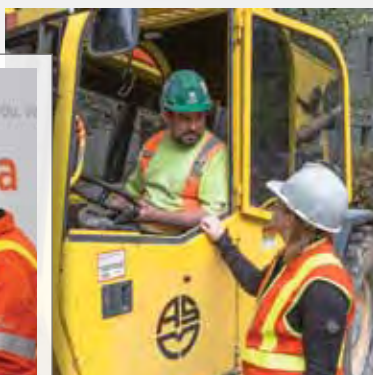
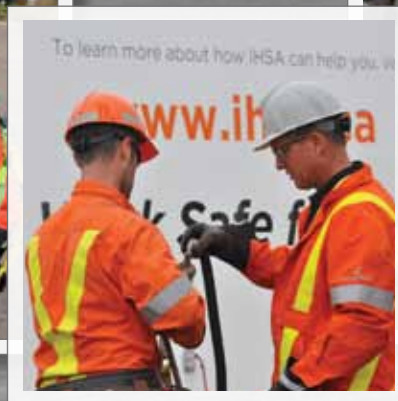



Deb,
Health and Safety
Consultant

Alex,
Health and Safety
Consultant

Training Catalogue





When you register a new business with the WSIB, you automatically become a member of the Infrastructure Health and Safety Association

Who we are

IHSA is part of Ontario's health and safety system, which includes the Ministry of Labour (MOL), the Workplace Safety and Insurance Board (WSIB), and six health and safety associations. **As a member of IHSA, you get access to our health and safety training, products, and services at no charge or at a reduced price.**

What we do

IHSA is a leader in health and safety education. Through skills-based training, auditing, and evaluation, we provide safety solutions to those who perform high-risk activities such as working at heights, working with energized high-voltage power systems, driving motor vehicles, transporting dangerous goods, working on suspended access equipment, and clearing utility lines.

Len,
Powerline
Technician
Trainer

Andrea,
Health and Safety
Coordinator

Ministry of Labour

Develops legislation and regulations and is responsible for enforcement and prevention.

Workplace Safety and Insurance Board

Provides compensation and return-to-work support for injured workers. Funds the health and safety system through employer premiums.

Health and safety associations

Six designated health and safety associations provide training, education, and services related to occupational health and safety.

Infrastructure Health and Safety Association

Serves the construction, electrical, utilities, aggregates, natural gas, ready-mix concrete, and transportation sectors.

Workers Health and Safety Centre

Provides training for workers, Joint Health and Safety Committee members, supervisors, and employers in every sector.

Occupational Health Clinics for Ontario Workers

Provides medical diagnostics, information, and services to prevent work-related health conditions.

Public Services Health and Safety Association

Serves the public service sector including health and community care, education and culture, municipal and provincial government, and public safety.

Workplace Safety North

Serves the forestry, mining, pulp and paper, and printing sectors.

Workplace Safety and Prevention Services

Serves the agricultural, industrial, manufacturing, and service sectors.



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Published by:
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21 Voyager Court South
Etobicoke, Ontario M9W 5M7 Canada
Tel: 1-800-263-5024 • Fax: 416-674-8866
ihsa.ca

IHSA is an approved training provider for Working at Heights



IHSA was one of the first organizations to be approved by the Ministry of Labour's Chief Prevention Officer as a Working at Heights training provider. Our *Working at Heights—Fundamentals of Fall Prevention* program meets the Ministry's Working at Heights Training Standard.

Whether you complete the program with an IHSA instructor or with one of our many approved training partners, you can be sure you'll receive high-quality training.

We understand that quality assurance is key to making a training standard work. Workers must receive the same training regardless of where they are in the province. That's why we perform regular audits of those who deliver our program.

Working at Heights Refresher

Ontario's MOL/CPO-approved working at heights (WAH) training expires after three years. To maintain their certification, participants must take a half-day refresher course. To register, participants must have taken an approved working at heights course within the previous three years and provide the Learner ID number found on the CPO-issued WAH proof of completion card.

Working at Heights Instructor Workshop

To expand the reach of IHSA's fall prevention training, we offer companies the opportunity to become IHSA Training Partners. The Instructor Workshop will prepare participants to deliver IHSA's *Working at Heights* program content in their area or to train workers within their company.

Working at Heights training in other languages

New Canadians and those whose first language is not English can be the most vulnerable workers in our society. They are often unaware of their rights and responsibilities and the type of health and safety training required to work in Ontario. Our goal is to educate them so that, when they enter the workforce, they will know how to work safe for life.

In an effort to reach out to the most vulnerable workers in Ontario, we have translated our *Working at Heights* course into additional languages listed below. These translated courses also meet the Ministry of Labour's **Working at Heights Training Standard**.

- Cantonese
- Portuguese
- French
- Russian
- Mandarin
- Spanish
- Polish

Visit [IHSA.ca/wah](https://ihsa.ca/wah) for more translated information on the rights and responsibilities of workers and employers in Ontario.

For complete course descriptions of all our working at heights courses, see pages 55 and 56.

New rules for working with suspended access equipment

Amendments to Regulation 242/16 introduced changes to the Construction Projects regulation (O. Reg. 213/91) regarding the use of suspended access equipment (SAE) and suspended work platform systems (SWPSS).

These changes came into effect on January 1, 2017 and include training requirements for those who use, install, and inspect SWPSS and boatswain's (or bosun's) chairs.

IHSA has developed three new training programs, listed below, to help you meet the requirements outlined in the new legislation. The fourth new training program, while not mandatory, will help employers meet some of their legal responsibilities for planning SAE work.

1. **Suspended Access Equipment—Users** (see page 47)
2. **Suspended Access Equipment—Planners** (see page 47)
3. **Suspended Work Platform Systems—Installers** (see page 48)
4. **Boatswain's Chair** (will replace the Window Cleaning course on page 55)

We have also created some free resources to help employers ensure that they are in compliance. Visit the **Suspended Access Equipment** topic page on the ihsa.ca website for detailed answers to your questions about the new requirements. You'll also find an informative fact sheet along with a sample risk assessment and site-specific work plan that you can use as a starting point for developing your own documentation.



IHSA safety training for supervisors



Supervisors play an important role in the workplace. They need to know their responsibilities when it comes to health and safety and how to engage workers, managers, and owners to maintain safety in the workplace. They need to know their responsibilities under health and safety law, have effective communication skills in order to convey vital safety requirements, and have the knowledge to supervise highly skilled people working in high-hazard environments.

IHSA provides these supervisory courses that can help workers make the transition to this important safety role.

FREE

TO IHSA
MEMBERS

Basics of Supervising and Basics of Supervising—Federally Regulated

These courses provide supervisors with the information they need to understand their roles and responsibilities under provincial or federal health and safety law and the tools to manage health and safety in the workplace. (See pages 12-13.)

\$195*

TO IHSA
MEMBERS

Communication Skills for Supervising Health and Safety NEW!

This program goes beyond the *Basics of Supervising* training program and provides supervisors with the specific communication tools they need to implement critical health and safety solutions. (See page 15.)

Includes an IHSA Supervisor Log Book (RF008).

FREE

TO IHSA
MEMBERS

Incident Investigation and Reporting Awareness

Upon completion of this course, participants will be able to conduct an incident investigation and prepare an incident report based on their investigation. (See page 28.)

\$169*

TO IHSA
MEMBERS

Introduction to Hazard and Risk Management

This program provides the tools to assist those involved in developing or enhancing their organization's hazard and risk management system, of special interest to organizations that are working towards COR™ certification. (See page 28.)

These are just a few of the courses that we provide to meet the needs of Ontario supervisors who work in high-hazard environments.

*Additional fees apply for non-member firms.



Visit **ihsa.ca/training**
today to find a course
in your community.

 **IHSA.ca**
Work Safe for Life

General Information



Custom Programs

IHSA will custom-design and conduct programs to suit specific requirements. If a program you want is not in this catalogue, contact IHSA. Additional fees may apply.

IHSA also makes programs available where and when you need them. Contact us to discuss your training needs.

Fees

IHSA members* receive discounted rates on training programs and products, while non-members must pay the full price. Fees vary depending on whether it takes place at an IHSA facility or at your facility (within Ontario).

Please contact an IHSA customer service representative for rates outside Ontario.

Payment

Fees are due upon registration for programs at an IHSA facility and for programs that will be conducted at your facility. Payment can be made by VISA, MasterCard, or American Express. Certificates will not be provided until fees have been paid in full.

All prices are subject to applicable taxes.
All prices are subject to change without notice.

Program Registration

Online—You may register for training programs online. Simply go to ihsa.ca and click Training. A credit card may be required.

Phone—You may register for training programs by calling 1-800-263-5024.

Fax, Email, or Mail—You may register for training programs by using the Training Registration Form in this catalogue. Once completed, simply mail, email, or fax it to:

Infrastructure Health & Safety Association

21 Voyager Court South
Etobicoke, Ontario M9W 5M7
Tel: 1-800-263-5024 or 905-625-0100
Fax: 416-674-8866 • Email: customerservice@ihsa.ca

All registrations for training will be confirmed in writing by an IHSA customer service representative.

Proof of Insurance

A WSIB Clearance Certificate is required for non-members to attend hands-on training programs. Contact the WSIB Clearance Department at 416-344-1012 or toll free at 1-800-387-8638 for your most recent copy.

Replacement Records of Training

IHSA will provide replacement records of training upon request. Visit ihsa.ca, click Training in the top menu, and then scroll down to Replacement Certificates. Complete the online form to request a replacement certificate. You can also contact a Customer Service Representative for assistance.

Cancellation Policy

IHSA reserves the right to cancel any program due to insufficient enrollment or other causes.

Clients who cancel programs scheduled at their facility will receive a full refund if written notification of the cancellation is received no later than ten business days prior to the program. No refunds will be made after that time.

Participants who are registered in an IHSA-facility training program but who do not attend or do not provide written notification of the cancellation at least ten business days prior to the program are responsible for the full fee. Participant substitutions may be made up until the program commences.

Special Accommodation and Accessibility

IHSA is committed to providing a barrier-free environment for all stakeholders including our clients/customers, employees, volunteers, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our goods or services.

As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (AODA, 2005) and its associated standards and regulations, and we are committed to incorporating AODA legislative requirements and best practices into all of our policies and processes.

* You're automatically a member of IHSA if you or your company pays WSIB premiums in one of the rate groups covering the construction, transportation, electrical, utilities, aggregates, natural gas, or ready-mix concrete industries.

Check Out Our

NEW Responsive Website

New Look, Same Quality Service

You can now browse our site comfortably on your tablet and mobile phone the same way you would using your computer. Go to **ihsa.ca** and explore!



Our New Mobile App

Log on to **ihsa.ca** or visit Google Play or the App Store to download your **FREE** app today.



Your guide
to Construction Health
and Safety Legislation

Get the **App**
on your mobile device

Application designed and maintained by
CCOHS CCHST
Canadian Centre for Occupational Health & Safety



Training Options

IHSA offers skills-based training across the province. For your convenience, IHSA offers a variety of delivery options for training courses.

In-Class and Hands-On Training

We offer training courses at locations across the province with qualified IHSA instructors. These courses range from general awareness classes to hands-on skills training and from half a day to several weeks in length. In addition to our main training facilities located in Mississauga and Etobicoke, IHSA has satellite training facilities across the province. All materials are provided at the start of the course.

For details about when courses are offered, check IHSA's online training calendar at ihsa.ca/training to print an up-to-date schedule. Use the convenient Search function to look for a specific course or download and print a regional schedule that lists all the training in your area. To register for a training course, use the form at the end of this catalogue or contact IHSA at 1-800-263-5024. You can also register online at ihsa.ca/training.

Legend

Hazard Awareness Courses



This symbol means that the course is a hazard awareness course. These courses are classroom-based and provide an overview of task-specific hazards. They help to improve your awareness of hazards, but do not include a hands-on component. Participants will receive a record of training. You can also take hazard awareness courses as introductions to the more comprehensive courses that IHSA offers.

Hands-on Training



This symbol means the course is a hands-on course. Participants are required to bring their own personal protective equipment (PPE) as noted in the course confirmation letter. Participants will not be allowed to participate in the course if they do not bring the noted PPE and the course fee will remain on the account.

Home-Study Programs

Home-study kits include everything you need to teach yourself certain courses. You control the learning process and the pace.

After completing the assigned readings and exercises, you register for a Home-Study Review and Exam. Visit ihsa.ca/training to search for scheduled dates and locations. If you don't find something scheduled for your area, contact IHSA at 1-800-263-5024.

IHSA offers the following home-study kits. Turn to the specified pages for course descriptions.

- *Basics of Supervising* (See page 12)
- *Construction Health and Safety—Basic* (See page 16)

Trade-Specific Training

With assistance from IHSA's Labour-Management Health and Safety Committees, certain trade groups working with IHSA staff have developed training specifically tailored to their trade. These multi-level programs are generally taken one level per year. The first two levels can be done through IHSA, while the third level is usually completed on site or at a hands-on training facility. Contact IHSA at 1-800-263-5024 for details.

Online Training

IHSA offers several e-learning programs, as well as videos you can use as safety talks. Some of the programs available online are *Electrical Safety and Awareness*, *Fire Safety*, and *WHMIS*. Check them out at ihsa.ca/elearning.

You'll also find helpful videos on our **YouTube** page.

Mobile Classroom

IHSA's mobile classroom brings health and safety training and subject-matter experts right to your door. Our mobile classroom travels to worksites all over Ontario. Clients can book the mobile classroom to come to their facility or for trade shows and conferences.

Book early—it's first-come, first-served!

To reserve, call 1-800-263-5024



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Course Descriptions

Air Brake Instructor 4 Days



Ontario's Driver Certification Program (DCP), under the Ministry of Transportation (MTO), allows companies to train, test, and provide their employees with a "Z" air brake license upgrade. The person who delivers the training and performs the testing must be approved by the MTO as a signing authority.

To help firms meet this requirement, IHSA will be offering the Air Brake Instructor training program. This course has been approved by the MTO and meets the requirement for signing authority.

Successful candidates will receive an instructor certificate that provides proof to the Ministry of Transportation — Driver Certification Program that they have signing authority as an air brake instructor.

Program Content

This course is intended to provide instructor candidates with a thorough understanding of the air brake system. The program will include the use of a fully functional air brake board, practical demonstrations, instruction, and testing on a vehicle.

Those who attend will be expected to participate in hands-on instruction and practice teaching sessions. Upon successful completion of the program, participants will be able to explain as well as demonstrate the complete functions of the air brake system.

Who Should Attend?

Anyone who currently has training responsibilities specific to Ontario's A, B, C, D, and E driving licenses within their organization and are a recognized signing authority with the MTO.

Prerequisites

Before taking part in the *Air Brake Instructor* program, participants must have the following:

- A valid Ontario commercial class license and "Z" endorsement for 3 years or more
- Zero demerit points
- Successful completion of IHSA's *Foundations of Facilitation, Training, and Learning* or IHSA's *Fleet Driver Trainer* program.

Maximum number of participants: 10

Air Break Switch/Load Interrupter Maintenance 2 Days



This program introduces or reinforces the proper isolating and maintenance procedures of air break switches and load interrupters using rubber and fibre protective equipment and live line tools.

Program Content

- Detailed study of applicable IHSA *Safe Practice Guides*
- Hydraulic equipment—stability and safe operation
- Job planning/tailboard talk
- Utility Work Protection Code
- Bypass jumpers (ratings, proper installation)
- Cleaning and adjustment of air break switches
- Field practice (hands-on practical session)

Who Should Attend?

