



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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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.**



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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
- workplace violence and harassment.

For the most part, employers are legally required to deal with each leading indicator as outlined in Ontario's *Occupational Health and 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 health and safety of workers.

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

For more than 30 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 Ministry of Labour 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.

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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, Metro 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 health and safety 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.

Legislation and Health & Safety Awareness Training

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 and Safety 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 Ontario Government 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 Hazard-Specific Training. Employers, in consultation with the JHSC may be required to conduct a workplace hazard assessment and submit it to the government along with a list of training that meets the identified hazards (see next page under Workplace Hazard-Specific Training for more information).

Legislation and Health & Safety Awareness Training

Certification Training (cont'd)

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Basic Certification Training – Part I
[4 days] *

The WHSC 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 law 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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Certification Part II
Workplace-Specific Hazard
Training

As required by the Ontario Ministry of Labour (MOL), Certification candidates must complete a second phase of training—workplace-specific hazard training. This training, commonly referred to as Certification Part II, must address hazards identified by the workplace hazard assessment. The WHSC offers more than 60 hazard-specific modules to help workplaces comply with this training requirement.

NOTE: Detailed descriptors for *Workplace Hazard-Specific Training* programs begin on page 24.

Compliance can also be gained by enrolling in a Certification Part II program designed for a specific sector. These programs must address hazards common to the majority of workplaces within a sector and be approved by the MOL.

Please note a workplace hazard assessment is not required when enrolling in sector program approved by the MOL.

To ease the process the WHSC offers a number of sector programs.

Legislation and Health & Safety Awareness Training

Certification Training (*cont'd*)

Sector Programs by Hazard Module

The following sector programs (listed by day and hazard module) comprise our scheduled Certification Part II offerings.

Construction (15 hazards – 5 days)

- Day 1: Introduction; Worker Trades Committees; Dust and Fibres
- Day 2: Physical Hazards; Electrical Hazards; Lockout
- Day 3: Confined Space Entry Hazards; Manual Material Handling; Walking and Working Surfaces
- Day 4: Cranes, Hoists and Rigging; Heavy Mobile Equipment Hazards and Traffic Control; Vehicle Emissions
- Day 5: Welding Hazards; Formwork Hazards; Trenching Hazards

Correctional Facilities (19 hazards – 7 days)

- Day 1: Office Work Environment; EMFs and Dirty Electricity; Hours of Work
- Day 2: Indoor Air Quality and Ventilation; Asbestos; Mould
- Day 3: Workplace Violence and Harassment; Stress in the Workplace; Fire and Explosion
- Day 4: Heat and Cold Stress; Walking and Working Surfaces; Vehicle Driving Hazards
- Day 5: Personal Protective Equipment; Hand Tools; Welding Hazards
- Day 6: Moving Machine Parts; Lockout; Confined Spaces
- Day 7: Emergency Preparedness and Pandemic Response Plans

Education (12 hazards – 4 days)

- Day 1: Biological Hazards; Mould; Noise
- Day 2: Multiple Chemical Sensitivity; Asbestos; Indoor Air Quality and Ventilation
- Day 3: Manual Material Handling; Walking and Working Surfaces; EMFs and Dirty Electricity
- Day 4: Workplace Violence and Harassment; Stress in the Workplace; Emergency Preparedness and Pandemic Response Plans

Health Care & Social Services (9 hazards – 3 days)

- Day 1: Biological Hazards; Infectious Diseases; Hours of Work
- Day 2: Ergonomics in Health Care and Social Services; Patient Handling; Workplace Violence and Harassment
- Day 3: Walking and Working Surfaces; Electrical Hazards; Fire and Explosion

Manufacturing & Fabricating (15 hazards – 5 days)

- Day 1: Confined Spaces; Lockout; Moving Machine Parts
- Day 2: Electrical Hazards; Hand Tools; Noise
- Day 3: Compressed Gas; Welding Hazards; Indoor Air Quality and Ventilation
- Day 4: Manual Material Handling; Conveyor Systems; Forklift Trucks
- Day 5: Walking and Working Surfaces; Personal Protective Equipment; Emergency Preparedness and Pandemic Response Plans

* French program available.

