential hazard sources. Practical examples of controlling exposure to hazardous airborne pollutants are discussed including effective maintenance of HVAC systems.

 Concrete Lungs [17 minutes]

* French program available.


HAZARD TRAINING Infectious Diseases [3 hours]

Participants will examine the various types of infectious diseases as well as their routes of transmission. Practical means of recognizing and assessing potential hazardous exposures are reviewed. Participants review practical examples of controlling exposure to the microorganisms responsible for the development of infectious diseases such as isolation precautions and proper cleaning and maintenance. Relevant legislation, including WHMIS and the Regulation for Health Care and Residential Facilities are also discussed.

 Deadly Invaders [10 minutes]

HAZARD TRAINING Industrial Lasers [3 hours]

Participants are introduced to the various classifications of industrial lasers and the potential risks to health posed by laser beams and associated non-beam hazards such as toxic gases, noise and electrical shocks. Both acute and chronic health effects are identified focusing mainly on the eyes and skin. Legislation and standards governing the use of lasers are explored including a standard published by the American National Standards Institute (ANSI) and often referenced by Ontario Ministry of Labour inspectors. Finally, participants will review specific control measures for each laser classification.

 The Hazards of Industrial Lasers [14 minutes]

HAZARD TRAINING Isocyanates [3 hours]

Participants review the types of isocyanates, their uses, potential sources of exposure, along with health risks, including cancer. As a designated substance under the *Occupational Health and Safety Act*, a thorough assessment and control program for some isocyanates must be put in place. Participants will review the various components of such a program and the duties and responsibilities of all workplace parties. This training will help provide participants with an increased base of knowledge about isocyanates and the actions required in the workplace to help prevent harmful exposure.

 The Hazards of Isocyanates [13 minutes]

Hazard Awareness Training

HAZARD TRAINING Lighting [3 hours]

This program explores the functioning of the eye and how sight is affected by inadequate lighting conditions. Relevant legislation will be reviewed along with the methods for recognizing and assessing potential workplace hazards caused by inadequate lighting. Practical examples for improved lighting are discussed along with the role joint committees can play in identifying and implementing these controls.

 Health Hazards of Poor Lighting [15 minutes]

HAZARD TRAINING Lockout [3 hours] *

Participants are introduced to the many sources of energy in a workplace and how each can be hazardous and sometimes fatal to exposed workers. They will discuss the basic concepts of lockout as a method of producing a “zero energy state”. Relevant legislation will be outlined along with components of an effective lockout program including the tools used to recognize and assess potential hazards. Strategies for developing and implementing an effective workplace specific lockout program, including training, will also be discussed.

 Zero Energy [13 minutes]

Note: The WHSC also offers a six-hour comprehensive *Lockout* program for the manufacturing sector. See page 15 for more information.

* French program available.

HAZARD TRAINING Machine Guarding [3 hours] *

This program explores many of the hazards associated with improper or inadequate machine guarding including exposure to moving parts or hazardous projectiles. Relevant legislation will be reviewed along with hazard recognition and assessment tools such as workplace inspections and more detailed systematic analysis of machinery. Full enclosures around moving parts and preventive maintenance are just two of many practical control measures reviewed. The important role to be played by joint committees in recommending these controls is also discussed.

 On Guard: Making Machinery [13 minutes] and Equipment Safe

* French program available.

HAZARD TRAINING Man-Made Mineral Fibres [3 hours]

This program explores the various types of man-made mineral fibres (MMMF), those workers at risk from exposure and the potential health risks including fibrosis and cancer. Relevant legislation will be reviewed along with tools for recognizing and assessing the potential for exposure to MMMFs. Practical methods for controlling exposure, including effective ventilation systems and respiratory protection, will be discussed along with the important role to be played by joint committees.