Personnel performing this type of work (including supervisors).

Maximum number of participants: 6

NOTE: The practical live line work is on 27.6 kV, so Class 4 rubber gloves will be required.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Arc Flash Risk Assessment 1/2 Day

This program will provide insight and information on the technology, formulas, regulatory standards, and other considerations needed when dealing with arc flash assessment.

Program Content

- Legislation and rules review
- Risk assessment (risk categories)
- Arc current calculations
- Incident energy calculation
- Analysis of software available such as Arcpro and Duke Heat Flux Calculator
- What APTV really means
- Ways of reducing arc flash hazards
- Determining the level of PPE required when in proximity to arc flash hazards

Who Should Attend?

Line supervisors, lead hands, and purchasing and engineering personnel.

Maximum number of participants: 20

Asbestos Abatement Supervisor 1 Day

Supervisors of Type 3 asbestos abatement work are required to be certified to perform their supervisory role. They must successfully complete the in-school training component of an Asbestos Abatement Supervisor (AAS) training program that has been certified by the Ministry of Advanced Education and Skill Development (MAESD).

IHSA's course covers the mandatory in-school training component of the program. Upon successful completion, supervisors will be able to write the AAS test, which is given by an MAESD-recognized test administrator, and receive their AAS 253S certification.

Prerequisites

- Certificate of completion from the MAESD for the *Asbestos Abatement Worker 253W* program
- Completion of IHSA's *Basics of Supervising* course or proof of completion of an equivalent formal construction supervisor course having a minimum duration of 12 hours of lesson time.

Who Should Attend?

Anyone who supervises asbestos abatement work.

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Asbestos Abatement Worker 3 Days



All workers, including construction tradespeople, who perform Type 3 asbestos work as defined by the Asbestos Regulation (278/05) under the OHSA must be certified. They must successfully complete the in-school training component of an Asbestos Abatement Worker (AAW) training program that has been approved by the Ministry of Advanced Education and Skill Development (MAESD).

IHSA's course covers the mandatory in-school training component of the AAW program. Upon successful completion, workers will be able to write the AAW test, which is given by an MAESD-recognized test administrator, and receive their AAW 253W certification.

Who Should Attend?

Asbestos removal workers.

Maximum number of participants: 20

NOTE: Those who enter a Type 3 work area but do not perform Type 3 work are not required to complete the MAESD-approved Asbestos Abatement Program, but employers are required by the Ministry of Labour to provide them with asbestos hazard awareness training.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Asbestos Work in Construction Hazard Awareness 1/2 Day



This program teaches participants how to identify locations where asbestos may be present and find sections of the asbestos regulation that deal with the classification of asbestos work.

The program involves a slide presentation and video review. Each participant will complete classroom exercises and reviews. Full attendance is mandatory.

Program Content

- Asbestos uses and locations in construction
- Health hazards and controls
- Legislative requirements

Who Should Attend?

All workers on projects where asbestos may be present.

Maximum number of participants: 20

NOTE: This course does not qualify participants for Type 3 asbestos removal. Every worker and supervisor involved in Type 3 operations must successfully complete the Asbestos Abatement Training Program approved by the Ministry of Advanced Education and Skill Development (MAESD) (see Asbestos Abatement Supervisor or Asbestos Abatement Worker).

Get it online!

Visit our website for more information on asbestos, including:

- an **Asbestos** topic page
- a **Basics of Asbestos** e-learning program
- Asbestos-related products.



Bare Hand Techniques 4 Days



Although the bare hand method may be limited in scope, this technique affords line maintenance personnel another option to consider for specific tasks. The program concentrates on the procedures and basic philosophy involved with this technique.

Program Content

- Thorough review of the bare hand technique
- Basic hydraulics
- Review of applicable IHSA Safe Practice Guides
- Emergency plan
- Job planning/tailboard talk
- Field practice—bare hand live line technique

Who Should Attend?

Personnel who perform this type of work (including supervisors).

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Basic Auditing Principles 1 Day

This course provides an introduction to the fundamentals of auditing and how to apply these principles while going through the Certificate of Recognition (COR™) Audit process. It focuses on auditing principles that are common to all organizational audits, while using material and examples specific to the COR™ Audit Tool and its elements.

It is specifically designed for the individual who has been designated by the employer to act as COR™ Internal Auditor and who will be performing the COR™ audit within the organization.

Program Content

- Introduction to COR™
- Introduction to auditing
- Audit standards
- Types of audits
- Responsibilities
- Developing an audit plan
- Navigating the COR™ Audit Tool
- Protocol for assigning scores

Who Should Attend?

The full-time permanent employee who has been designated as the employer's Internal Auditor.

Maximum number of participants: 20

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation. See page 62 for details.

Basics of Supervising 2 Days

Workers are often promoted to a supervisory position because of their high-quality work and experience. However, they may not know their role and responsibilities under Ontario legislation.

This program teaches provincially regulated workers how to fulfill their role as a supervisor and about their responsibilities under Ontario's *Occupational Health and Safety Act* (OHSA) to manage health and safety in the workplace. Once they understand what to do, the program gives them the tools to meet their health and safety responsibilities and ensure a productive workplace.

Program Content

1. Legal Responsibilities

Participants will learn how to:

- Locate and cite sections in the OHSA and applicable regulations
- Identify the duties of a constructor, employer, supervisor, and workers as detailed in the OHSA.

2. Elements of Supervising

Participants will learn how to integrate health and safety into the supervisor's daily activities of planning, organizing, directing, and controlling work.

3. Supervisor Safety Tasks

Participants will learn how to perform the duties of a supervisor by:

- Communicating hazard information through safety talks and worker orientations
- Monitoring health and safety activities through formal workplace inspections
- Investigating incidents and determine the immediate and underlying causes
- Enforcing health and safety rules
- Documenting workplace activities in a log book.

Who Should Attend?

Supervisors—especially those who have never received any training in supervisory skills or in their health and safety responsibilities under Ontario law.

Maximum number of participants: 20

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation. See page 62 for details.

Get it online!

Basic Auditing Principles is also available as an online course. Visit the **e-learning** page at **ihsa.ca**



Basics of Supervising—Federally Regulated 2 Days

Workers are often promoted to a supervisory position because of their high-quality work and experience. However, they may not know their role and responsibilities under Canadian law.

This program teaches federally regulated workers how to fulfill their role as a supervisor and about their responsibilities under the Canada Labour Code, Part II to manage health and safety in the workplace.

Once they understand what to do, the program gives them the tools to meet their health and safety responsibilities and ensure a productive workplace.

Program Content

1. Legal Responsibilities
2. Elements of Supervising
3. Supervisor Safety Tasks

For more details, see Program Content for *Basics of Supervising* course on page 12.

Who Should Attend?

Supervisors—especially those who have never received any training in supervisory skills or in their health and safety responsibilities under federal law.

Maximum number of participants: 20

Boatswain's Chair 1 Day

See *Window Cleaning* course (page 55).

Cable Locating 1 Day

As underground space becomes more congested, the need for accurate tracing and locating of underground plant becomes increasingly important. Participants will be exposed to, and will experiment with, up-to-date methods and equipment.

Program Content

- Methods used to trace buried pipes and cables
- Principles of operation
- Equipment set up
- Field assignments

Who Should Attend?

Personnel involved in staking (locating) existing underground plant.

Maximum number of participants: 10

Cable Splicing and Terminating—Secondary 1 Day

Provides participants with the knowledge to work safely when splicing and terminating secondary low-voltage cables.

Program Content

- Basic electrical theory
- Interpretation of relevant rules and regulations
- Types of underground systems and cables
- Tools and materials checks
- Meter base checks
- Hands-on cable preparation and terminations

Who Should Attend?

Those involved with installing secondary underground cable.

Maximum number of participants: 8

Cable Splicing and Terminating—Primary 2 Days

Provides participants with the knowledge and skills required to consistently produce top-quality terminations and splices on high-voltage cables using the most current equipment and procedures.

Program Content

- Applicable safety rules and regulations
- Extruded shielded primary cable design and construction
- Cable preparation
- Review of splicing and terminating concepts, methods, and components
- Monitored hands-on splicing and terminating exercises

Who Should Attend?

Those involved with installing, splicing, terminating, testing, troubleshooting, or purchasing primary cable.

Maximum number of participants: 10



Cable Testing and Fault Locating 3 Days



This program covers various methods and equipment required when performing cable testing or fault locating. It also provides participants with an opportunity to use and compare the latest technology in cable testing and fault locating equipment.

Program Content

- Cable theory and trends
- High/low-voltage potential testing instruments (e.g., Thumpers)
- Types of tests—factory, acceptance, proof, maintenance
- Cable locating
- Methods of fault locating—primary, secondary, pre-locating, and pinpoint locating
- Fault analysis
- Field assignments: switching, cable locating, cable testing, and fault locating

Who Should Attend?

Personnel who perform this type of work (including supervisors).

Maximum number of participants: 10

Canada Labour Code Part II 1 Day

This is an introduction to federal health and safety legislation, including the responsibilities of employers and employees. Participants are provided with a copy of the HRDC's *Regulations Respecting Occupational Health and Safety made under Part II of the CLC*.

Using group interaction in the classroom, participants will learn to reference the *Canada Labour Code Part II*, their health and safety responsibilities, and how to relate them to their specific workplace.

Who Should Attend?

Anyone who does not already know their health and safety responsibilities under legislation.

Maximum number of participants: 20

Chainsaw Operation and Maintenance 1 Day



This program is offered for those workers who use power chainsaws for general ground use. It is designed to help workers ensure safe and proficient operating practices.

Program Content

- Field practice (an evaluated demonstration of chainsaw operation skills)
- Protection of self and others
- Working in a safe environment
- Job planning
- Maintenance and operation of a chainsaw
- Interpretation of relevant regulations and the *Occupational Health and Safety Act*

Who Should Attend?

Personnel who use a chainsaw (including supervisors).

Maximum number of participants: 8

Collision Review Committee 1 Day

This course is designed to help people become involved in their company's collision review process. It will enable members of a collision review committee to determine whether or not a company driver has been involved in a preventable collision.

Through practical and interactive teaching methods, participants will learn the definitions of collision preventability and defensive driving and how to structure a collision review committee. Practical case studies will help committee members determine the standards of safe driving performance that they expect of their drivers.

A complete set of guidelines for determining preventability is provided to participants and can be used as a reference for future application. Participants will develop their own action plans for preventability determination in their company.

Who Should Attend?

Anyone involved in their company's collision review process.

Maximum number of participants: 20

Commercial Motor-Vehicle Collision Investigation 2 Days

This intensive certificate course will enable participants to:

- Better determine ways to prevent collisions
- Identify training needs
- Make logical recommendations for changes to ensure safer vehicle operation
- Build a database to understand how, where, and why collisions are happening.

Participants will learn concepts and necessary information required to competently investigate a motor-vehicle collision.

Program Content

- Introduction to collision investigation
- Elements of an investigator's kit
- The traffic collision template
- Scale drawings
- Drag factors determining speed, time, and distance
- Chain of events
- Primary activities involved in a complete collision investigation
- Preventability discussion
- Practical case studies and presentations

Who Should Attend?

Safety officers, driver trainers, Health and Safety Committee members, managers, and anyone involved in the collision investigation program.

Maximum number of participants: 12

Communication Skills for Supervising Health and Safety 1 Day

This course builds upon what was learned in IHSA's *Basics of Supervising* training program. That program helps supervisors learn *what* health and safety tasks they need to complete to ensure they are in compliance. However, this course helps supervisors learn *how* to complete those health and safety tasks.

Supervisors will learn that improved interpersonal skills will lead to improved proficiency and effectiveness with the four main supervisor health and safety tasks: inspecting, communicating, investigating, and enforcing.

This fast-paced, participant-centred program is filled with fresh perspectives, self-assessment tools, and small group learning activities, which are all focused on improving a supervisor's communication skills.

Program Content

- Vulnerable workers and the supervisor
- Inspecting the workplace
- Communicating the hazards
- Investigating incidents
- Enforcing the rules

Prerequisite

IHSA's *Basics of Supervising*

Who Should Attend?

Supervisors of all levels who have successfully completed IHSA's *Basics of Supervising* course.

Maximum number of participants: 20

NOTE: Participants will receive a copy of IHSA's Supervisor Log Book (RF008).

Conductor Stringing 3 Days



In this program, participants will become familiar with conductor stringing methods (tension or conventional), safe work practices, proper operation of pullers and tensioners, and the necessary equipment to carry out a stringing operation in a safe manner.

Program Content

- Review of applicable IHSA *Safe Practice Guides*
- Step and touch potentials
- Proper set-up of ground gradient mats and grounding techniques
- Proper operation of tensioners and pullers
- Work area protection
- Communication and teamwork

Who Should Attend?

Personnel involved in conductor stringing operations in electric utility or telecommunications operations.

Maximum number of participants: 8

Confined Space Entry 1 Day



This program blends in-class learning with a practical training component. Upon completion, participants will be knowledgeable about confined space requirements under the OHSA, and will be able to recognize confined spaces, describe the major hazards, identify controls, and perform a confined space rescue.

Program Content

- Potential hazards of confined spaces
- How to recognize a confined space as defined by the *Occupational Health and Safety Act*
- Employer programs for confined space entry
- Hazards and their assessment
- Plans for controlling hazards of confined space activity
- Training and entry permits
- Confined space rescue

Who Should Attend?

Personnel who are required to enter confined spaces.

Maximum number of participants: 8

Confined Space Entry—Toronto Hydro Contractors 1 Day



This Confined Space Entry course is similar to the one above, but is designed specifically for Toronto Hydro contractors.

Confined Spaces Hazard Awareness for Construction 1/2 Day



This program shows participants how to identify confined spaces and demonstrate knowledge of legislative requirements and general procedures for confined space entry.

Program Content

- Definition of confined space
- Hazards related to confined spaces
- Types of dangerous atmospheres
- Legal requirements
- Assessment and control options
- Monitoring strategies
- Entry permits and procedures

Who Should Attend?

Anyone working near confined spaces.

Maximum number of participants: 20

NOTE: This is an awareness program only. See Confined Space Entry for (hands-on) training.

Construction Health and Safety—Basic 3 Days

This program shows participants how to recognize and identify the basic requirements for health and safety, including equipment and procedures.

Program Content

- Hazard recognition
- Personal protective equipment
- Electrical safety
- Access equipment
- Back care and material handling
- Legislation

Who Should Attend?

Workers with no previous training in health and safety.

Maximum number of participants: 20

NOTE: Also available as a home-study course.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



COR™ Essentials 1/2 Day

This program provides an introduction to the four phases of the Certificate of Recognition (COR™) Audit.

1. Prepare
2. Perform
3. Summarize
4. Submit

It is designed to ensure that an organization's COR™ Senior Management Representative and the COR™ Internal Auditor have the knowledge and resources necessary to successfully plan and begin implementation of the COR™ program. Information is provided on the program requirements such as audit team responsibilities, audit criteria, and project planning/scheduling.

This program is one of the four mandatory training requirements for the COR™ program. A representative from senior management and one permanent full-time employee designated by the employer to act as the firm's COR™ Internal Auditor must take this prescribed training program.

Program Content

- Introduction to COR™ essentials
- COR™ program introduction
- COR™ program guidelines
- COR™ audit key players
- Managing the COR™ audit
- Elements of the COR™ Audit Tool

Who Should Attend?