Mining (15 hazards – 5 days)

- Day 1: Confined Spaces; Lockout; Electrical Hazards
- Day 2: Noise; Vibration; Personal Protective Equipment
- Day 3: Hand Tools; Manual Material Handling; Walking and Working Surfaces
- Day 4: Heavy Mobile Equipment; Vehicle Emissions; Emergency Preparedness and Pandemic Response Plans
- Day 5: Explosives in Underground Mines; Fire and Explosion; Blasting Hazards in Underground Mining Operations

Office & Professional (8 hazards – 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

Legislation and Health & Safety Awareness Training

Certification Training (*cont'd*)

Printing (9 hazards – 3 days)

- Day 1: Solvents; Fire and Explosion; Noise
- Day 2: Moving Machine Parts; Lockout; Confined Spaces
- Day 3: Forklift Trucks; Work Design; Manual Material Handling

Probation (7 hazards – 3 days)

- Day 1: EMFs and Dirty Electricity; Indoor Air Quality and Ventilation; Vehicle Driving Hazards
- Day 2: Workplace Violence and Harassment; Stress in the Workplace; Emergency Preparedness and Pandemic Response Plans
- Day 3: Ergonomics: Injuries, Risk Factors and Design Principles

Public Sector (15 hazards – 5 days)

- Day 1: Electrical Hazards; Moving Machine Parts; Confined Spaces
- Day 2: Noise; Vibration; Heavy Mobile Equipment
- Day 3: Heat and Cold Stress; Vehicle Driving Hazards; Biological Hazards
- Day 4: Work at Heights; Indoor Air Quality and Ventilation; Fire and Explosion
- Day 5: Office Work Environment; Manual Material Handling; Workplace Violence and Harassment

Pulp & Paper (15 hazards – 5 days)

- Day 1: Compressed Gas; Confined Spaces; Electrical Hazards
- Day 2: Flammables and Combustibles; Forklift Trucks; EMFs and Dirty Electricity
- Day 3: Heavy Mobile Equipment; Indoor Air Quality and Ventilation; Lockout
- Day 4: Moving Machine Parts; Manual Material Handling; Noise
- Day 5: Personal Protective Equipment; Pressurized Systems; Vehicle Emissions

Retail (8 hazards – 3 days)

- Day 1: Ergonomics: Injuries, Risk Factors and Design Principles; Heat and Cold Stress
- Day 2: Emergency Preparedness and Pandemic Response Plans; Office Biohazards: Viruses, Moulds and Bacteria; Workplace Violence and Harassment
- Day 3: Electrical Hazards; Lockout; Moving Machine Parts

Tourism & Hospitality (9 hazards – 3 days)

- Day 1: Indoor Air Quality and Ventilation; Office Biohazards: Viruses, Moulds and Bacteria; Heat and Cold Stress
- Day 2: Emergency Preparedness and Pandemic Response Plans; Workplace Violence and Harassment; Work Design
- Day 3: Lockout; Electrical Hazards; Manual Material Handling

Transportation (9 hazards – 3 days)

- Day 1: Vehicle Driving Hazards; Noise; Manual Material Handling
- Day 2: Vehicle Emissions; Transportation of Dangerous Goods; Emergency Preparedness and Pandemic Response Plans
- Day 3: Workplace Violence and Harassment; Critical Incident and Post Traumatic Stress; Walking and Working Surfaces

The WHSC has also completed comprehensive needs assessments for workplaces in many other sectors. With these and more than 60 WHSC hazard-specific training modules, we can offer additional sector training programs designed to help comply with Certification Part II.

To complete the Certification process, the employer must inform the MOL of the hazard training needs identified and confirm all training is complete. This must be done by completing and submitting to the MOL the Workplace-Specific Hazard Training Confirmation to MOL (Part II) form. This form is available at: www.labour.gov.on.ca/english/hs/topics/certification.php (under the Forms Section).

Legislation and Health & Safety Awareness Training

Smaller Workplaces Health & Safety Program

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Smaller Workplaces Health & Safety Program [2 days]

Under Ontario's *Occupational Health and 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.

