

Certification Part II Office & Professional Sector Program

Before joint health and safety committee (JHSC) members in Ontario-regulated workplaces can become fully certified, they are required to complete a second round of training commonly known as *Certification Part II* training. This training is designed to help certified representatives identify, assess and control, or better yet eliminate, hazards specific to their workplace. To meet this requirement, workplace representatives can participate in the government-approved, WHSC *Certification Part II* program for the office and professional sector.

The WHSC office and professional sector program meets the needs of workplace typical in this sector. It also allows workplaces to get into compliance fast. Training secured in this manner is also portable between workplaces in the sector.

Workplaces can also choose a more custom approach. Employers, in consultation with the JHSC, must first conduct a workplace hazard assessment. Training must then be completed that addresses all hazards identified by this assessment. The WHSC offers over 60 hazard training modules to assist workplaces who choose this custom approach. (For a complete listing, see the WHSC product sheet entitled, *WHSC Workplace Training Programs*). WHSC training service representatives are available to assist with the hazard assessment process.

In addition to the office and professional sector program listed below, the WHSC has developed *Certification Part II* programs for 13 other sectors. (For details, see the WHSC product sheet entitled, *Certification Part II* or call 1-888-869-7950 and ask to speak to a WHSC training services representative.)

The Program: By day, by hazard module (8 hazard modules – 3 days)

- Day 1:** Stress in the Workplace; Workplace Violence and Harassment; Emergency Preparedness and Pandemic Response Plans
- Day 2:** Indoor Air Quality and Ventilation; EMFs and Dirty Electricity; Office Biohazards: Viruses, Mould and Bacteria
- Day 3:** Ergonomics: Injuries, Risk Factors and Design Principles; Office Work Environment