Owners or senior managers who are interested in participating in the COR™ program and the full-time permanent company employee who will be performing the company's COR™ audit.

Maximum number of participants: 20

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation. See page 62 for details.

Get it online!

COR™ Essentials is also available as an online course. Visit the **e-learning** page at **ihsa.ca** for more information.



COR™ Internal Auditor 1 Day

This workshop-based program is designed to help a company's COR™ Internal Auditor successfully plan, perform, summarize, and submit the COR™ Audit.

It gives participants an opportunity to apply their knowledge of the COR™ Audit Tool to exercises based on scenarios and case studies and to practice all four phases of the COR™ Audit process.

Program Content

- Overview of the COR™ Audit Tool
- Pre- and post-audit meetings
- COR™ audit practice
- Summarizing findings
- Writing an audit report
- Completing an action plan
- Requirements for submitting the COR™ audit

Prerequisite

IHSA's *Basic Auditing Principles*

Who Should Attend?

The full-time permanent company employee who has been chosen by their management to perform the company's COR™ audit.

Maximum number of participants: 20

NOTE: This is one of the required courses for the *National Construction Safety Officer (NCSO) designation*.

COR™ Workshop Series 5 Days

This is a series of five sessions (one per month) designed to provide participants with a systematic approach to building an effective Health & Safety Management System (HSMS) while making sure it aligns with the requirements of the Certificate of Recognition (COR™) program.

The in-class work includes developing a company-specific action plan, which is completed between each session and brought back for evaluation. To obtain maximum benefit from the workshop, participants are expected to commit to all five sessions.

Prerequisites

Participants are required to have completed all four COR™ training programs:

1. Basic Auditing Principles
2. COR™ Essentials
3. COR™ Internal Auditor
4. Introduction to Hazard and Risk Management

It is recommended that participants have additional training and experience in health and safety.

Who Should Attend?

This program is designed for individuals whose companies are currently registered in IHSA's COR™ program and who may be acting as their company's Internal Auditor or Management Representative for the COR™ program.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

CVOR Facility Audit Overview 1 Day

This is a special one-day session that covers all aspects of the Ministry of Transportation (MTO) legislative responsibilities for carriers and those who are responsible for trucks and buses within their fleet.

Program Content

- A review of the *Highway Traffic Act* including basic purpose, intent, definitions, and specific commercial applications and requirements such as the classified driver's licence system, time records, and vehicle maintenance
- The Commercial Vehicle Operator's Registration (CVOR) process including basic elements, thresholds, and violation rates
- The MTO Facility Audit process including training, monitoring, and driver and maintenance files required to be maintained
- Hours of Service and Pre-Trip/Vehicle Maintenance Regulations 555/06 and 199/07 overview from an operator's (company) perspective

Who Should Attend?

Those who work with or own small to medium-sized fleet of vehicles and who are responsible for maintaining spare vehicle and/or driver-related files. Also those who want to upgrade or attain knowledge of the legislative responsibilities related to vehicle or driver files and those who have received a "Warning Letter" from the MTO regarding increasing violation rates.

Maximum number of participants: 20

To find out more about the COR™ or NCSO program, see page 60 or 62.



Defensive Driving—Commercial 1 Day

In a classroom setting, defensive driving techniques are presented with the aid of various audio-visual devices. This course is designed to involve participants in group discussions of common driving problems that are encountered by drivers each day.

Program Content

Module 1—The Law (Legal Element)

Rules and regulations that apply to commercial motor-vehicle operation

Module 2—The Driver (Human Element)

The human elements that affect our ability to drive safely including attitude, mental/emotional state, complacency, physical well-being, nutrition, sleep, vision, and knowledge

Module 3—The Vehicle (Mechanical Element)

Vehicle inspection, basic vehicle control, and factors that affect steering, stopping, and handling

Module 4—The Environment

Inside the vehicle, road surface conditions, traffic conditions, and weather conditions

Module 5—Driving Defensively

Collision prevention; use of mirrors, signs, and signals; passing; intersections; turning procedures; expressway driving; backing procedures

Who Should Attend?

Drivers of commercial vehicles who want to improve their on-road knowledge and learn defensive driving techniques.

Maximum number of participants: 20

Defensive Driving—G Class Driver 1/2 Day

In a classroom setting, defensive driving techniques are presented with the aid of various audio-visual devices. This course is designed to involve participants in group discussions of common driving problems that are encountered by drivers each day.

Program Content

Module 1—The Law (Legal Element)

Rules and regulations that apply to personal vehicle operation

Module 2—The Driver (Human Element)

The human elements that affect our ability to drive safely including attitude, mental/emotional state, complacency, physical well-being, nutrition, sleep, vision, and knowledge

Module 3—The Vehicle (Mechanical Element)

Vehicle inspection, basic vehicle control, and factors that affect steering, stopping, and handling

Module 4—The Environment

Inside the vehicle, road surface conditions, traffic conditions, and weather conditions

Module 5—Driving Defensively

Collision prevention; use of mirrors, signs, and signals; passing; intersections; turning procedures; expressway driving; backing procedures

Who Should Attend?

Any driver of a light-duty vehicle who wants to improve their on-road knowledge and learn defensive driving techniques.

Maximum number of participants: 20

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation. See page 62 for details.

Distracted Driving 1/2 Day

One of the leading causes of motor-vehicle collisions, injuries, and deaths in Ontario is a distracted driver. This program will answer the following questions:

- What is a distraction?
- What are the different types of distractions?
- How does a driver become distracted?
- How can a driver minimize or eliminate distractions?

This program includes a pre-test to assess your prior knowledge of distracted driving and a post-test to measure what you have learned from the program. It provides you with an opportunity to make an impact on safety at your workplace through making a personal pledge for driver improvement and by reviewing your current workplace safe driving policy and recommending changes.

Program Content

- Types of driving distractions
- Supporting data
- Laws and penalties
- Hazards of distracted driving
- Preventing distracted driving

Who Should Attend?

Any driver who operates a vehicle (classified as a bus, utility, personal, or commercial vehicle) for work-related tasks and who wants to improve their on-road knowledge and their ability to identify and prevent distractions.

Maximum number of participants: 20

Electric Power Meters 2 Days



This program provides participants with the skills and knowledge required to ensure safe, proficient methods of working with electric power meters. The basic concepts of metering and associated hazards are discussed. It will include one day of field work scenarios.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Personal protective equipment
- Handling and storage
- Tools, equipment, and installation
- Single phase services

Who Should Attend?

Line personnel who are required to perform this type of work and meter readers.

Maximum number of participants: 10

Electrical and Utility Safety Rules Training 1 Day

This program is primarily for electrical workers including supervisors/managers of workers who perform electrical work and/or tasks on or in proximity to electrical transmission or distribution systems. It is a thorough examination of the electrical definitions and the electrical rules, including the application and interpretation of the rules and definitions.

Safety rules for electrical and utility work are embedded in occupational health and safety regulations for both construction and industrial projects. This training is designed to provide attendees with knowledge in the application of the *Electrical Utility Safety Rules* book (RB-ELEC), which is available from IHSA.

Get it online!



Get the latest edition of the pocket-sized ***Electrical Utility Safety Rules*** (RB-ELEC) by visiting ihsa.ca/products



Program Content

- History of *Electrical Utility Safety Rules* (EUSR)
- Application of the EUSR
- Definitions of terms used in the EUSR
- Intent and application of specific rules
- Industry issues and challenges

Who Should Attend?

Electrical workers who are expected, or have been given authorization, to work on or in proximity to electrical apparatus, including:

- Powerline technicians (apprentices and experienced journeymen)
- Utility arborists/tree care workers (apprentices and experienced journeymen)
- Electrical workers/ substation electrical workers/street light workers/underground electrical workers (apprentices and experienced journeymen)
- Contract administrators (responsible for co-ordinating electrical work in proximity to electrical apparatus)
- Electrical supervisors/managers/engineers

Maximum number of participants: 20

Electrical Safety Awareness—Low Voltage 1 Day



This course gives participants a basic understanding of electrical hazards related to low-voltage work and what is required to assess and control these hazards.

Program Content

- Introduction to electrical safety
- Basic electrical theory
- Energy flow and barriers
- Electricity and the body
- Induction
- Step and touch potential
- Safe limits of approach
- Personal protective equipment
- Job planning
- Low-voltage testing equipment
- Lockout and tag

Who Should Attend?

Those who want to become familiar with low-voltage electrical hazards.

NOTE: Successful completion of this course DOES NOT qualify the participant to install, inspect, maintain, or repair electrical equipment/apparatus except as set out in the applicable legislation.

Maximum number of participants: 20



Electrical Safety Awareness— High Voltage 1 Day



This course gives participants a basic understanding of electrical hazards related to high-voltage apparatus and what is required to assess and control these hazards.

Program Content

- Introduction to electrical safety
- Basic electrical theory
- Energy flow and barriers
- Electricity and the body
- Induction
- Step and touch potential
- Safe limits of approach
- Personal protective equipment
- Job planning
- Care and maintenance of protective rubber equipment
- Station construction, maintenance, and operation

Who Should Attend?

New workers or support personnel working around high-voltage apparatus.

Maximum number of participants: 20

NOTE: Successful completion of this course DOES NOT qualify the participant to install, inspect, maintain, or repair electrical equipment/apparatus except as set out in the applicable legislation.

Electrical Safety Awareness— Ground Personnel 1 Day



This course gives participants a basic understanding of electrical hazards related to utility line clearing work and what is required to assess and control these hazards.

Program Content

- Introduction to electrical safety
- Basic electrical theory
- Energy flow and barriers
- Electricity and the body
- Induction
- Step and touch potential
- Safe limits of approach
- Personal protective equipment
- Job planning
- Ground support for line clearing

Who Should Attend?

Those who provide ground support for electrical utility line clearing crews.

NOTE: Successful completion of this course DOES NOT qualify the participant to install, inspect, maintain, or repair electrical equipment/apparatus except as set out in the applicable legislation.

Maximum number of participants: 20

Electrical Safety Awareness— Hydrovac Operators 1 Day



This course gives participants a basic understanding of electrical hazards related to hydrovac/vacuum truck use and what is required to assess and control these hazards.

Program Content

- Introduction to electrical safety
- Basic electrical theory
- Energy flow and barriers
- Electricity and the body
- Induction
- Step and touch potential
- Safe limits of approach
- Personal protective equipment
- Job planning
- Hydrovac electrical safety

Who Should Attend?

Operators or support personnel working with or near hydrovac/vacuum trucks.

Maximum number of participants: 15

NOTE: Successful completion of this course DOES NOT qualify the participant to install, inspect, maintain, or repair electrical equipment/apparatus except as set out in the applicable legislation.



Electrical Safety Awareness— Telecommunications 1 Day



This course gives participants a basic understanding of electrical hazards related to the telecommunications sector and what is required to assess and control these hazards.

Program Content

- Introduction to electrical safety
- Basic electrical theory
- Energy flow and barriers
- Electricity and the body
- Induction
- Step and touch potential
- Safe limits of approach
- Personal protective equipment
- Job planning
- Telecommunications electrical safety

Who Should Attend?

Workers such as telecommunications personnel who are working near high-voltage and low-voltage equipment that is located overhead or underground.

Maximum number of participants: 20

NOTE: Successful completion of this course DOES NOT qualify the participant to install, inspect, maintain, or repair electrical equipment/apparatus except as set out in the applicable legislation.

Electrical Safety Awareness— Underground Workers 1 Day



This course gives participants a basic understanding of electrical hazards related to underground electrical systems and what is required to assess and control these hazards.

Program Content

- Introduction to electrical safety
- Basic electrical theory
- Energy flow and barriers
- Electricity and the body
- Induction
- Step and touch potential
- Safe limits of approach
- Personal protective equipment
- Job planning
- Underground systems electrical safety

Who Should Attend?

Workers or support personnel working around underground utility and electrical systems.

Maximum number of participants: 20

NOTE: Successful completion of this course DOES NOT qualify the participant to install, inspect, maintain, or repair electrical equipment/apparatus except as set out in the applicable legislation.

Elevating Work Platforms 1 Day



This program is intended for personnel who operate or supervise the operation of any of the following equipment:

- Non self-propelled elevating work platforms (EWPs)
- Self-propelled EWPs
- Self-propelled boom-type EWPs

It provides basic information on EWPs. After the training, the employer must provide oral, written, and hands-on instruction on the specific machine the worker will operate and the specific hazards the worker could encounter in the workplace.

Program Content

- Equipment types and selection
- Basic hazards
- Regulations and responsibilities
- Stability and tipping
- Equipment inspection
- Safe practices
- Safe operation (an evaluated demonstration of machine operation skills)

Who Should Attend?

Anyone who works with or around EWPs (including supervisors).

Prerequisites

IHSA's *Working at Heights—Fundamentals of Fall Prevention*

Maximum number of participants: 10



Equipotential Grounding and Bonding 2 Days



Temporary grounding systems were developed to protect those working on de-energized equipment. This course looks at the advantages of equipotential grounding and bonding over traditional methods. Discussions include the process by which a safe work environment can be created using equipotential grounding and bonding systems.

Program Content

- Electrical theory
- Permanent grounding methods
- Fault current availability
- Current capacities of temporary grounding connectors
- Potential testing
- Testing and maintaining grounding components, including vehicle grounds
- Demonstration of grounding methods—traditional versus equipotential
- Field practice of equipotential grounding and bonding installations

Who Should Attend?

Utility personnel who are required to construct, maintain, and operate electrical systems.

Maximum number of participants: 8

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Ergonomic Change Team 3 Days

This course will help organizations develop an Ergonomic Change Team. Its mandate is to identify and work to resolve risk factors that may contribute to work-related musculoskeletal disorders (MSDs).

The program will take the team through both a reactive and proactive ergonomics cycle. The reactive cycle will cover risk identification, evaluating priorities, proposing solutions, implementing and evaluating a prototype, and adopting solutions.

The proactive cycle uses the feedback from the previous changes and ensures that ergonomic principles are used in the purchasing and design of new equipment.

Team Structure

The team should consist of representatives from each work group within the organization, including both management and worker representation. At least one member from the Joint Health and Safety Committee should act as a liaison.

Program Content

- Introduction to ergonomics
- Overview of the musculoskeletal system and biomechanics
- Common MSDs encountered in the workplace
- Risk factors for MSDs
- Identifying and prioritizing ergonomic issues
- Anthropometry
- Reducing the risk—solution building
- Office ergonomics
- Implementing and evaluating change
- Summary and future direction
- Start-up of the ergonomic change team

Maximum number of participants: 20

NOTE: The content of this program can be tailored to fit the needs of individual firms.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Ergonomics for Computer Users—Practical Guidelines and Tips 1/2 Day

This course is geared toward anyone who uses a computer, even for mere portions of their day. It is delivered in an electronic presentation format and workers are provided handouts so they can apply what they have learned at their own workstations.

Program Content

- Understand MSDs and how they develop
- Increase your awareness of ergonomic issues
- Learn how to set up a computer workstation
- Learn good and bad work practice techniques

Who Should Attend?

Those who work in an office environment.

Maximum number of participants: 20

NOTE: Attendees have the option to participate in a workstation visit facilitated by one of IHSA's ergonomists immediately following the session.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Ergonomics for Skilled Trades— Practical Guidelines and Tips 1/2 Day

This course is geared toward anyone working within the skilled trades. Topics include musculoskeletal disorders (MSDs), ideal working heights and postures, working in hot and cold environments, tool selection, and general manual material handling.