Health and safety representatives have the legal right and the duty to inspect the workplace, investigate injuries and recommend control measures. This two-day comprehensive training program is designed to help health and safety representatives fulfill their legal requirement and to support their prevention efforts. Participants will gain knowledge about their rights and duties under the *Occupational Health and Safety Act*, including their legal right to inspect the workplace, investigate injuries and recommend control measures. They will learn the skills necessary to develop a proper inspection procedure, to conduct an effective investigation, and to establish, maintain and review a workplace 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 & Safety Training [6 hours]

The WHSC offers an informative one-day program designed to help supervisors understand and fulfill their legal duties and responsibilities as well as know the consequences of noncompliance. They will learn about the Internal Responsibility System (IRS), the concept of due diligence, and the rights and functions of the joint health and safety committee (JHSC). Detailed attention is paid to the supervisor's role in work refusals, Ministry of Labour workplace inspections and JHSC or health and safety representative inspections and investigations, all governed by the *Occupational Health and Safety Act*. The program also reviews relevant case law and provisions of the *Criminal Code* to give participants a clear understanding of their duties under this Federal statute.

Legislation and Health & Safety Awareness Training

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 *Confined Spaces Regulation* under Ontario's *Occupational Health and Safety Act*. 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 and 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 workplace/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 *Confined Spaces Regulation* under Ontario's *Occupational Health and Safety Act* 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 and Health & Safety Awareness Training

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 26 for more information.

NOTE 2: After completion of the WHSC *Confined Spaces Entry and 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 and Health & Safety Awareness Training

Fall Protection Training

The Workplace Safety & Insurance Board (WSIB) reports each year 20 workers die as a result of falls in Ontario workplaces and falls are the leading cause of death in the construction sector. Another 80 workers are injured every day from falls. The underlying causes of fall tragedies are often a lack of supervision, missing, poorly maintained and improper fall protection systems, a lack of safe work procedures and inadequate training for both workers and supervisors.

Several regulations under Ontario's *Occupational Health and Safety Act* outline safe work procedures and training requirements for workers exposed to fall-related hazards. Workers required to use a fall protection system must be trained in its use and receive oral and written instructions on the use of equipment. Employers must also keep a record of this training and instruction and provide it to a Ministry of Labour inspector upon request.

To help workplaces comply with legal training requirements and implement effective fall prevention programs the WHSC offers the following programs.

**LEG
AWARE-
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In workplaces where work at heights is a potential hazard, workers, supervisors, members of joint health and safety committees and health and safety representatives will benefit from this program. It is designed to equip participants with an understanding of relevant legislation, physical hazards that contribute to the dangers of working at heights and methods of controlling related hazards. The program also addresses safety equipment such as guardrails and fall protection systems along with their limitations and precautions for their use. Participants will also learn about the selection and proper use of other equipment such as ladders and scaffolds. This program includes a demonstration of the proper use of a full body harness. This exercise is for awareness only. Workers working at heights, especially in the construction sector, require more comprehensive training.

* French program available.

**LEG
AWARE-
NESS** Fall Protection Program
(Construction Sector) [4 hours]

This program is developed specifically for workers in the construction sector who work at heights and who may be required to use fall protection systems. Participants will come away with an understanding of duties of the workplace parties under the *Occupational Health and Safety Act*, the procedure for refusing unsafe work and workplace conditions for which guardrails or fall protection is legally required. They will also learn about types of fall protection; components of fall arrest and travel restraint systems and applicable Canadian Standards Association (CSA) standards. The program also provides detailed information about the legal requirements for guardrails and bumplines, including design requirements; the safe use of ladders, fall restraint and arrest systems; and inspection, maintenance, and storage considerations for ladders, fall restraint and arrest systems.

Legislation and Health & Safety Awareness Training

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 workers' 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.

LEG
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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 and Health & Safety Awareness Training

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 following components of OHSCO Toolbox:

Getting Started provides 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—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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Ergonomics: Basic Information
for Joint Committees [9 hours]

This program helps prepare members of joint committees and other workplace parties to play a more active role in 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 and Health & Safety Awareness Training

Musculoskeletal Disorders Prevention Training (cont'd)

LEG
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Ergonomics: Applying Prevention Principles at Work [6 hours]

This program builds on the knowledge obtained from *Ergonomics: Injuries, Risk Factors and Design Principles* or the *Ergonomics Toolbox* 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 *Ergonomics Toolbox* program.

Legislation and Health & Safety Awareness Training

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 Information Delivery The Body and the Workplace Principles of Control	[13 minutes] [10 minutes] [25 minutes] [10 minutes]
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NOTE: Where the number of participants warrant, a similar WHMIS training opportunity is available in French, Cantonese, Italian, Punjabi and Portuguese.

