

▶ **CERTIFICATION PART II**

Office and Professional

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 build on the knowledge gained in *Certification Part I* training and help certified representatives identify, assess and control, or better yet eliminate, hazards specific to their workplace.

Training must be approved by the Chief Prevention Officer of Ontario's Ministry of Labour, Immigration, Training and Skills Development and delivered by an approved provider. Training must also run for a minimum of two days and address at least six hazards that are relevant to the JHSC's workplace. The hazards to be addressed by *Certification Part II* training should be discussed and selected by the JHSC. In most cases, this training must be taken within 12 months of *Certification Part I* training.

WHSC and all our training options for *Certification Part II* have been approved. Workplaces can opt to customize their program choosing from more than 40 WHSC hazard-specific modules. (For details, see the WHSC product sheet entitled, *Certification Part II – WHSC Hazard Modules*.) As a second option, workplaces can enroll in a WHSC sector program.

The WHSC office and professional sector program meets the needs of workplaces typical in this sector. It also allows workplaces to get into compliance fast.

THE PROGRAM: By day, by hazard module

▶ (9 hazard modules – 3 days)

Day 1: Office Work Environment; Safety Hazards; Chemical Hazards

Day 2: Biological Hazards; Indoor Air; Ergonomics and MSDs

Day 3: Physical Hazards; Psychosocial Hazards and Workplace Mental Health; Workplace Violence and Harassment