Program Content

- Help workers understand what MSDs are and how they develop
- Raise awareness of common ergonomic issues that are present in work environments
- Help workers recognize and minimize the risk factors to which they may be exposed
- Encourage workers to identify and report concerns and suggest potential solutions

Who Should Attend?

Managers, supervisors, and those in skilled trades.

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Ergonomics for Transportation— How to Prevent Strains, Sprains, and Overexertion 1 Day

Many transportation companies experience lost-time injuries (LTIs) resulting from overexertion, strains, and sprains. These types of LTIs can lessen productivity and lead to increased operating costs. Attending this program can help companies boost their bottom line and improve their health and safety performance.

Program Content

- Determine how pervasive the problem is
- Learn to identify ergonomic issues
- Identify ergonomic issues that relate specifically to driving, loading and unloading, and tarping
- Implement ergonomic interventions to improve health and safety performance
- Obtain ergonomic resources
- Develop an ergonomic action plan

Who Should Attend?

Workers and employers from the transportation sector who want to learn and identify causes of musculoskeletal disorders (MSDs).

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Ergonomics Workshops 1 Day

These workshops include hands-on scenarios through which participants will learn how to use various ergonomics checklists to complete an assessment of workplace-specific situations. These tools can also be applied to any work situation.

Program Content

- Awareness of MSDs and MSD hazards
- Recognition of MSD hazards associated with manual material handling (MMH)
- Training on simple tools to assess MSD risk
- Training on tools to help determine root cause
- Developing solutions to reduce or eliminate MSD hazards associated with MMH
- Training to help implement and evaluate solutions

The office scenario will involve conducting an assessment and making the appropriate adjustments to office equipment in order for the user to assume optimal postures. It will also involve varying the tasks performed throughout the day for optimal postures and comfort.

The skilled trade scenario will involve conducting an assessment and learning how to make recommendations for job-specific controls.

Who Should Attend?

JHSC members, supervisors, health and safety managers, safety representatives, or anyone involved in workplace inspections.

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Ergonomics—Implementing into the Workplace 1 Day

This course is designed to assist supervisors, health and safety managers, and others who are responsible for implementing ergonomic principles into their workplaces. It will help them reduce the risk factors associated with the development of musculoskeletal disorders (MSDs).

Participants will develop an understanding of the process of designing, modifying, or organizing tools, materials, equipment, workspaces, tasks, jobs, products, systems, and environments to match the mental and physical abilities, limitations, and social needs of all people in their work environments.

The aim of the training is to provide participants with the knowledge and skills needed to implement safe improvements in quality, productivity, usability, and profitability of the services they provide to their customers and the work processes conducted by the workers.

Program Content

- Introduction to ergonomics
- Overview of the musculoskeletal system and biomechanics
- Understanding risk factors associated with MSDs
- Assessing and prioritizing MSD risk factors
- Developing potential solutions to minimize risk
- Implementing solutions and evaluating change
- Making ergonomic implementation successful and sustainable

Who Should Attend?

Supervisors, health and safety managers, and others.

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Ergonomics—Manual Material Handling Workshop 1/2 Day

Musculoskeletal disorders (MSDs) usually account for more than 40 percent of all lost-time injury claims within our member industries. Manual material handling (MMH) activities are commonly cited as the cause. This workshop is designed to help reduce the risk of developing MSDs associated with MMH tasks (e.g., lifting, pushing, pulling, and carrying).

The workshop moves the workplace away from awareness and into action. Using the tools provided in the training, participants will identify activities in which MMH hazards are present in the job, conduct a brief assessment to calculate the level of risk involved, and start to develop potential solutions to reduce the level of risk.

Program Content

- Awareness of MSDs and MSD hazards
- Recognition of MSD hazards associated with manual material handling
- Training on simple tools to assess MSD risk
- Training on tools to help determine root cause
- Developing solutions to reduce or eliminate MSD hazards associated with MMH
- Training to help implement and evaluate solutions

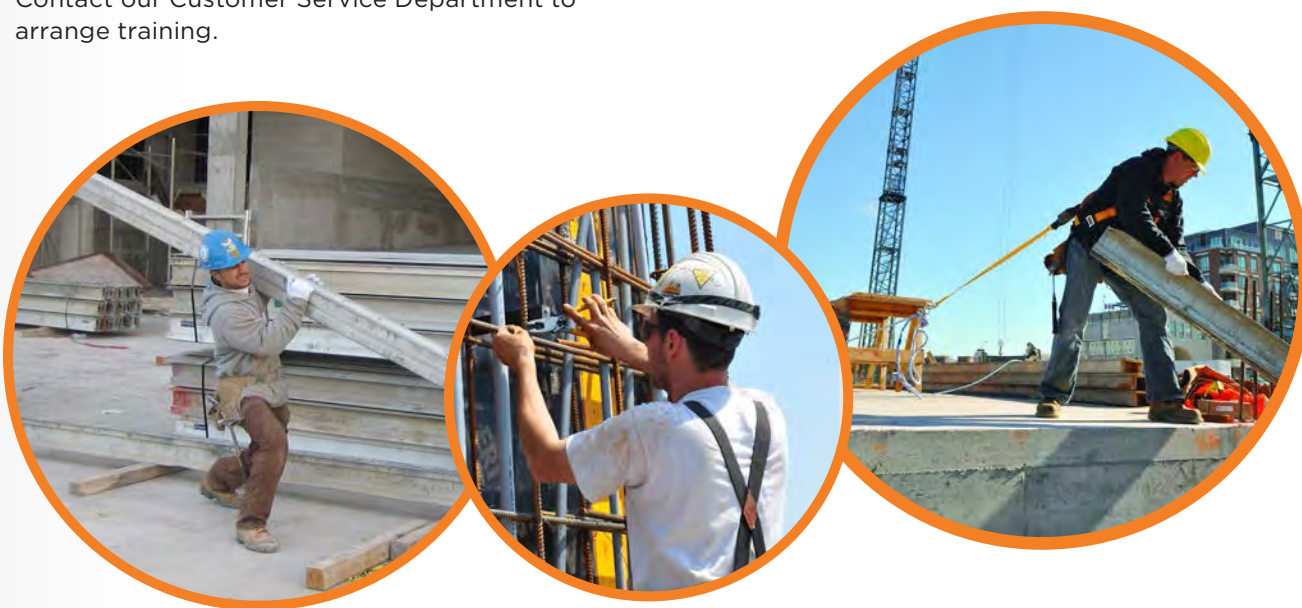
Who Should Attend?

Anyone whose work involves MMH. It is important that supervisors and management participate in the workshop.

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Federal Fleet Driver Trainer

Note: The Fleet Driver Trainer's Course is currently under revision. For more information, contact Doug Heintz at dheintz@ihsa.ca

Federal Health and Safety Competency Training 3 Days

Under the *Canada Labour Code Part II*, it is the employer's obligation to adequately train supervisors and managers in health and safety responsibilities. To help employers, IHSA offers this leading-edge course. This interactive program contains fundamental health and safety courses that will help supervisors and managers acquire the necessary knowledge to meet their legal obligations.

IHSA's unique training package is aimed at meeting legislative requirements to properly manage health and safety in the workplace. This type of training is a necessary component of the competent supervisor/manager and would benefit any employee looking for training to support a company's health and safety program.

Program Content

- *Canada Labour Code Part II*
- Hazard recognition and workplace inspections
- Personal injury investigation
- Legislative duties of supervisors and managers when assisting workplace and policy committees
- How to avoid sprains and strains—ergonomic awareness
- Due diligence and Bill C-45

Who Should Attend?

Managers, supervisors, lead hands, workplace committee members, safety coordinators, and health and safety representatives who would like to increase their health and safety knowledge.

Maximum number of participants: 20

Fleet Signing Authority Recertification 2 Days

Ontario's Driver Certification Program (DCP), under the Ministry of Transportation (MTO), allows companies to train, test, and recommend their employees for license upgrades. The person who delivers the training and performs the testing must be approved by the MTO as a signing authority.

In January 2016, the MTO implemented a recertification training requirement for all signing authorities. This course helps firms meet the new requirement. It has been approved by the MTO and meets the requirement for Signing Authority Recertification training.

Program Content

This refresher course is intended to reinforce techniques related to effective facilitation and instruction. The course will review the concepts delivered in the Driver Certification Program, which include:

- Principles of learning instruction
- Coaching others
- Facilitation, presentation, and instruction skills
- Assessment and documentation

In addition, the program will highlight relevant and current issues such as:

- Industry trends
- Legislation affecting industry
- Vehicle changes

Who Should Attend?

Anyone who currently has training responsibilities specific to Ontario's A, B, C, D, and E driving licenses within their organization and are a recognized signing authority with the MTO.

Maximum number of participants: 10



Foundations of Facilitating, Training, and Learning 3 Days

IHSA has adopted the Canadian Society for Training and Development's (CSTD) *Competencies for Training and Development Professionals* as the model and reference standard of practice for workplace learning and development professionals.

This course is focused on the CSTD's five main competencies for facilitating training:

1. Prepare to facilitate.
2. Create the learning environment.
3. Engage the learners.
4. Foster learning.
5. Assess learning.

The course addresses the training cycle, how adults learn, and successful delivery techniques. Participants will take part in a variety of hands-on demonstrations. It concludes with a practical demonstration of basic facilitation skills.

Maximum number of participants: 10

Gold Seal Construction Safety Prep Course 1 Day



IHSA will present an examination preparation workshop to help those challenging the Canadian Construction Association's (CCA) Gold Seal Construction Safety Coordinator examination.

This workshop is the CCA Gold Seal Program supplemented with some Ontario-based examples. Gold Seal is the CCA Canada-wide certification program. After successfully completing the exam, you earn the Gold Seal Certified Construction Safety Coordinator designation (Gold Seal CSC).

Program Content

- Review the frequently asked questions.
- Go through the Gold Seal - CSC Occupational Profile with the intent of reviewing the importance of items such as administrative functions, program development and implementation, and program monitoring and evaluation.
- Review the table that links the examination weighting, tasks, sub-tasks, priority ranking (high, medium, low), and IHSA's generic training resources.
- Review the tips on writing an examination.

Who Should Attend?

Participants who have been accepted to challenge the CCA's National Gold Seal examination for Construction Safety Coordinator.

Maximum number of participants: 20

Highway Traffic Act 1 Day

The purpose of this course is to teach participants to do the following:

- Explain the purpose of the *Highway Traffic Act*.
- Identify parts of the Act and regulations.
- Demonstrate an ability to locate and reference key sections of the Act and regulations.
- Explain the significance of Roadcheck and its relationship to the Act.
- Write recommendations for improvement of their fleet safety program based on the Act information.

Program Content

- The *Highway Traffic Act* defined and its purpose
- Parts of the Act and regulations—an in-depth examination
- Making the Act user friendly
- Selected key definitions
- Case law interpretation of important sections
- An examination of the impact of Roadcheck and the indicators
- Roadcheck charges under the Act—what they can tell us
- Prescribing actions for improved fleet safety

Who Should Attend?

Any employee of a company with a transportation component, including managers, compliance officers, and driver trainers responsible for the day-to-day training and compliance needs.

Maximum number of participants: 12

Hoisting and Rigging—Basic Safety Training 2 Days



This course gives participants a basic knowledge of the principles related to safe hoisting and rigging practices in the construction and industrial environments.

Full attendance is mandatory. The passing grade is 100 percent for hand signals, 80 percent for knots, 80 percent for the performance review, and 80 percent for the hands-on evaluation. Participants must bring their own calculator.

Program Content

- Hoisting and rigging hazards
- Hazard awareness in crane operations
- Fibre rope, knots, and hitches
- Hardware, wire rope, and slings
- Rigging tools and devices

Who Should Attend?

Workers who will be involved in hoisting and rigging operations.

Maximum number of participants: 15

Hours of Service Seminar 2 Hours

This seminar will provide the information your drivers and managers need to understand and comply with the regulations. It covers both the federal and the provincial Hours of Service regulations using an animated slide presentation and instructor-led discussions.

All participants will receive the *Hours of Service for Commercial Drivers* guide book published by the Canadian Trucking Alliance. This book will help them to correctly apply the new regulations.

Who Should Attend?

All commercial drivers, driver trainers, managers, and supervisors.

Maximum number of participants: 12

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Hydraulic Aerial Equipment 2 Days

Basic hydraulic theory—coupled with a thorough understanding of safe operating practices, stability ratings, and load charts—is of the utmost importance in preventing injuries, equipment damage, abuse, and subsequent lost time. Classroom and field sessions in this program increase the participants' awareness of all aspects of hydraulic equipment.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Identification of equipment and stability ratings
- Introduction to the theory of hydraulics
- Overview of hydraulic systems used in utility vehicles
- Use of manufacturers' current manuals
- Study of IHSA's *Hydraulics Safe Practice Guide* (SPG6)
- Field practice on insulated aerial devices

Who Should Attend?

Personnel who operate or maintain hydraulic equipment.

Maximum number of participants: 8

NOTE: A one-day overview program is available upon request.

Hydraulic Material-Handling Aerial Devices 2 Days



Modern technology has simplified many tasks over the years, including work in the line trade. This program provides participants with a thorough understanding of the safe practices required when operating material-handling aerial devices.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Basic hydraulic theory
- Stability ratings for hydraulic aerial devices
- Load charts
- Safe work practices for manual/hydraulic jibs and winches
- Field practice—various material-handling operations

Who Should Attend?

Personnel who operate or maintain hydraulic material-handling aerial devices (including supervisors).

Maximum number of participants: 8

Call to Register 1-800-263-5024

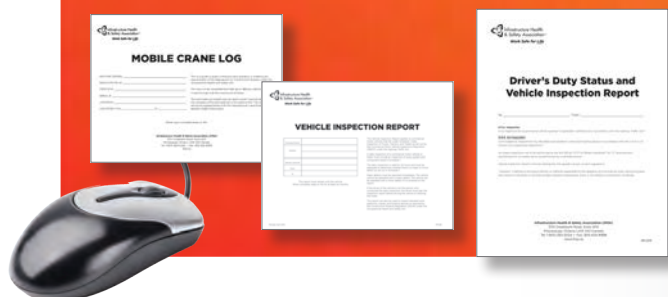
Contact our Customer Service Department to arrange training.

Get it online!

Commercial motor vehicles and heavy equipment such as mobile cranes must be inspected daily before being used. These inspection records are kept in a log book. Drivers must also keep a record of their hours of service.

Visit ihsa.ca/products to find the log books you need to meet your legal obligations.

- **Mobile Crane Log Book** (RF005)
- **Vehicle Inspection Report** (RF028)
- **Driver's Duty Status and Vehicle Inspection Report** (RF029)



In-Cab Coaching and Evaluation 2 hours

This professional driver evaluation is designed to determine the skill and safety performance of drivers. The evaluation process measures a driver's ability to perform a driving task while interacting with traffic and environmental conditions.

The evaluator will be looking for the following:

- The driver's ability to recognize hazards and to adjust to conditions
- Good vision practices
- Road management techniques
- Maintaining a safe following distance
- Defensive attitude

The evaluation process will be customized to suit the needs of the client based on the type of vehicle and environments encountered.

Maximum number of participants: one on one

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Incident Investigation and Reporting Awareness 1/2 Day



Upon completion, participants will be able to conduct an incident investigation and prepare an accident or incident report based on their investigation.