Legislation and Health & Safety Awareness Training

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

LEG
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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 and Safety 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 material 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]

LEG
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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 – [24 minutes]
The Right to Know

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

Legislation and Health & Safety Awareness Training

LEG
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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
- ♦ Moving Machine Parts
- ♦ Lockout
- ♦ WHMIS—Our Right to Know
- ♦ Environment

LEG
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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.

LEG
AWARE-
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Construction Project Regulations [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.

LEG
AWARE-
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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 and Health & Safety Awareness Training

LEG
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Elevating Work Platform
Operator [8 hours]



This program encompasses eight hours of training over two days. Day one comprises six hours of an in-class session, followed on another day with approximately two hours of practicum per participant (time depending on the operator experience). The practicum serves as a hands-on training tool for new operators, and an evaluation for experienced ones.

Participants will learn about different types of elevating work platforms and discuss their functions, safety features, characteristics, components and stability. Participants will also discuss applicable legislation. Further, this program addresses fall protection systems and requirements of related CSA Standards (B354.2-01, B354.4-02 and B354.1-04) including CSA standards regarding owner responsibilities, record keeping, operator instruction, operator requirements and operator training and retraining. Just as important, program participants will gain an understanding of health and safety hazards and their control, including hazards associated with elevating work platforms, including those associated with unstable ground or rough terrain, tip-overs and rollovers, noise, wind speed, and conditions leading to musculoskeletal injuries.

Also of note, for propane-powered platforms, the *Technical Standards and Safety Act* requires training participants to learn about potential hazards associated with propane and relevant controls. To help comply with this requirement, this program includes a section on safe propane cylinder exchange.

Prerequisite: Instructors and participants to this program are required to wear fall protection and must have received fall protection training, prior to any demonstration or practicum involving an elevating work platform. See the WHSC's four-hour, *Fall Protection* program descriptor.

LEG
AWARE-
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Ergonomics in Health Care &
Social Services [3 hours]

The health care sector has the fourth highest rate of lost-time injuries in Ontario. Musculoskeletal disorders (MSDs) account for more than half of these injuries. Given the immensity of MSD hazards faced by health care and social service workers, this program like other WHSC ergonomic programs aims to provide participants with the skills to recognize, assess and eliminate or control MSD risk factors. To this end, this training module orients participants to MSD prevention tools developed by the Occupational Health and Safety Council of Ontario (OHSCO). In addition, the program includes several valuable resources such as identification and assessment forms, checklists and control suggestions, all specific to those working in the health care and social services industry.



MIPP (Solutions by Design) [12 minutes]

LEG
AWARE-
NESS

Federal Committees &
Representatives [12 hours] *

This program reviews participants' rights and duties under federal health and safety laws and regulations with special focus on the role and responsibilities of workplace and policy committees. Among other things, methods for conducting workplace inspections and accident investigations are discussed along with strategies aimed at fostering active and confident members of workplace and policy committees. Beyond legal considerations, the program further demonstrates how the two levels of health and safety representatives can communicate and work together effectively for change.



Bringing the Code to Work [24 minutes]

Accident Investigations:
Beyond the Obvious [14 minutes]

* French program available.

Legislation and Health & Safety Awareness Training

LEG
AWARE-
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Fire Watch [6 hours]



Fire Watch is a six-hour training program designed to provide participants with knowledge and information necessary to perform fire watch duties. Any construction or industrial site engaged in “hot work”, namely work processes that can produce a source of ignition such as a spark or open flame, must implement a hot work management program including the provision of fire watchers.

This training program then, equips participants to identify and assess hazards that can give rise to fires. To this end, participants are introduced to the hazards posed by common hot work processes such as welding, soldering, cutting and brazing. The program also provides participants with a basic introduction to flammable and combustible substances and the toxic nature of many of these substances. Relevant legislation, codes and standards, including WHMIS and the *Ontario Fire Code* are also discussed. Most important to the participant will be a focused discussion on specific efforts they can introduce in their workplaces to prevent the potential for fires and related explosions and when necessary, the steps needed to respond to fires and explosions.



Fire and Explosion [14 minutes]
Flammables and Combustibles [13 minutes]

LEG
AWARE-
NESS

Forklift Operator [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 will also be identified and discussed.

Upon completion of this program participants must complete the mandatory practicum component. This will allow participants to apply the theories discussed to practical workplace situations under supervised and experienced guidance.



Balancing Act [12 minutes]

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 years. Eighteen months after the training or retraining, operators shall undergo a mid-term skills evaluation. (see *Forklift Operator Mid-Term Evaluation* descriptor).