 Dust and Fibres – Small But Deadly Hazards [12 minutes]

Hazard Awareness Training

HAZARD TRAINING Manual Material Handling [3 hours] *

This program looks at the hazardous potential faced by workers performing lifting, carrying and other manual material handling (MMH) tasks and the specific injuries they may suffer. Relevant legislation is reviewed including guidelines established by the American National Institute for Occupational Safety and Health (NIOSH). Specific hazard recognition and assessment tools are discussed along with practical measures for eliminating or controlling hazards associated with MMH tasks including effective workplace design and the use of mechanical devices.

 Manual Material Handling [12 minutes]

* French program available.

HAZARD TRAINING Molten Materials & Furnace Hazards [3 hours]

This program introduces participants to the work performed in foundries and similar operations where workers may be exposed to molten materials and associated hazards. Relevant legislation is reviewed along with practical strategies for recognizing and assessing hazards including the use of MSDSs and environmental monitoring. Participants will discuss measures to eliminate or control worker exposure to the wide range of hazards associated with molten materials.

 Hot Stuff [12 minutes]


HAZARD TRAINING Metalworking Fluids [3 hours]

This program provides participants with an introduction to the various types and uses of metalworking fluids (MWFs) along with hazardous components and contaminants in these fluids. Along with sources of worker exposure, participants will review the many health effects including links with the development of cancer and other occupational diseases. Relevant legislation is also discussed along with the various methods of recognizing, assessing and controlling worker exposure.

 Critical Exposure – Risking Your Health With Metalworking Fluids [10 minutes]

HAZARD TRAINING Mould [3 hours]


From school portables to health care facilities, mould is being uncovered in a wide range of workplaces and public facilities. This program introduces participants to mould, the necessary conditions for growth and the potential health effects from exposure. Relevant legislation and guidelines are reviewed including the Ontario Ministry of Health's Guideline for Mould in School Facilities. Practical tools needed to identify and assess sources or potential sources of mould will be discussed including health surveys and workplace inspections. Participants will also explore the components of an effective action plan designed to eliminate mould and control the potential for future contamination.

 Mould: A Growing Concern [10 minutes]

Hazard Awareness Training


HAZARD TRAINING Multiple Chemical Sensitivity [3 hours]

This program introduces participants to multiple chemical sensitivity (MCS) and its diverse symptoms and effects. An often confusing disorder, participants will discuss how some workers suffer while others are unaffected by workplace exposures to toxic substances. Relevant legislation is reviewed along with the tools used to recognize and assess the exposures responsible for MCS. Participants will discuss measures that can help eliminate or control worker exposure to toxic substances and the workplace strategies needed to guide their implementation. Addressing the needs of workers who suffer from MCS will also be discussed.

 Multiple Chemical Sensitivity [14 minutes]

HAZARD TRAINING Noise [3 hours] *


Through brief discussions about sound energy, frequency and intensity, participants will have a better understanding of how noise can cause hearing loss and lead to other health problems. Relevant legislation is reviewed along with practical strategies for recognizing and assessing the hazardous potential of noise such as the use of noise dosimeters and ongoing communication with workers. Isolation of noisy machinery, sound absorption material along with the use and limitations of earplugs and muffs are some of the noise control measures outlined.

 Sneaking Up On You [10 minutes]

* French program available.


HAZARD TRAINING Office Biohazards – Viruses, Moulds and Bacteria [3 hours]

This program explores how biohazards such as viruses, mould and bacteria can damage the health of exposed workers in offices or similar settings. Participants explore how biohazards are transmitted through the work environment and how they enter the body of an exposed worker. Potential examples of biohazards in office settings are identified and discussed ranging from the flu virus to the bacteria responsible for the development of legionnaire's disease. Relevant legislation is reviewed including the WHMIS Regulation and various hazard alerts and guides. Tools and techniques used for identifying and assessing biohazards including regular workplace inspections, illness reports and direct communication with workers are discussed. Participants will then discuss hand washing, ventilation systems and other biohazard transmission control measures along with strategies for gaining their implementation in the workplace.

 Biohazards – Alive and Growing [12 minutes]

HAZARD TRAINING Office Layout & Design [3 hours]

This program explores problems with overall office layout, such as lighting, ventilation, storage space and noise. It also deals with specific elements of office workstations, such as the chairs, desks and the use of VDTs. Participants will discuss the risk to health created by poorly designed work stations and other hazards. They will also focus on control measures designed to eliminate the risk to worker health.