Program Content

- Securing and surveying the incident scene
- Finding witnesses and conducting interviews
- Information gathering and report writing
- Determining causes and making recommendations

Who Should Attend?

Owners, supervisors, health and safety representatives, and anyone involved in incident investigation.

Maximum number of participants: 20

Introduction to Hazard and Risk Management 1 Day

A successful Occupational Health and Safety Management System (OHSMS) minimizes the potential for injury or illness in the workplace. Effective and ongoing hazard and risk management is an important part of that system.

This program provides information and tools to assist those who are involved in developing or enhancing their organization's hazard and risk management system. Through structured exercises and case studies, participants will be introduced to concepts, methods, and tools used to create, implement, evaluate, communicate, and maintain a successful hazard and risk management system.

This program would be of special interest to organizations that are working towards COR™ certification. You can put your hazard assessment process to the test and see how it measures up against the COR™ standard.

Program Content

- Occupational Health and Safety Management Systems
- Hazard and risk management models
- Hazard identification and risk assessment
- Controlling hazards
- Communicating and monitoring

Who Should Attend?

Personnel such as management, supervisors, or COR™ Internal Auditors who are involved in or interested in developing, updating, or evaluating their organization's hazard and risk management system.

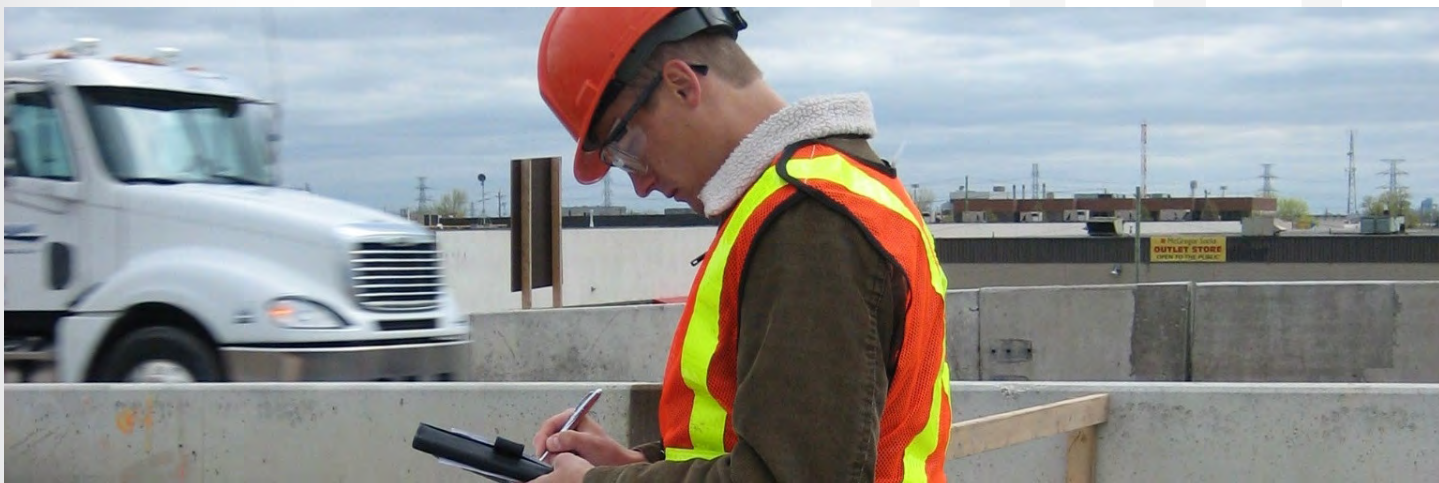
Maximum number of participants: 20

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation.

To find out more about the COR™ program or the NCSO program, see pages 60 and 62.



New Training Requirements for Joint Health and Safety Committee Certification



Where a Joint Health and Safety Committee (JHSC) is required at a workplace, at least two JHSC members—one management and one worker member—must be certified by the Ministry of Labour (MOL). Anyone who wishes to act as a Certified Member on a JHSC must take and successfully complete JHSC Certification Training.

On March 1, 2016, the 2014 Joint Health and Safety Committee (JHSC) Certification Training Standards came into effect. This meant that all JHSC Certification training programs and training providers had to be approved by Ontario's Chief Prevention Officer (CPO).

Under to the 2014 Standard, all approved certification programs must have a generic Part One and a sector-specific Part Two. In addition, those who become certified under the 2014 Standard must take a Certification Refresher training course every three years to maintain their certification.

In an effort to meet the needs of our membership, IHSA has been approved by the CPO to deliver all three parts of the JHSC certification training:

1. JHSC Certification- Part One
2. JHSC Certification - Part Two
 - ▶ Construction
 - ▶ Transportation
 - ▶ Utilities
 - ▶ Aggregates

Those who want to be certified must take the Part Two course within six months of completing Part One. Otherwise, they must take the Refresher training course or apply to the MOL for an exemption.

NOTE: Those who have been previously certified under the 1996 Standard do not have to take the JHSC Certification—Refresher training every three years.



JHSC Certification—Part One 3 Days

In this course, participants will become familiar with a wide range of workplace hazards. In addition, they will learn how to recognize, assess, control, and evaluate any potential hazards that they may encounter at the workplace.

Program Content

- Introduction to occupational health and safety legislation and resources
- Rights, duties, and roles of workplace parties including JHSC members
- Powers of the Certified Member
- Introduction to the recognize, assess, control, and evaluate (RACE) system of hazard management
- Communication

To become a Certified Member of a JHSC, you must take one of the sector-specific Part Two courses within six months of successfully completing Part One. Certification is awarded by the MOL after Part One and Part Two have been completed. To maintain their certification, Certified Members must take a one-day JHSC Refresher course every three years.

Who Should Attend?

Those with no previous training in health and safety, those who are working toward their NCSO designation, or those who wish to become a health and safety representative, a member of a JHSC, or a Certified Member of a JHSC.

Maximum number of participants: 20

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation. See page 62 for details.

JHSC Certification—Part 2 (Aggregates) 3 Days

This course helps learners address specific health and safety hazards in the aggregates sector. Building upon *JHSC Certification—Part One* training, participants will reinforce their ability to recognize, assess, control and evaluate hazards.

In addition, they will be required to analyze workplace hazards through the use of hazard management tools and follow up this analysis by developing action plans and making formal recommendations to the employer.

Program Content

- Falls from heights
- Electrical hazards
- Lockout and tagging
- Struck-by objects
- Pedestrian traffic hazards
- Stockpiling
- Ground instability
- Blasting
- Drilling
- Ventilation

Who Should Attend?

Those with no previous training in health and safety or those who wish to become a health and safety representative, a member of a JHSC, or a Certified Member of a JHSC.

Prerequisite

IHSA's *JHSC Certification—Part One* completed within the previous six months.

Maximum number of participants: 20



JHSC Certification—Part 2 (Construction) 3 Days

This course helps learners address specific health and safety hazards in the construction sector. Building upon *JHSC Certification—Part One* training, participants will reinforce their ability to recognize, assess, control and evaluate hazards.

In addition, they will be required to analyze workplace hazards through the use of hazard management tools and follow up this analysis by developing action plans and making formal recommendations to the employer.

Program Content

- Falls from heights
- Slips, trips, and falls
- Musculoskeletal disorders (MSDs)
- Electrical hazards
- Caught in or caught between equipment
- Physical hazards
- Hoisting and rigging
- Material handling
- Confined space entry
- Designated substances

Who Should Attend?

Those with no previous training in health and safety or those who wish to become a health and safety representative, a member of a JHSC, or a Certified Member of a JHSC.

Prerequisite

IHSA's *JHSC Certification—Part One* completed within the previous six months.

Maximum number of participants: 20

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation. See page 62 for details.



JHSC Certification—Part 2 (Transportation) 3 Days

This course helps learners address specific health and safety hazards in the transportation sector. Building upon *JHSC Certification—Part One* training, participants will reinforce their ability to recognize, assess, control and evaluate hazards.

In addition, they will be required to analyze workplace hazards through the use of hazard management tools and follow up this analysis by developing action plans and making formal recommendations to the employer.

Program Content

- Caught in or between equipment and objects
- Physical hazards
- Falls from heights
- Motor vehicle incidents (MVIs)
- Musculoskeletal disorders (MSDs)
- Pedestrian traffic hazards
- Slips, trips, and falls
- Struck-by objects
- Material handling
- Workplace violence and harassment

Who Should Attend?

Those with no previous training in health and safety or those who wish to become a health and safety representative, a member of a JHSC, or a Certified Member of a JHSC.

Prerequisite

IHSA's *JHSC Certification—Part One* completed within the previous six months.

Maximum number of participants: 20



JHSC Certification—Part 2 (Utilities) 3 Days

This course helps learners address specific health and safety hazards in the construction sector. Building upon *JHSC Certification—Part One* training, participants will reinforce their ability to recognize, assess, control and evaluate hazards.

In addition, they will be required to analyze workplace hazards through the use of hazard management tools and follow up this analysis by developing action plans and making formal recommendations to the employer.

Program Content

- Electrical hazards
- Lockout and tagging
- Falls from heights
- Motor vehicle incidents (MVIS)
- Musculoskeletal disorders (MSDs)
- Confined sapce entry
- Slips, trips, and falls
- Designated substances
- Traffic control
- Hazardous chemicals and substances

Who Should Attend?

Those with no previous training in health and safety or those who wish to become a health and safety representative, a member of a JHSC, and or a Certified Member of a JHSC.

Prerequisite

IHSA's *JHSC Certification—Part One* completed within the previous six months.

Maximum number of participants: 20



JHSC Certification—Refresher 1 Day

This program provides learners with a forum to review the key concepts of occupational health and safety, to provide updates regarding legislation, codes, and standards, and to discuss best practices and challenges.

Refresher training is required in two situations:

1. Those who became Certified Members under the 2014 JHSC Standard (after March 1, 2016) must take a refresher course every three years to maintain their certification.
2. Those who want to take *JHSC Cert—Part Two* but more than six months have passed since completing *JHSC Cert—Part One*. They must either complete the refresher course OR apply to the MOL for an exemption.

Program Content

- Rights, duties, and responsibilities of JHSC members and Certified Members
- Rights, duties, and function of a JHSC
- Internal responsibility system (IRS)
- Hazard management
- Best practices
- Workplace inspections
- Action Plans
- Preparing recommendations

Who Should Attend?

Those with no previous training in health and safety, those who are working toward their NCSO designation, or those who wish to become a health and safety representative, a member of a JHSC, or a Certified Member of a JHSC.

Prerequisite

IHSA's *JHSC Certification—Part One* completed more than six months previous, or completion of *JHSC Certification—Part One and Part Two*, and designated as a Certified Member by the MOL within the previous three years.

Maximum number of participants: 20

Joint Health and Safety Committee Effectiveness 1/2 Day

Joint Health and Safety Committees (JHSCs) are now commonplace in most Ontario companies. IHSA has created this half-day program to help committee members become more effective in order to influence positive, sustainable health and safety changes within the workplace.

This course will provide participants with the strategies and tools necessary to re-energize, re-focus, and produce positive results.

Program Content

- Introduction to occupational health and safety legislation
- Introduction to occupational health and safety resources
- Rights, duties, and roles of workplace parties including JHSC members
- Powers of the Certified Member
- Introduction to the recognize, assess, control, and evaluate (RACE) system of hazard management
- Communication

Who Should Attend?

Managers, JHSC members, safety coordinators, safety representatives, any employees responsible for completing workplace inspections, and company representatives who want to develop or improve a company's workplace inspection program.

Maximum number of participants: 20



Ladder Handling 1 Day



This course provides safe working knowledge for workers who handle ladders. It includes classroom work and a field demonstration.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Review of *Canada Labour Code, Part II*
- Review of IHSA's *Telecommunications Utility Safety Rules*
- Review of IHSA's *Ladder Safety Safe Practice Guide* (SPG19)
- Ladder selection and set-up
- Transportation and storage of ladders
- Ladder inspection and maintenance
- Review of injuries resulting from work on ladders
- Review of risk assessment procedures
- Work area protection

Who Should Attend?

Workers who use ladders and those who supervise them.

Maximum number of participants: 10

NOTE: For courses at your facility, we ask that you provide site-specific equipment for the hands-on portion of the program.

Get it online!

Ladders is just one of the 43 chapters in IHSA's **Construction Health and Safety Manual** (M029). With 402 pages, it has everything you need to recognize and protect yourself against construction health and safety hazards.

Updated 2017 edition now available!



Lift Truck Operator 2 Days*



In our interactive two-day course, participants will learn the essential principles involved in the safe operation of a lift truck. These principles include

- Understanding the limitations that affect truck stability and safe loading criteria
- Recognizing the hazards ahead of time that present a risk to yourself and those around the truck
- Understanding the fundamentals of handling high-risk loads
- Knowing the legal responsibilities associated with lift trucks.

Program Content

- Classes and types of lift trucks
- Legislation
- Lift truck features and safety equipment
- Basic hydraulics
- Pre-operational inspection
- Start-up (mounting and dismounting)
- Stability principles of lift trucks
- Travelling without a load
- Travelling with a load
- Capacity and load charts
- Load handling (picking up a load)
- Load lifting and handling (elevated level – stacking)
- Operating hazards and precautions
- Refueling and recharging
- Shutdown procedures (parking)

Who Should Attend?

Supervisors, lead hands, lift truck operators, and health and safety committee members or representatives.

Those who successfully complete the course will need to be recertified every three years. (See *Lift Truck Operator—Recertification* for more information.)

Maximum number of participants: 8

NOTE: For courses at your facility, you will be required to provide a suitable lift truck.

*Participants with less than 100 operating hours are considered “new or novice operators” and are required to complete a third day of practical training and receive a practical evaluation. For this additional day, there is a limit of four participants and an extra charge.

Lift Truck Operator—Practical Evaluation 1 Hour†



Based on predetermined criteria, an IHSA consultant will evaluate the operator’s working knowledge related to their equipment and environment as they demonstrate the skills learned from the theory component in their own workplace.

Who Should Attend?

Lift truck operators who have completed the *Lift Truck Operator* course.

Maximum number of participants: one on one

†Additional time may be required.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Lift Truck Operator—Recertification 1 Day

In our interactive classroom-based refresher course, experienced operators will relearn the essential principles involved in the safe operation of a lift truck.

This is a refresher version of IHSA’s two-day *Lift Truck Operator* (LTO) course since operators need to be recertified every three years. (See the LTO program description for more information.) However, this course does not have a hands-on component.

Prerequisite

Proof of lift truck training within the last 36 months.

Who Should Attend?

Experienced lift truck operators.

Maximum number of participants: 16

NOTE: For courses at your facility, you will be required to provide a suitable training space.



Lift Truck Safety for Construction— Rough Terrain Class 7 1 Day*



Rough-terrain counterbalanced forklifts are versatile tools for a number of industries and construction trades. Because they are so commonly used and accessible, there is a great potential for misuse and possible incidents by inadequately trained workers who may not recognize potential hazards. Used by well-trained workers, however, they provide a safe and efficient method of moving materials and placing them in locations that are difficult to access.

Program Content

- Types of forklifts
- Legislation
- Basic hydraulics and pre-operational checks
- Stability and tipping for counterbalanced forklifts
- Capacity and load charts
- Operating the forklift
- Load lifting and handling
- Operating hazards and precautions
- Periodic inspection, maintenance, and maintenance records (logbooks)

Who Should Attend?

Supervisors, lead hands, lift truck operators, and health and safety committee members/representatives.