* French program available.

Legislation and Health & Safety Awareness Training

LEG
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Forklift Operator
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 *Forklift Operator* safety training program (or retraining) and experience. This evaluation is recommended in the *CSA Safety Standard for Lift Trucks (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-
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Hazard Prevention Program –
Federal [3 hours]

All federal workplaces must have a hazard prevention program that identifies, assesses and controls workplace hazards. These prevention programs must meet detailed and specific requirements set out in Part XIX of the *Canadian Occupational Health and Safety Regulations*. Equally important, the programs must be developed, implemented and monitored with the participation of joint workplace committees or representatives. This three-hour course will review the components of an effective prevention program by walking participants through a five step process: hazard identification; assessment and documentation; preventive measures; worker education; and program evaluation.



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-
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Health & Safety: A Worker's
Introduction [3 hours] *

This training program reviews key elements of an effective health and safety program and the important role of workers, supervisors, employers and health and safety representatives. Participants will discuss hazard-specific training programs required by law including, WHMIS, confined space entry, lockout and workplace violence prevention, that may be necessary for their workplace. Through this training, workers learn the elements of health and safety theory and how to apply them in order to help identify hazards and implement effective controls. This introductory training program is an excellent foundational program for new workplace entrants or regular review for existing employees.

* French program available.

LEG
AWARE-
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Job Task Analysis [3 hours]

In this program participants will receive information on how to conduct a job task analysis using different tools and methods. The program is designed for workers who have already taken WHSC's *Ergonomics: Injuries, Risk Factors and Design Principles* and *Ergonomics: Applying Prevention Principles at Work* programs.



Analyzing Job Task [10 minutes]

Legislation and Health & Safety Awareness Training

LEG
AWARE-
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Lockout (Manufacturing)
[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]

LEG
AWARE-
NESS

Mini Excavator Operator
[8 hours]



Mobile equipment like mini excavators can cause serious work-related injuries and even death. To protect both operators and those working near these excavators, regulations made under Ontario's *Occupational Health and Safety Act* requires workers who operate them to be trained and competent. To be truly effective, training should be incorporated into overall occupational mobile equipment safety programs.

The WHSC's *Mini Excavator Operator* safety training program encompasses eight hours of training over two days. The first day comprises a six-hour, in-class session, followed on another date by a two-hour, practicum (the time depending on the operator experience). The practicum will serve as a hands-on training tool for new operators, as well as an evaluation for experienced ones.

Participants to this program will first learn about components of mini excavators and how they work. They will also discuss legislation applicable to mini excavators including sections of the *Regulations for Construction Projects*, and a review of the duties and responsibilities of workplace parties as outlined in the *Occupational Health and Safety Act*.

The program addresses health and safety hazards associated with the operation of mini excavators including those associated with rollovers, power lines, noise and vibration and other conditions that if left unchecked can lead to musculoskeletal injuries. Finally, participants will also learn about appropriate hazard assessment and control measures.

Legislation and Health & Safety Awareness Training

LEG
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Ontario Health & Safety Law –
An Introduction [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-
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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-
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Rough Terrain Operator
[8 hours]

This program is for workers required to operate rough terrain forklift trucks (RTFT) often used in lumber yards, 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 pre-start inspections, overhead guards, ergonomic design considerations, hydraulic safety, restricted view awareness and personal protective equipment are discussed.

Legislation, regulations and standards related to the operation, and maintenance of RTFTs are identified and discussed. Participants will also explore important training requirements for RTFT operators.

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 years. Eighteen months after the training or retraining, operators shall undergo a mid-term skills evaluation. (See *Rough Terrain Operator Mid-Term Evaluation* descriptor.)

LEG
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Rough Terrain Operator
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 *Rough Terrain Operator* safety training program (or retraining) and experience. This evaluation is recommended in the *CSA Safety Standard for Lift Trucks (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.

Legislation and Health & Safety Awareness Training

LEG
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Skid Steer Operator [2 days]



Skid steer vehicles lend themselves to a variety of applications in many sectors including construction, farming, manufacturing and landscaping.