 Office Ergonomics: A Question of Design [15 minutes]

Hazard Awareness Training

HAZARD TRAINING Office Work Environment [3 hours]


Participants discuss how office work has changed over the past decade and how these changes have made these environments more hazardous. They will explore how posture, force, and repetition influence the risk for developing musculoskeletal disorders (MSDs) such as back pain and tendonitis. Also identified is the basic office ergonomic design principles needed to reduce the risk for developing an MSD. Poor indoor air quality and stress are just two of many more office hazards to be discussed. Relevant legislation is reviewed along with guidelines for office ergonomics developed by the Canadian Standards Association. Participants then review assessment tools for identifying and assessing hazards in the office environment and the risk to health for exposed workers. Participants will also review the components of an effective action plan aimed at eliminating the wide range of risk factors found in the modern office setting.

HAZARD TRAINING Oxidizing & Reactive Agents [3 hours]

This program outlines the hazardous characteristics of oxidizing and reactive agents with a focus on potential sources of exposure. Relevant legislation is outlined including the Regulation Respecting Control of Biological or Chemical Agents. Practical strategies for recognizing and assessing the hazardous potential of oxidizing and reactive agents, including the use of MSDSs and workplace inspections, are reviewed. Participants will discuss specific measures that can be used to eliminate or control worker exposure including the development and implementation of procedures for storing, dispensing and handling of these agents.

HAZARD TRAINING Personal Protective Equipment [3 hours] *

Most safety legislation in Canada acknowledges that personal protective equipment (PPE) should be used only in special circumstances and for limited periods of time. Still, workers are often required to make use of PPE. Participants will review their safe use along with their many inadequacies that may add to hazard exposure risk.

 Dressing the Part [10 minutes]

* French program available.


HAZARD TRAINING Pesticides [3 hours]

This program explores a range of the health risks associated with exposure to pesticides, including cancer. Also discussed are specific sources of exposure. Participants will review legislation relevant to the use and application of pesticides along with practical methods for recognizing and assessing potential sources of exposure including the use of MSDSs. Participants will also consider practical methods for eliminating the use of pesticides and controlling exposure.

 Poison Mist [11 minutes]

HAZARD TRAINING Power Presses [3 hours]

This program will help raise awareness of the hazards faced by power press operators, die setters and maintenance workers. Participants will also review measures for recognizing and assessing these hazards along with the measures that can be introduced to eliminate worker exposure.

 Stamping Out Injuries [12 minutes]

Hazard Awareness Training

HAZARD
TRAINING

Pressurized Systems [3 hours]

Exposure to heat or scalding materials, explosions and toxic substances are some of the hazards associated with pressurized systems reviewed in this program. Relevant legislation will be outlined including the *Boilers and Pressure Vessels Act* and Regulations. Participants will review the tools used for hazard recognition and assessment along with the measures that will be needed to control hazardous exposures, including preventive maintenance.

HAZARD
TRAINING

Roadway Work [3 hours]

Traffic, temperature extremes and toxic substances are just a few of the specific hazards reviewed in this program along with various risks to worker and public health. Relevant legislation is reviewed along with practical strategies for recognizing and assessing the hazards associated with roadway work. This discussion focuses on effective communication and planning. Specific methods of controlling common hazards are reviewed along with the role of joint committees in recommending control measures.



On the Road to Safety

[11 minutes]

HAZARD
TRAINING

Propane Handling, Storage &
Use [3 hours]

Workers handling, storing and using propane cylinders and equipment powered by propane risk serious injury as a result of fire and explosion and other hazards. Participants will discuss these hazards along with the tools needed to identify and assess each. They will also review the measures for eliminating or controlling worker exposure. Important to this discussion is the need for specific training for those handling, storing and using propane cylinders.



The Power of Propane

[15 minutes]

Note: A more comprehensive six-hour program is available for workplace parties who are responsible for handling, storing and using propane cylinders. See page 16 for additional information.