Maximum number of participants: 15

NOTE: This course is only offered at the customer's facility. A suitable lift truck must be provided.

*Novice operators may require an extra day of hands-on training.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Line Clearing— Safety and Awareness 2 Days



This program provides hazard awareness to support workers who are involved in line clearing operations and related work that takes place in proximity to energized electrical equipment under the direct supervision of a journeyperson.

Program Content

- Comprehensive review of relevant legislation and the *Electrical Utility Safety Rules* book (RB-ELEC)
- IHSA's *Line Clearing Operations Safe Practice Guide* (SPG8)
- Safe limits of approach
- Basic electrical theory
- Basic hydraulics + holding valve checks (overview and practical demonstration)
- Equipment pre-trip inspection
- Personal protective equipment
- Job planning/tailboard talks
- Temporary work zones
- Utility Work Protection Code
- Tree climbing techniques

Who Should Attend?

Personnel involved in line clearing operations

Maximum number of participants: 12

Live Line Tool Techniques 4 Days



This program introduces or reinforces the concepts of selection, maintenance, testing, and use of live line tools. It provides participants with the skills and knowledge required to perform this type of work in the safest manner possible through both classroom and field work.

Program Content

- Materials (design, manufacture, and testing)
- Detailed study of IHSA's *Live Line Tool Techniques Safe Practice Guide* (SPG9)
- Rigging procedures
- Job planning/tailboard talk
- Field practice—working from pole and aerial devices

Who Should Attend?

Staff and supervisors who perform this type of work.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Lockout and Tag 1 Day



Workers are often required to connect newly installed equipment to existing power supplies or carry out maintenance and repair activities in industrial plants and offices. Serious or fatal incidents can occur as a result of mistakenly assuming that machinery or equipment is safely off or de-energized before working on it.

This program provides general information on recognizing various types of hazardous energy (such as electrical, mechanical, hydraulic, and pneumatic) in the workplace and learning how to control those hazards through the use of proper equipment and lockout and tag procedures.

Program Content

- Energy forms and related equipment
- Regulations and responsibilities
- Hazards and control methods
- Written procedures
- Communication
- Safe re-start

Who Should Attend?

Those who require a basic understanding of energy and the methods and equipment used to control hazardous energy.

Maximum number of participants: 20

Low Lift Pallet Truck Safety 1/2 Day



This course instructs workers how to safely operate Class 3 – Electric Motor Hand Trucks, also known as powered low lift pallet trucks. This type of electric motorized lift truck is used to lift and move heavier and stacked pallets around the warehouse.

This course was created to help employers comply with Ontario's OHS and regulations and incorporates the MOL's *Guideline for the Safe Operation and Maintenance of Powered Lift Trucks*.

Program Content

- Introduction to electric pallet trucks
- Legislation
- Lift truck stability principles
- Lift truck pre-shift inspection & battery care
- Safe pallet truck operating procedures

Maximum number of participants: 8

NOTE: This course is only offered at the customer's facility. A suitable low lift pallet truck must be provided.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training at your facility.

Mental Health First Aid 2 Days

Mental Health First Aid (MHFA) is aimed at training people to recognize the signs and symptoms of mental health problems and provide initial help.

IHSA is promoting this course to our members. Workplace Safety & Prevention Services (WSPS) and Workplace Safety North (WSN) will be delivering the course.

Mental Health First Aid Canada is an evidence-based program of the Mental Health Commission of Canada.



Mobile Crane Operator 0-8 Ton 3 or 5 Days



This modular training program is for persons operating any mobile crane with a lifting capacity of 0 to 8 tons, including any of the following crane types: articulating (knuckle) boom, telescoping boom, radial boom derricks (RBDs), sign erectors, or carry deck industrial-type cranes.

3 Days—For operators who have 100 hours of documented operating experience.

5 Days—For operators with less than 100 hours of operating experience. This program will allow participants additional hands-on operating exposure to articulated crane and RBD operation.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Manufacturers' operating manuals
- Craning and hand signals
- Work area inspection
- Pre-operational checks
- Set-up and stability
- Operation of the boom
- Load charts
- Load materials and equipment relocation
- Field practice—an evaluated demonstration of operating skills

Who Should Attend?

Personnel who operate mobile crane hoisting devices and require proof of training.

Maximum number of participants: 8

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

MSD Prevention—Webinar 1/2 Day

Musculoskeletal disorders (MSDs) are considered a priority hazard by the province of Ontario. This web-based seminar will allow you to interact with a subject-matter expert while watching a pre-recorded session on MSD prevention. This presentation can be accessed from any computer, so there's no need to come to a class.

Program Content

- Injury statistics within Ontario
- How to use key elements from the provincial MSD guidelines to build a successful MSD prevention program
- How to use the process of recognize, assess, control, and evaluate (RACE)
- How to use appropriate risk assessment tools

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

MSD Prevention Workshop—Office 1 Day

This workshop contains hands-on scenarios related to office work. Participants will learn how to use office ergonomics checklists to complete an assessment of computer workstations and develop solutions to prevent musculoskeletal disorders (MSDs). The tools they learn can be applied to any office situation.

Program Content

- How to conduct an ergonomic assessment
- How to make the appropriate adjustments to office equipment for optimal postures
- How to vary the tasks performed throughout the day for optimal postures and comfort

Maximum number of participants: 15

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

MSD Prevention Workshop—Trades 1 Day

This workshop contains hands-on scenarios related to work in the trades. Participants will learn how to use various ergonomics checklists to complete an assessment of workplace-specific situations and develop solutions to prevent musculoskeletal disorders (MSDs). The tools they learn can be applied to any trade.

Program Content

- How to conduct an ergonomic assessment
- How to make recommendations for job-specific controls

Maximum number of participants: 15

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

MSD Seminar 1/2 Day

Musculoskeletal disorders (MSDs) are the number one cause of lost-time injuries in Ontario. This seminar will provide you with a good understanding of what MSDs are and how the MOL addresses these hazards under the OHSA and its regulations.

You will also learn how best to protect your organization from the development of MSDs and address MSDs as you would any other hazard—by recognizing, assessing, controlling, and evaluating.

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

New Small Business Health and Safety—Part 1 and 2 4 Hours

Small business owners face a number of challenges when starting a new business. Let us show you a straightforward way to comply with health and safety legislation and create a safe workplace for yourself and your workers.

Program Content

- The benefits of having a health and safety program
- How a workplace injury will affect your business
- Your legal responsibilities
- How to conduct a workplace inspection
- How to obtain information and support to keep your workplace safe.

Who Should Attend?

Business owners and senior managers.

Maximum number of participants: 25

NOTE: These two free sessions will give you an opportunity to network with other small businesses in your community. By attending, you will also receive a 5% rebate on your WSIB premiums for 12 months.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Occupational Health and Safety Act 1/2 Day

This course helps participants become familiar with the *Occupational Health and Safety Act*. They will learn how to identify the legislative requirements that relate to their workplace.

Program Content

- Definitions and intent
- Joint Health and Safety Committees (JHSCs) and Health and Safety Representatives
- Work refusals
- Workplace responsibilities

Who Should Attend?

Anyone who does not already know their health and safety responsibilities under Ontario legislation.

Maximum number of participants: 20

Occupational Health and Safety Act—Industrial Regulations 1 Day

This is an introduction to provincial health and safety legislation in Ontario including the responsibilities of employers, supervisors, and workers. Participants will learn their health and safety responsibilities under the provincial legislation and how to relate them to their specific workplace.

Program Content

- The *Occupational Health and Safety Act*
- To whom the OHSA applies
- The internal responsibility system
- Duties of constructors, employers, supervisors, workers, and suppliers
- Training for committees and safety representatives
- Toxic substances—how they are controlled
- Refusal to work—who can refuse and procedures
- Reprisals, notices, and enforcement
- Offences and penalties
- Regulation 851: Industrial Establishments

Who Should Attend?

Anyone who does not already know their health and safety responsibilities under the legislation in Ontario.

Maximum number of participants: 15

Overhead Crane Operator 1 Day



This course gives participants a basic understanding of overhead crane operations. It is available only at the customer's facility.

Program Content

- **Overhead crane hazards** – Learn to recognize hazards and apply appropriate controls to ensure safe operation of an overhead crane and safe loading and unloading of material
- **Legal responsibilities** – Learn to locate and cite sections of the OHSA and applicable regulations and guidelines. Learn to identify crane operator responsibilities found in the OHSA and applicable regulations.
- **Overhead crane inspection** – Learn to identify various types of overhead cranes and their components. Learn to inspect and select overhead crane equipment and associated devices rigging devices.

Program Requirements

An overhead crane must be available for the hands-on training and evaluation. The crane must be certified and the certification must be up-to-date. A suitable space must be available for hosting the course.

Appropriate rigging hardware must be available for the hands-on training and performance evaluation. Suitable materials for rigging and lifting must be available.

NOTE: For cab mount controls on bridge cranes, additional hands-on time may be required.

Who Should Attend?

Those who use overhead cranes in their facility or workplace (both new and experienced operators) and supervisors of personnel who operate overhead crane devices.

Maximum number of participants: 8

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Personal Injury Investigation and Reporting 1/2 Day

This course highlights the benefits of a properly completed personal injury investigation. When personal injury or property damage occurs, it should be thoroughly investigated. In a classroom setting, the course includes slide and video presentations and group workshops.

Program Content

- Legal requirements for personal injury investigation
- Reporting requirements—provincial and federal
- Key definitions for personal injury investigation
- Problems with most personal injury investigations
- Incident/personal injury differences
- Critical injury/personal injury defined
- Apparent and underlying causes
- Complete personal injury investigation cycle
- Personal injury investigation report and analysis
- The value of establishing all the causes and taking corrective action to prevent a recurrence

Who Should Attend?

Supervisors, forepersons, and health and safety committee members/representatives (and those eligible for promotion).

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Pipeline Construction Safety Training 4-6 Hours

The Construction Sector Council (CSC) is offering an online Pipeline Construction Safety Training (PCST) course through their website's e-Learning Centre. This course has been designed to educate the worker on relevant health and safety issues by taking the worker through the entire pipeline construction process, from beginning to end.

IHSA has agreed to act as a distributor for the Pipeline Safety course. Our role is to provide a PIN number for the user to access CSC's online course.

The user will visit CSC's website, enter their PIN number, and go through the course. If the course is completed successfully, the user can print off a certificate of completion.

NOTE: The PCST certificate expires after three years. IHSA also distributes a PIN number for those who have previously completed the online PCST course and would like to register for the online PCST Renewal course.

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Get it online!

Do you need to know the health and safety training required by law in Ontario?

Visit ihsa.ca/products and click on the button for **Free Product Downloads**. There you'll find the **Training Requirements Chart** (W001). It compiles all of the training required by Ontario's health and safety legislation for different types of construction jobs and for the hazards that workers may encounter on a site.



Powerline Technician Apprenticeship Training

Powerline technicians are responsible for the construction and maintenance of electrical transmission and distribution lines. In order to conduct this type of work, a four-year apprenticeship is required.

IHSA is one of a limited number of training delivery agents designated by the Ministry of Advanced Education and Skill Development (MAESD) to provide the skills-based training for all four levels of the Powerline Technician Apprenticeship (PTA).

Each level covers all relevant theory and practical topics required for the apprenticeship program including work techniques and the legislation regarding safe work. Apprentices will learn from highly experienced, professional trainers. Then they will demonstrate understanding of their newly

acquired skills using well-tested and evaluated safe work methods through a unique transition from classroom to practical field applications.

All four levels of the apprenticeship are held in Mississauga at IHSA's Skills Development Centre, which features modern facilities and top-of-the-line equipment. The training centre features a confined space simulator, an energized three-phase underground yard, and two energized overhead lines.

NOTE: The apprentice's employer must register the apprentice with the MAESD and provide a completed log book for the level the apprentice is attending. For further details on this program including fees, contact IHSA at 1-800-263-5024 or 905-625-0100, or visit ihsa.ca

PTA—Level One 2 Weeks



This is a basic introduction to line work. Apprentices will cover the following:

- Emergency plans
- Basic electrical theory
- Job planning
- Manual material handling
- Pole line construction
- Rescue techniques
- Work area protection
- Stringing, terminating, and splicing secondary underground cable

All lessons promote and employ the use of safe work methods.

Prerequisites

All apprentices are required to have at least three months of line experience through their employer.

Apprentices are expected to complete up to five days of self-directed study prior to the session. Training manuals will be supplied before the course begins.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

PTA—Level Two 2 Weeks



Level Two goes beyond the basics outlined in Level One with study of the following:

- Utility Work Protection Code
- Cable theory
- Streetlighting
- Installation and removal of inline switches
- Single-phase transformer operation
- Basic hydraulics
- An introduction to ergonomics

All lessons promote and employ the use of safe work methods.

Prerequisites

Must have successfully completed Level One of the program and have approximately 2,000 hours of work experience. Apprentices are expected to complete up to five days of self-directed study prior to the session. Training manuals will be supplied before the course begins.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



PTA—Level Three 2 Weeks



In Level Three, apprentices are introduced to more specific work tasks such the following:

- Insulator changes
- Ammeters
- Practice ties using live line tools
- Using rubber gloves and other rubber protective equipment while changing construction configurations
- Changing crossarms
- Insulator changes on armless construction using live line tools and a jib
- Three-phase systems

All lessons promote and employ the use of safe work methods.

Prerequisites

Must have successfully completed Level Two of the program and have approximately 4,000 hours of work experience. Apprentices are expected to complete up to five days of self-directed study prior to the session. Training manuals will be supplied before the course begins.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



PTA—Level Four 2 Weeks



In this final level, apprentices receive both a review of previously learned knowledge as well as the final elements needed to complete their study. The course covers the following:

- Electrical theory
- Three-phase systems—wye and delta review
- Cable theory
- Underground splices and terminations
- Cable and fault locating
- Traffic protection
- Transformer bank connections
- Metering hazards
- Rescue techniques
- Care and maintenance of rubber protective equipment.

All lessons promote and employ the use of safe work methods.

Prerequisites

Must have successfully completed Level Three of the program and have approximately 6,000 hours of work experience. Apprentices are expected to complete up to five days of self-directed study prior to the session. Training manuals will be supplied before the course begins.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Powerline Technician Evaluation 1 to 3 Days



This program familiarizes participants with many of the basic job duties carried out by powerline technicians. It also allows employers the opportunity to observe and evaluate prospective job candidates or recent hires as they perform basic trade tasks.

This unique program is a combination of theory and practical hands-on exercises facilitated by our experienced instructors. While there is established program material, the content of the program can be tailored for an individual firm's needs.

Program Content

- Interpretation of applicable legislation
- Overview of the *Electrical Utility Safety Rules*
- Operation of radial boom derricks and aerial devices
- Pole climbing exercises with belts and spurs
- Pole top rescue and bucket rescue evacuation
- Rigging exercises and knot tying
- Use of rubber protective equipment during simulated live line work using the aerial device
- Switch and live line clamp operation using specialized tools of the trade
- Grounding and bonding exercises

Who Should Attend?

Firms that hire new powerline technician employees or firms that wish to receive an assessment of their workers' skills.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training. For pricing and availability, contact dsmith@ihsa.ca directly.

Powerline Technician Interprovincial Exam Preparation 2 Days

This unique program will help individuals prepare to write the Red Seal exam through sample questions, general knowledge evaluations, and open discussions.