However, these vehicles pose serious occupational health and safety concerns to operators and others in the workplace. This training program will provide participants with an understanding of skid-steer features along with associated hazards and control measures. The training is suitable for both new and experienced skid steer operators. It is designed for delivery over two days. The first day is an in-class session. Participants will learn about various types of skid steers and attachments plus their application within different work sectors. They will also learn about the hazards associated with each attachment and factors such as weight capacity, rough terrain, speed and turning, that can affect the skid steer stability. This session also covers the centre of gravity and load centre theory as well as the combined centre of gravity concept. Finally, they will explore the *Occupational Health and Safety Act* to gain an understanding of key rights and responsibilities for the workplace parties. The second day is a hands-on demonstration session—otherwise known as a practicum. Participants will demonstrate their knowledge of standard hand signals and specific safety procedures followed by a practical driving demonstration. By the end of the two sessions, participants will gain the requisite knowledge and skills needed for the safe operation of a skid steer vehicle.

LEG
AWARE-
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Supervisor Health & Safety
Training - Participant - Eclass
[6 hours]



The objective of Supervisor e-class is to develop knowledge of the law and regulations that apply to supervisors. Participants will learn how to:

- apply concepts of “supervisor”, internal responsibility, due diligence and competence;
- read legislation and regulations, including sections on supervisor duties and criminal negligence;
- interact with the joint committee, especially with their inspections and investigations;
- respond to a work refusal or work stoppage;
- apply chemical control regulations including Designated Substances and WHMIS;
- interact with Ministry of Labour inspectors and respond to their orders;
- support a workplace violence and harassment prevention program.

In addition to these seven on-line modules, supervisors will join two real-time e-classroom sessions with a live instructor and other learners from across Ontario. These 50 minute sessions are scheduled at multiple times each week or can be offered at a special time meeting your group needs. All resources can be downloaded, including the full course manual.

E-class access keys can be activated any time after purchase. Once activated, by entering the course, your supervisor has unlimited e-class access for 30 days.

Legislation and Health & Safety Awareness Training

LEG
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Transporting Dangerous Goods:
Legislated Safety Requirements
[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]

LEG
AWARE-
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Workplace Inspections
[3 hours]

Knowing what to look for and why are key elements in conducting workplace inspections. This program focuses on the two objectives of workplace inspections: to identify new hazards or conditions that need to be addressed, and to check existing controls to ensure they are effective.

The training program covers the legal roles and responsibilities of all workplace parties, including employers and supervisors, with respect to workplace inspections. Participants also learn about the responsibilities of worker members of joint health and safety committees and worker health and safety representatives in smaller workplaces to "identify situations that may be a source of danger or hazard to workers" and to "make recommendations for the improvement of the health and safety of workers."

 Check Double Check – [14 minutes]
The Workplace Inspection

LEG
AWARE-
NESS

Workplace Investigations
[3 hours]

The WHSC's *Workplace Investigations* program prepares employers, supervisors, joint health and safety committee members, health and safety representatives to conduct investigations by revealing the traps an investigation can fall into and the steps a proper investigation must follow. The program divides workplace investigations into two parts, accident investigations and occupational illness/disease investigations. Participants will learn to examine accident theory and their relationship to hazards and to connect workplace incidents, illnesses and diseases to workplace hazards. They also learn how to conduct a step-by-step investigation which includes gathering and analyzing information; drawing conclusions; making recommendations and following up. Also included in the program are resources and tools designed to aid in an investigation, including procedures for physical inspections, job hazard analysis, worker surveys, monitoring, evaluations and report writing.

 Accident Investigations [12 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 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 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 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 Awareness Training

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 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 are 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 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 28 for more information.

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 Awareness Training

HAZARD TRAINING Confined Spaces [3 hours] *

Participants will discuss potential hazards and legal requirements relevant to confined space entry outlined in the *Confined Spaces 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 and Hazard Recognition Training* is designed for workers required to enter confined spaces and those who perform related work. See pages 8 and 9 for more information.

* French program available.

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 Awareness Training

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. This program also includes a detailed discussion about the health effects and injuries associated with arc flash and arc blast along with assessment and control measures. Relevant legislation, codes and standards are identified along with the components of an effective action plan that will help to eliminate exposure to electrical hazards.



Donnie's Accident [4 minutes]

* French program available.

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 Awareness Training

HAZARD TRAINING EMFs and 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 *Regulation 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 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 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 Awareness Training

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 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 *Forklift Operator* program is also available. See page 18 for additional information.

* French program available.