HAZARD
TRAINING

Robotic Machinery [3 hours]

Participants will explore potential hazards of working with or near robotic machinery including unexpected movements during maintenance, programming or other operations and the risk to worker health. Relevant legislation will be reviewed along with the various hazard recognition and assessment tools. This program also looks at the various methods of controlling worker exposure to the hazards of robotic machinery and the workplace strategies required to gain their implementation.



Hazards of Robotics

[13 minutes]

Hazard Awareness Training

HAZARD TRAINING Solvents [3 hours]

This program will benefit workers who work directly with solvents and those who may be exposed indirectly. Participants discuss the routes of exposure, the acute and chronic health effects associated with this exposure along with the flammable nature of solvents. Potential control measures are outlined along with strategies to implement these measures.

HAZARD TRAINING Spray Painting [3 hours]

This program reviews the various methods of spray painting and the circumstances under which workers may be exposed to airborne toxins and a number of other risks, including fire and explosion. Various components of spray paints will be outlined along with potential health effects ranging from irritation of the eyes and skin to a variety of occupational diseases. Methods of recognizing and assessing potential risks in spray painting operations are discussed including the use of MSDSs and WHMIS labels. Relevant legislation is also reviewed along with various practical methods of controlling worker exposure.

 The Bottom Line [10 minutes]


HAZARD TRAINING Stress in the Workplace [3 hours]

Many sources of stress exist in our workplaces. The growing concern is the affect these have on our health and well-being. This program defines stress, identifies workplace stressors and reviews how the body reacts to them both in the short and long term. Participants explore methods of recognizing and assessing workplace stressors along with a brief look at the inadequacies of existing legislation. Principles of control as they relate to workplace stressors are also discussed.

 Present Tense – Stress in the Office [13 minutes]

HAZARD TRAINING Transportation of Dangerous Goods [3 hours]

This program introduces participants to the legislation that governs the transportation of dangerous goods. Participants will focus on specific sections of the *Transportation of Dangerous Goods Act* and the TDG “Clear Language” Regulations. This will include a review of the classification system for dangerous goods, labeling and placarding systems, specific training requirements and a wide range of issues dealing with “dangerous occurrences”. Also discussed are the short and long term strategies for implementing changes necessary to protect workers from hazardous spills during the transport of dangerous substances.

 Transporting Dangerous Goods [16 minutes]

Note: The WHSC offers a more comprehensive six-hour program for transportation workers responsible for transporting dangerous goods and others needing a greater base of knowledge. See page 17 for additional information.

Hazard Awareness Training

HAZARD TRAINING Vehicle Driving Hazards [3 hours]

Poor road conditions, long hours and stress along with the physical condition of vehicles are just a few of many driving hazards to be discussed in this program. Traffic fatalities are often the focus of media attention. Still, truck drivers and other vehicle operators can suffer other health effects including back injuries and a variety of acute and chronic effects from vehicle emissions. Relevant legislation will be outlined along with practical methods of recognizing and assessing driving hazards. Control measures for the wide variety of hazards are explored including preventive maintenance and effective driver training.

 Vehicle Driving Hazards [11 minutes]

HAZARD TRAINING Vehicle Emissions [3 hours]

Through interactive discussions, participants explore the risks to health associated with the toxic particulates and gases emitted from a variety of vehicles. As well as becoming familiar with the appropriate legislation, participants discuss the tools necessary to recognize and assess vehicle emission problems. Also discussed are specific controls designed to eliminate or reduce exposures including the use of alternative fuel and the installation of exhaust treatment devices.


 Health Hazards of Vehicle Emissions [14 minutes]

HAZARD TRAINING Vibration [3 hours]

This program introduces participants to both hand-arm and whole-body vibration and common sources of exposure to each. Common health effects are outlined including damage to the musculoskeletal system and other various organs and systems of the body. Relevant legislation will be reviewed including the fact Ontario legislation does not directly address the issue of vibration. Various hazard assessment tools will be discussed along with practical measures to control worker exposure to hazardous vibration.