Program Content

- Description and overview of the interprovincial standards Red Seal Program
- General knowledge evaluation to determine topic strengths and weaknesses
- Pinpointing areas to concentrate further study
- Study strategies for writing the exam
- Available resources for individuals

Who Should Attend?

Those who are graduating from a recognized provincial or territorial apprenticeship training program or journey person powerline technicians who have a Certificate of Qualification from a province or territory.

Maximum number of participants: 12

Powerline Technician Proficiency 5 Days



This back-to-basics program can assist those in the line trade who have been exposed to little formal training and provide an update for those who have been away from formal training for some time.

Program Content

- Interpretation of relevant regulations and the OHSA
- Job planning/tailboard talks
- Safe operation of hydraulic aerial equipment
- Bucket rescue
- Rigging including material handling discussion
- Care, use, and maintenance of rubber protective equipment and live line tools
- Temporary grounding techniques
- Underground switching/grounding review with field exercise and primary cable review
- Primary cable splice and terminate (hands on)
- High-voltage rubber field exercise
- Three-phase transformer review

Who Should Attend?

Staff and supervisors who perform this type of work.

NOTE: This program can be tailored to a firm's needs.

Maximum number of participants: 6



Powerline Technician Vestibule Training 5 Days



Hands-on vestibule training in the field gives apprentices the opportunity to acquire the knowledge and understanding of safe work practices in the powerline worker trade. It also gives employers the opportunity to formally assess an employee's potential to enter Level One of the Powerline Technician Apprenticeship program, which is certified by the Ministry of Advanced Education and Skill Development (MAESD).

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Basic hydraulics/aerial device/RBD daily checks
- Rigging techniques
- Conductor weights and tensions
- Pole line construction
- Care of rubber protective equipment
- Tailboard talks/job planning
- Electrical safety awareness

Who Should Attend?

Those who wish to enter the Powerline Technician Apprenticeship program.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Pre-Trip Inspection Seminar 2 Hours

The purpose of a daily vehicle inspection is to identify problems and defects before the vehicle is driven on the highway. Inspections prevent the operation of vehicles with conditions that are likely to cause or contribute to the severity of a collision.

This seminar will provide the information that drivers and managers need to understand and comply with the regulations. All participants will receive the *Practical Vehicle Inspection* guide book published by the Canadian Trucking Alliance.

Who Should Attend?

All commercial drivers, driver trainers, managers, supervisors, and lead hands.

Maximum number of participants: 12

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Propane in Construction 1 Day



Propane is widely used in construction for a variety of everyday tasks including flame cutting, space heating, heating or melting materials, and powering internal combustion engines. It is important to understand the hazards of propane and to know the procedures and controls necessary to minimize those hazards.

Special training is required to work safely with propane and propane equipment. This program provides the information and hands-on practice necessary for construction workers to be able to safely connect, activate, and disconnect heaters, torches, and propane-powered equipment of less than 400,000 Btu/h, in accordance with Technical Standards and Safety Authority (TSSA) requirements. The record of training expires after three years.

Program Content

- Propane hazards
- Legislation and safe practice
- Connection, activation, and disconnection of propane

Who Should Attend?

Anyone who works with or around propane.

Maximum number of participants: 12

NOTE: Those who need a Record of Training that meets the requirements of the TSSA's RE-O and CH-02(T) certificates must take IHSA's Propane in Roofing course instead of this one.

Propane in Roofing 1 Day



This program covers the specific hazards related to propane used in roofing applications. It provides participants with information on how to safely connect, disconnect, and activate propane torches and kettles in accordance with Technical Standards and Safety Authority (TSSA) requirements.

Program Content

- Where propane is found in construction
- Three properties of propane
- The hazards of working with propane
- The hazards of working with torches, kettles, direct-fired kettles, oil-bath kettles, and tankers

Who Should Attend?

Anyone in the roofing industry who may work with propane.

Maximum number of participants: 12

NOTE: The Record of Training for this course meets the requirements of the TSSA's Roofing Equipment Operator (RE-O) certificate and Construction Heat-Torch Only (CH-02(T)) certificate. It expires after three years.



Rescue Techniques—Pole Top/Bucket Rescue/ Bucket Evacuation 1 Day

This program is designed to give workers who climb wooden poles and work from aerial devices, as well as their ground crew, the knowledge necessary to perform a successful rescue of a co-worker from a pole or aerial device. It will also give participants the opportunity to practise aerial device evacuation techniques.

Program Content

- Interpretation of applicable legislation and rules
- Emergency plans
- Basic hydraulics
- Holding valve checks
- Rescue and evacuation practice
- Pole top rescue practice
- Inspection of pole climbing and rescue equipment
- Bucket evacuation practice
- Bucket rescue practice

Who Should Attend?

Those who work from aerial devices and those who work as ground crew.

Maximum number of participants: 12

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training. IHSA will customize a rescue training program to meet the needs of your specific operation.

Rescue Techniques—Bucket Rescue/ Bucket Evacuation 1 Day

This program is designed to give those who work from aerial devices, as well as their ground crew, the knowledge necessary to perform a successful rescue of a co-worker. It will also give participants the opportunity to practise aerial device evacuation techniques.

Program Content

- Interpretation of applicable legislation and rules
- Emergency plans
- Basic hydraulics
- Holding valve checks
- Bucket rescue practice
- Bucket evacuation practice

Who Should Attend?

Workers who work from aerial devices and associated ground crew.

Maximum number of participants: 12

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training. IHSA will customize a rescue training program to meet the needs of your specific operation.

Rubber Glove Techniques to 36 kV 4 Days

This course introduces or reinforces the concepts of selection, maintenance, testing, and use of rubber protective equipment at various voltage levels. Standard safe operating procedures are highlighted using IHSA's safe practice guide.

Program Content

- Review of the design, manufacturing, and testing elements of rubber gloves and associated equipment
- Hydraulic equipment (stability; daily and weekly checks)
- Job planning/tailboard talks
- Rigging procedures
- Detailed study of IHSA's *High Voltage Rubber Techniques up to 36 kV Safe Practice Guide* (SPG5)
- Utility Work Protection Code
- Field practice—rubber glove techniques

Who Should Attend?

Personnel who perform this type of work (including supervisors).

Maximum number of participants: 6

Note: The practical live line work is on 27.6 kV, so Class 4 rubber gloves will be required.



Scaffold Users' Hazard Awareness 1/2 Day



This program is designed to assist those who work on or near scaffolds to understand the relevant legislation, learn the risks associated with their work, and find out how to manage those risks.

This program enhances the content through discussions and worksheets as well as an actual incident report, a mock inspection, and an evaluation plan. Participants develop a better understanding of their roles and responsibilities as scaffold users and learn a variety of ways to recognize and control hazards in their work.

Program Content

- Clarification on roles and responsibilities
- Types of scaffolds and their main components
- Three-to-one calculations for tie-ins and outriggers
- Related provincial legislation and review of best practices
- Related hazard recognition methods
- Prevention and control methods

Who Should Attend?

Those who work on scaffolds, those who supervise work on and near scaffolds, and those who supervise the erecting, altering, and dismantling of scaffolds.

Maximum number of participants: 20

NOTE: This is an awareness session only and does not have a hands-on component.

School Bus Driver Improvement Course 1 Day

The Ontario Ministry of Transportation (MTO) is responsible for setting and maintaining the program standards for the *School Bus Driver Improvement Course* (SBDIC).

In partnership with the school bus licencing stakeholders, the MTO has made improvements to the SBDIC by introducing new minimum course content and program delivery standards, as well as a formal course provider approval process. The improvements address changes in industry practices, driver's licencing requirements, vehicle standards, and recommendations made by the Chief Coroner of Ontario. It will help facilitate the continued safe transportation of children by ensuring that all new school bus drivers receive consistent and high-quality training.

In this course, students are provided with an understanding of the laws and regulations that apply to the school bus industry. Designed by IHSA, this course is recommended for all school bus drivers.

In a classroom setting, defensive driving techniques are presented with the aid of various audio-visual devices. The course is designed to involve participants in group discussions of driving problems that are encountered by drivers each day.

This course is approved by the Ministry of Transportation as qualification for drivers who are required to successfully complete a Driver Improvement Course in order to obtain a classified driver's licence.

Program Content

Module 1—The Law (Legal Element)

Rules and regulations that apply to a school bus

Module 2—The Driver (Human Element)

The human elements that affect our ability to drive safely, including attitude, mental/emotional state, complacency, physical well-being, nutrition, sleep, vision, and knowledge

Module 3—The Vehicle (Mechanical Element)

Vehicle inspection, basic vehicle control, and factors that affect steering, stopping, and handling

Module 4—The Environment

Inside the vehicle, road surface conditions, traffic conditions, and weather conditions

Module 5—School Bus Operations

The operation of a school bus requires special knowledge and skills unique to school bus operations. In this module, we will identify and discuss issues, factors, and procedures that are specific to school buses.

Module 6—Driving Defensively

Incident prevention; use of mirrors, signs, and signals; passing; intersections; turning procedures; expressway driving; backing procedures.

Who Should Attend?

Any driver who is obtaining a Class B or E school bus driver's licence and all school bus drivers who want to improve their on-road knowledge and learn defensive driving techniques.

Maximum number of participants: 20



School Bus Driver Improvement Instructor Workshop 5 Days

IHSA offers the opportunity for companies to become Training Partners. By becoming an IHSA Training Partner, you not only gain access to IHSA's innovative training materials, but you can also strengthen a revenue stream for your company. For a minimal investment, you will save on the cost of sending your own employees for training and will be qualified to train others in your industry.

The School Bus Driver Improvement Instructor Workshop has been redesigned to meet the new SBDIC standards. Students will be required to hold a valid Ontario B or E licence and supply specific information for registration and administration purposes.

For more information on becoming an IHSA Training Partner, email trainingpartner@ihsa.ca or contact our Training Partner Customer Service Representatives at 905-625-0100 or 1-800-263-5024 ext. 6062.

Program Content

This course is designed to give your employee the confidence and competence to deliver training courses to fellow employees. The participant will learn to incorporate proven adult learning principles into their presentations and practice effective instructional techniques.

Who Should Attend?

Those who have training responsibilities specific to class B and E licences within their organization (e.g., fleet trainers, OH&S coordinators, human resources specialists, supervisors).

Maximum number of participants: 12

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Signaller and Traffic Control Person 1 Day

This program is designed to assist those who work as signallers or as traffic control persons understand the relevant legislation, learn the risks associated with their work, and find out how to manage those risks.

Using the *Traffic Control and Backing Vehicles Awareness* course as a starting point, this program enhances the content through case studies, worksheets, and an evaluation plan. Participants develop a better understanding of their roles and responsibilities as signallers and traffic control persons. More specifically, they learn a variety of ways to recognize and control hazards in their work.

Program Content

- Clarifying the roles of signaller and traffic control person
- Related provincial and federal legislation and guideline review
- Hazard recognition methods
- Vehicle/equipment blind spots
- Prevention and control methods
- Interpreting Typical Layout (TL) Diagrams

Who Should Attend?

Drivers and equipment operators, persons who may assist drivers and operators with obstructed views, and persons who direct traffic through construction zones.

Maximum number of participants: 20

Structure, Climbing, and Rescue Techniques 3 Days



This program familiarizes personnel with the legislative requirements for working aloft. It is beneficial for those who climb water towers, communications towers, and transmission hydro towers. It is also useful for substation construction and maintenance crews. Water tower rescue is covered as well.

Program Content

- Interpretation of relevant regulations including the *OHSA* and *Canada Labour Code Part II*
- Review of *Telecommunications Utility Safety Rules* and/or *Electrical Utility Safety Rules*
- Personal protective equipment
- Rigging, hoisting, and lowering
- Electrical hazards
- Establishing safe work zones for substation work aloft and on the ground
- Rescue techniques from high- and low-profile steel structures

Who Should Attend?

Personnel required to climb structures and towers

Maximum number of participants: 6



Surface Miner Common Core

2 Days



This course is designed to meet the legislated requirements of the first three modules of the Surface Miner Program.

To become fully accredited by the Ministry of Advanced Education and Skill Development (MAESD) under the Surface Miner Program, participants must return to their workplace and demonstrate their skills and their understanding of the company's specific requirements—including government legislation, company standards, and manufacturer specifications—to a qualified trainer and be signed off and registered with the MAESD by their company's signing authority.

Program Content

- Safe work practices
- Lockout/tagout procedures
- Safe operation of hand and power tools

Who Should Attend?

Those who are involved in surface mining operations.

Maximum number of participants: 20

Suspended Access Equipment—Planners

1 Day

This program is intended to help employers who use suspended access equipment (SAE) or boatswain's chairs meet their legal responsibilities to develop work plans. It is designed to address the requirements listed in O. Reg. 213/91, section 141.5.

In this workshop-style training session, participants will learn about and practice using IHSA templates and checklists, which will help them develop the components that make up a work plan.

Program Content

- Site-specific work plans
- Risk assessments
- Emergency rescue procedures
- Designated competent workers

Who Should Attend

Construction managers, supervisors, and other competent persons (as defined by the OHSA) who have been assigned by their employer to assess risks and prepare written work plans and emergency rescue procedures before a suspended work platform system (or boatswain's chair) is put into service on a project for the first time.

Prerequisites

Participants are expected to be knowledgeable in the equipment, topics, and skills addressed in IHSA's *SAE—Users* and *SWPS—Installers* training programs.

Participants would benefit if they have completed IHSA's *Basics of Supervising* and *Introduction to Hazard and Risk Management* training programs. The management functions and hazard assessment content in these programs will be discussed in this training program.

Maximum number of participants: 20

Suspended Access Equipment—Users

2 Days



This program teaches participants how to safely use a suspended work platform system (SWPS) or a powered boatswain's (or bosun's) chair. It is designed to meet the training requirements outlined in the updated (2016) Construction Projects regulation (O. Reg. 213/91, s. 138 (2)).

Participants will learn about the requirements for roof plans and work plans, as well as the two separate systems of support when working from a suspended work platform:

1. The fall arrest system
2. The suspended work platform system.

In addition, participants will be engaged in both classroom and hands-on activities relating to the daily inspection and safe use of the fall arrest system and SWPS.

Program Content

- Fall protection systems
- Suspended work platform systems
- Roof plans and work plans
- Safe set-up
- Safe operation

Prerequisites

IHSA's *Working at Heights – Fundamentals of Fall Prevention* course or an equivalent working at heights course that was approved by the MOL/CPO after April 1, 2015.

While not a prerequisite, IHSA recommends that participants complete IHSA's *Hoisting and Rigging* course before attending this training. It will provide participants with fundamental knowledge of hoisting and rigging practices, which will make them better equipped to complete this course.

Who Should Attend?

Workers, supervisors, and third-party representatives who use suspended work platform systems or boatswain's chairs after they have been set up and installed by others.

Maximum number of participants: 10

Suspended Work Platform Systems—Installers **2 Days**



This program teaches participants how to safely install and inspect a suspended work platform system or a powered boatswain's (or bosun's) chair. It is designed to meet the training requirements outlined in the updated (2016) Construction Projects regulation (O. Reg. 213/91, s. 138.1 (3)).

Participants will learn how to read and use a roof plan and work plan, assemble a suspended work platform system in accordance with the manufacturer's instructions, and inspect the assembled system.

Program Content

- Fixed supports
- Work platform
- Suspension system
- Roof plans and work plans
- Install and inspect a suspended work platform system

Who Should Attend?

The competent worker who is designated by the employer to install and inspect the suspended work platform system before it is put into service for the first time.