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 Awareness Training

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: [11 minutes]
The Unknown Enemy

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 Awareness Training

HAZARD TRAINING

Hours of Work [3 hours]

This program explores the many risks to health and safety and quality of life experienced by those working non-standard or long hours. Risk to workers includes sleep disorders, stress, heart problems and some forms of cancer. Non-standard shifts also have a negative impact on mental and psychological well-being as workers may have difficulty achieving a satisfactory work-life balance. The program discusses legislation governing hours of work, including Ontario's *Employment Standards Act* and *Canada Labour Code, Part III*. It also examines various types of non-standard shifts and ways to minimize the harmful effects of often unavoidable shift work. 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 [16 minutes]

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

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

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 Awareness Training

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
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 20 for more information.

* 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 Moving Machine Parts [3 hours] *

In this program participants will gain an understanding of the hazards associated with machines by breaking them down into component parts and looking closely at how characteristic actions and motions of machines create hazardous conditions. The legal requirement to safeguard moving machine parts in order to protect workers is emphasized. Participants are also given tools necessary to identify, assess and control machine hazards.

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

* French program available.

Hazard Awareness Training

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 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] *

Almost 70 per cent of Ontario workers experience noise in their workplace. Damage to hearing can range from temporary hearing loss to permanent deafness. The *Regulation for Industrial Establishments* made under the *Occupational Health and Safety Act* requires employers to protect workers from hazardous sound levels. This WHSC training program is designed to give participants a full understanding of noise hazards in the workplace. The program provides detailed discussion on the properties of sound and noise, resulting health effects from noise hazards and legislation and standards concerning noise in the workplace. Participants will gain knowledge and skills to help them identify and assess noise hazards and implement noise hazard control programs. They will come away with real-world solutions such as buy-quiet purchasing policies, strategies to isolate noisy machinery and uses of sound absorption material. Proper use, as well as limitations of personal protective equipment like earplugs and ear muffs is also covered.

* French program available.

Hazard Awareness Training

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 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 MSDs 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 Awareness Training

HAZARD TRAINING Patient Handling [3 hours]

Patient handling tasks, including lifting, transferring and repositioning patients, are the main cause of musculoskeletal disorders (MSDs) among health care workers. This three-hour training program will provide participants with knowledge they can apply in their workplace to help prevent these often debilitating disorders. Program participants will learn about legislation and regulations relevant to patient handling. They will also learn to assess contributing factors of patient handling hazards—factors grouped into three categories, the task, the workplace components and the patient’s characteristics. Finally, they will also review elements a joint health and safety committee should ensure are in effect in order to support a strong prevention program. To this end, participants engage in various activities aimed at understanding model patient handling policies and various assessment and selection tools used to assist workers in determining the scale of the hazard and necessary procedures and equipment.

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 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 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 Awareness Training

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 21 for additional information.

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 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 TRAINING Safety Hazards [3 hours]

Industrial workers in machine shops or other small manufacturing plants are exposed to a multitude of safety hazards. These include hazards associated with noise, walking and working surfaces, electricity and energy systems, forklifts, manual material handling and machines. As well, new tools, equipment, products or work procedures can introduce new and unexpected hazards. This unique WHSC training program is designed for on-site delivery with an emphasis on assisting the process for identifying and reporting workplace-specific hazards. By the end of this training, participants will gain an awareness of safety hazards in their workplace. They will demonstrate the effective use of their workplace hazard reporting forms and learn that documenting and reporting hazards will lead to proper assessment and controls. Participants will also gain an understanding of the purpose of a health and safety policy and the components of an effective health and safety program. They will discuss the role of the workplace parties, including the joint health and safety committee or worker representative, in developing and maintaining said program.

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 23 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

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

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

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 &
Harassment [3 hours] *

This module is designed to help workplace parties address workplace violence hazards and comply with the legal requirements of the *Occupational Health and Safety Act* to address violence and harassment in the workplace as outlined by Bill 168.

Participants will review the definition of workplace violence and harassment and discuss risk factors associated with workplace violence. They will also evaluate tools necessary to identify and assess workplace violence hazards in order to implement effective controls measures.

Participants will develop the knowledge necessary to help them fulfill *Occupational Health and Safety Act's* requirements including developing and posting written policies with respect to workplace violence, conducting a risk assessment, developing a workplace violence and harassment program and training workers regarding the workplace policies and programs. They will also learn about the employer's duty to observe for evidence of domestic violence and to provide information about "a person with a history of violent behaviour."

* French program available.