HAZARD TRAINING Walking & Working Surfaces [3 hours] *

This program explores the many reasons why we slip, trip and fall while working and speaks to the various resulting injuries and potentially fatal consequences. Poor housekeeping and maintenance and a lack of training are just a few of the potential causal factors discussed. Relevant legislation is reviewed including sections of the Regulation for Industrial Establishments and the Ontario Building Code. Effective housekeeping and the use of slip-resistant floor coating are included in the discussion outlining practical methods of eliminating or controlling exposure to hazardous walking and working surfaces.

 Walking and Working Surfaces [15 minutes]

* French program available.

Hazard Awareness Training

HAZARD
TRAINING

Waste Disposal [3 hours]

This program looks at the generation, transport and disposal of waste and the hazards presented to workers and the public at each of these stages. Relevant legislation is reviewed including WHMIS, *Dangerous Goods Transportation Act* and federal hazardous waste legislation. Practical methods of recognizing and assessing potential health risks are outlined including the use of waste identity labels and hygiene monitoring. Participants discuss measures that can be used in their workplaces to eliminate or control the risk posed by waste disposal including detailed work procedures and proper labeling of waste containers.

HAZARD
TRAINING

Water & Ice Rescue [3 hours]

This program explores the hazards associated with water and ice rescue, including temperature extremes, water currents along with the characteristics of ice and ice development. Specific health risks are discussed including frostbite, hypothermia and drowning. Relevant legislation will be reviewed along with practical strategies for identifying and assessing the hazards associated with water and ice rescue. Participants will discuss the general requirements for water and ice rescue including well-trained rescuers, standard operating procedures and effective communication.

HAZARD
TRAINING

Welding Hazards [3 hours] *

This program looks at the various hazards faced by welders and those working near welding operations, including hazardous fumes, gases, noise and extreme heat. Relevant legislation is reviewed including sector regulations and WHMIS. Hygiene monitoring, workplace inspections and ongoing communication with all workplace parties are a few of the hazard recognition and assessment tools reviewed. Practical measures for eliminating or controlling welding hazards such as local exhaust ventilation and respiratory protection are discussed.



Hazards of Welding

[12 minutes]

* French program available.

HAZARD
TRAINING

Work Design [3 hours]

Workers in every sector are suffering musculoskeletal disorders. This program looks at some of the factors responsible for the development of these debilitating disorders. Specifically, participants explore poorly designed workstations, tools and equipment, the work environment and work organization. Relevant legislation is reviewed along with hazard recognition and assessment tools, such as workplace inspections and listening to worker concerns and suggestions. The use of ergonomic principles when designing or modifying work and the workplace is an important part of the discussion focusing on eliminating work design hazards.



MIPP – Solutions by Design

[13 minutes]

Hazard Awareness Training

HAZARD
TRAINING

Work Organization [3 hours]

This program explores how hours of work, scheduling, technological change, pace of work and other elements of work organization affect the health and well-being of workers. Relevant legislation is reviewed along with hazard recognition and assessment tools. Flextime, job enrichment and job rotation are just a few of the measures explored that look to overcome the hazards associated with poor work organization and lessen the risk to health faced by workers.

HAZARD
TRAINING

Workplace Violence [3 hours] *



Participants explore all aspects of workplace violence including verbal and physical abuse and harassment. Specific circumstances where workers may be at risk will be reviewed including working alone. The potential emotional and physical effects of violence will be identified along with the importance of providing assistance and support to victims. Relevant legislation is reviewed including the employer's general duty to protect workers from violence and other workplace hazards along with the Ministry of Labour's voluntary Workplace Violence Prevention Strategy. Participants will also explore the components of an effective workplace violence prevention program.



The Unspoken Hazard

[11 minutes]

Note: Participants from federally regulated workplaces will review employer legal obligations to take steps to prevent workplace violence (*Canadian Occupational Health and Safety Regulations, Part XX, Violence Prevention in the Workplace*).

* French program available.