Prerequisites

IHSA's *Suspended Access Equipment—Users*

Required Tools and Equipment

Participants must bring their own personal protective equipment (PPE) and the following tools, which will be used during the hands-on training.

- Torque wrench
- Socket set
- Measuring tape

Maximum number of participants: 12

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Telecommunication Technician Proficiency **5 Days**

This program prepares telecommunication construction technicians for overhead installation of both co-axial and fibre optic cable. Participants will not only learn what is required of them to install overhead plant, but the hazards associated with such installations.

Program Content

- Interpretation of relevant regulations, including the OHSA and *Canada Labour Code, Part II*
- Traffic control
- Electrical awareness
- Personal safety and climbing equipment
- Pole top rescue
- Pole line construction
- Ladder safety
- Underground hazards
- Confined space entry

Who Should Attend?

New hires who are required to install overhead telecommunication systems on utility poles.

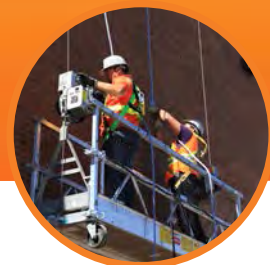
Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Ontario has new rules for working with suspended access equipment. (See page 3.)



Toronto Hydro Contractor Orientation (1 Day) 1 Day

This one-day program is intended to familiarize contractors with various policies, procedures, and standards as they relate to the work being performed on Toronto Hydro's distribution system and/or facilities.

Program Content

- EHS safety orientation
- Distribution system overview
- Safety rules and regulations
- Rule book
- PPE and inspection of rubber equipment
- Traffic protection, job planning, and worksite risk assessment overview
- Key access
- Customer trust
- Toronto Hydro Business Code of Conduct
- Station hazard awareness

Who Should Attend?

Any contractor who will be performing work in or around Toronto Hydro's distribution system or facilities. The contractor **would not** be required to "Record On" to a work permit and would be provided Level 5 key access (i.e., facilities-type work in stations).

Maximum number of participants: 20

Toronto Hydro Contractor Orientation (3 Days) 3 Days

This three-day program is intended to familiarize contractors with various policies, procedures, and standards as they relate to the work being performed on Toronto Hydro's distribution system and/or facilities.

Program Content

- EHS safety orientation
- Distribution system overview
- Rule book
- Construction standards
- Electrical Distribution Safety (O. Reg. 22/04, s. 11) Disconnection of Unused Lines
- GNET viewer
- Meter operations
- Communication protocol
- Station hazard awareness
- Hold off

- Distribution construction standards
- PPE and inspection of rubber equipment
- Key access
- Confined space radio
- Customer trust
- Toronto Hydro Business Code of Conduct

Who Should Attend?

Any contractor who will be performing work in or around Toronto Hydro's distribution system or facilities. The Contractor **would not** be required to "Record On" to a work permit and would be provided Level 5 access.

Maximum number of participants: 20

Toronto Hydro Contractor Orientation (5 Days) 5 Days

This five-day program is intended to familiarize contractors with various policies, procedures, and standards as they relate to the work being performed on Toronto Hydro's Distribution System and/or Facilities.

Program Content

- EHS safety orientation
- Distribution system overview
- Rule book
- Construction standards
- Electrical Distribution Safety (O. Regulation. 22/04, s.11) Disconnection of Unused Lines
- GNET viewer
- Meter operations
- Communication protocol
- Toronto Hydro Work Protection Code
- Station hazard awareness
- Hold-off
- Distribution construction standards
- PPE and inspection of rubber equipment
- Key access
- Confined space radio
- Customer trust
- Toronto Hydro Business Code of Conduct

Who Should Attend?

Any contractor who will be performing work in or around Toronto Hydro's distribution system or facilities. The contractor **would** be required to "Record On" to a work permit and would be provided Level 9 access.

Maximum number of participants: 20

Toronto Hydro Contractor Orientation: Hold-Off 1 Day

This one-day program is intended to familiarize contractors with various policies, procedures, and standards as they relate to the work being performed on Toronto Hydro's distribution system and/or facilities.

Program Content

- EHS safety orientation
- Distribution system overview
- Safety rules and regulations
- Rule book
- PPE and inspection of rubber equipment
- Traffic protection, job planning, and worksite risk assessment overview
- Key access
- Customer trust
- Toronto Hydro Business Code of Conduct
- Hold-off

Who Should Attend?

Contractors who will perform work in or around Toronto Hydro's distribution system or facilities. The contractor **would** be required to obtain a "Hold-off" when working in proximity to Toronto Hydro's distribution system.

Maximum number of participants: 20

Toronto Hydro Contractor Orientation: Recertification 2 Days

This two-day program recertifies those contractors who require Toronto Hydro Work Protection Code, Communication Protocol, and Electrical Distribution Safety (Ontario Regulation 22/04).

Program Content

- Toronto Hydro Work Protection Code
- Communication protocol
- Electrical Distribution Safety (O. Reg. 22/04)

Who Should Attend?

Any contractor who has previously taken the 5-day or the 3-day Contractor Orientation program and are required to "Record On" to a work permit, and/or require Level 9 or 5 system access.

Maximum number of participants: 20

Toronto Hydro Contractor Orientation: Station Hazard Awareness 1 Day

This one-day program is intended to familiarize contractors with various policies, procedures, and standards as they relate to the work being performed on Toronto Hydro's distribution system and/or facilities.

Program Content

- EHS safety orientation
- Distribution system overview
- Safety rules and regulations
- Rule book
- PPE and inspection of rubber equipment
- Traffic protection, job planning, and worksite risk assessment overview
- Key access
- Customer trust
- Toronto Hydro Business Code of Conduct
- Station hazard awareness

Who Should Attend?

Contractors who will perform work in or around Toronto Hydro's distribution system or facilities. The contractor **would not** be required to "Record On" to a work permit and would be provided Level 5 key access (i.e., facilities-type work in stations).

Maximum number of participants: 20



Traffic Control—Temporary Work Zones 1 Day

Every year, workers are injured as a result of traffic-related incidents while performing work in and around public roadways. The Construction Projects regulation (213/91) requires employers to have a traffic protection plan in place to ensure that workers are protected. In addition, a specific traffic control plan—designed to protect both workers and road users—must be developed and available.

This program assists those responsible for creating, implementing, and/or overseeing traffic control in temporary work areas to develop an effective traffic control plan. Participants are taught using typical layout case studies, the *Ontario Traffic Manual (OTM) Book 7*, and the Construction Projects regulation.

Participants MUST bring their own copy of the Ontario Traffic Manual Book 7 – Office Edition (2014).

Program Content

- Purpose of traffic control
- Temporary work zone design
- Traffic control devices
- Implementing temporary traffic control

Who Should Attend?

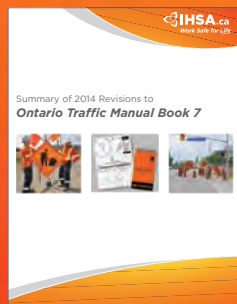
Supervisors or workers who are responsible for planning, communicating, or implementing traffic control in temporary work zones.

Maximum number of participants: 20

Get it online!

IHSA has compiled a summary of all the changes made in the 2014 edition of the *Ontario Traffic Manual Book 7 (Temporary Conditions)*.

Visit ihsa.ca/products and select the **Free Product Downloads** button. Then search for **Summary of 2014 Revisions to Ontario Traffic Manual Book 7 (W015)**.



Transformer Operation Safety Awareness 2 Days

This program assists those in the line trade who are routinely involved in the installation, maintenance, and troubleshooting of transformers and transformer banks. Through an understanding of transformation, the tradesperson becomes better equipped to deal with transformers in a safe and confident manner.

Program Content

- Basic electrical theory
- Series and parallel circuits
- Alternating current fundamentals
- Single-phase transformer operation
- Three-phase wye and delta systems
- Three-phase wye, delta, and open secondary transformer bank diagrams
- Troubleshooting transformer installations and connected equipment

Who Should Attend?

Those who install, maintain, and troubleshoot transformer installations (including supervisory staff).

Maximum number of participants: 12

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.



Transportation of Dangerous Goods (TDG) 1/2 Day

This program teaches participants their legal responsibilities for safe handling, storing, and transporting of the nine classes of dangerous goods. Participants are provided with an overview of the *Dangerous Goods Act* and related regulations. Each participant will be issued a participant's guide to work with and make notes. The record of training expires after three years.

Program Content

- The nine classifications of dangerous goods
- Documentation requirements
- Safety marks—labels/placards
- Safety requirements for TDG
- Training requirements

Who Should Attend?

All personnel who administer, handle, store, or transport dangerous goods.

Maximum number of participants: 20

NOTE: The record of training for this course expires after three years.

Tree Trimming Techniques 5 Days

Workers who are required to trim or remove trees in proximity to energized electrical apparatuses will learn safe and proficient methods for performing this type of work. The hands-on tree removal portion involves tree climbing and rigging components. The program includes both classroom and field work. These skills are transferable to any sector involved in line clearing.

Program Content

- Protection of self and others
- Personal protective equipment
- Pruning techniques
- Pole pruners and hydraulic insulated tools
- Chainsaw/hand saw maintenance and use
- Tree/limb removal techniques
- Speed line application
- Ropes and rigging
- Field practice—live line clearing/tree removal

Prerequisite

Chainsaw Operation and Maintenance

Who Should Attend?

Personnel who perform this type of work.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Trenching Safety Hazard Awareness 1/2 Day

This program is primarily for firms that excavate deeper than 1.2 metres (4 ft). Emphasis is placed on soil types, legislation, and emergency work.

Program Content

- Personal protective equipment
- Review of legislation
- Emergency work
- Determining soil types
- Approved shoring/trenching boxes
- Public safety
- Use of heavy equipment
- Locates
- Underground hazards
- Work area protection
- High/low pressure gas mains

Who Should Attend?

Staff and supervisors involved in trenching and shoring.

Maximum number of participants: 20



Get it online!

IHSA offers a **Trenching Safety** manual (M026) and a **Call Before You Dig** brochure (IHSA051) free to members. Go to ihsa.ca/products to order or download a copy. You can also visit our **Trenching & Excavation** topic page for more resources.



Underground Proficiency 4 Days



With the continuing trend toward underground systems, it is important that utility personnel keep abreast of the changing techniques and available equipment. This program helps underground construction or maintenance employees recognize and implement modern technology.

Program Content

- Review of electrical theory
- Types of underground cable
- Splicing and terminating high-voltage cables
- Load-break devices
- Job planning/tailboard talks
- Entry into confined spaces
- Potential indicating devices
- Cable locating, testing, and fault locating
- Switching and grounding of underground plant

Who Should Attend?

Personnel who are involved in the design, installation, or maintenance of underground systems.

Maximum number of participants: 6

NOTE: A refresher version of this program is available on request.

Utility Line Clearing Technician Proficiency (Utility Arborist) 5 Days



This program is for experienced line clearing technicians. Work will be performed from a tree and/or aerial device in proximity to energized conductors. Equipment inspection, tool maintenance, and safety features will be reviewed for hydraulic pruners, chainsaws, and brush chippers.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Job planning/tailboard talks
- Inspection of climbing gear and harnesses
- Chainsaw maintenance and inspection
- Chipper maintenance and inspection
- Pre-trip inspection and safe operation of aerial devices
- Electrical awareness/equipment identification and use
- Review of applicable IHSA Safe Practice Guides
- Rescue/evacuation techniques
- Field practice—live line tree trimming
- Work procedure assessment
- Training gap analysis

Prerequisite

Three years of industry experience is required.

Maximum number of participants: 6

Utility Work Protection Code 2 Days

This program is part of the implementation of a standard work protection code in Ontario. Upon successful completion of this program and examination, the participant will be certified as a holder or issuer of work protection.

Program Content

- Terminology
- Application procedures for work protection
- New “Order to Operate” switching procedures
- Preparation of work protection code forms
- Tags and tagging procedures
- Detailed study of the Utility Work Protection Code (UWPC)

Who Should Attend?

Personnel who construct, maintain, and operate electrical systems.

Maximum number of participants: 15

NOTE: Participants are required to take a UWPC Recertification course every three years.

Utility Work Protection Code (Recertification) 1 Day

A one-day recertification process is a requirement that must take place within three years of the initial UWPC training and every three years following.

Who Should Attend?

Personnel who have been certified in the program and are due to be recertified.

Maximum number of participants: 15

NOTE: If you miss your recertification date, you must repeat the full two-day program.



Utility Work Protection Code for LDC System Operators Train the Trainer

2 Days

Upon successful completion of this program and providing all IHSA prerequisite requirements are met, the participant will be Certified as a Holder and/or Issuer of the Utility Work Protection Code (UWPC).

The successful participant will be deemed qualified by IHSA to deliver UWPC programs and Recertification programs to regular full-time employees of the same firm where the trainer is currently employed.

Maintaining this qualification will require annual attendance and successful completion of an IHSA UWPC Train the Trainer program.

Maximum number of participants: 15

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Utility Work Protection Code Overview

1 Day

This course will acquaint participants with the fundamentals of the Utility Work Protection Code (UWPC). A half-day course is also available upon request.

Program Content

- Terminology
- Tags and applications
- General overview of the program

Who Should Attend?

Personnel who require general knowledge of the code but are not responsible for its application. This includes engineering and group support staff.

NOTE: This does not certify participants and does not qualify them for recertification.

Maximum number of participants: 20

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Utility Work Protection Code Train the Trainer Recertification

2 Days

Upon successful completion of this program and providing all IHSA prerequisite requirements are met, the participant will be Certified as a Holder and/or Issuer of the Utility Work Protection Code (UWPC).

The successful participant will be deemed qualified by IHSA to deliver UWPC programs and Recertification programs to regular full-time employees of the same firm where the trainer is currently employed.

Maintaining this qualification will require annual attendance and successful completion of an IHSA UWPC Train the Trainer program.

Maximum number of participants: 15

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

WHMIS 2015 1/2 Day

In 2015, changes to the Workplace Hazardous Materials Information System (WHMIS) in Canada meant new requirements for classifying hazardous products, labelling hazardous products, and formatting Safety Data Sheets (formerly Material Safety Data Sheets).

Until the end of the transition period (December 1, 2018), the requirements for both WHMIS 1988 and WHMIS 2015 may be used. Employers must educate workers on the classification system that will be used in their workplace.

IHSA's WHMIS course has been updated to meet the training requirements needed during the transition period. It educates workers on both the WHMIS 1988 system and the new WHMIS 2015 system.

Program Content

This program is designed to provide workers, supervisors, and other workplace parties with a basic understanding of hazard classes and categories, Safety Data Sheets (SDS), and labels as they relate to the following:

- The 1988 Workplace Hazardous Materials Information System (WHMIS 1988)
- The 2015 Workplace Hazardous Materials Information System (WHMIS 2015)
- How WHMIS can be used to protect the health and safety of workers.



NOTE: This program is intended to supplement workplace-specific WHMIS training provided by a worker's employer.

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation. See page 62 for details.

Get it online!

IHSA offers an online WHMIS 2015 certificate course and a *WHMIS 2015 Poster* (P003). For details, visit ihsa.ca/products or the e-learning page at ihsa.ca



Wind Turbine High-Angle Rescue 3 Days



This program is specifically designed to teach workers how to perform a rescue on a wind turbine.

Program Content

- Occupational Health and Safety Act
- Introduction to Society of Professional Rope Access Technicians (SPRAT) principles
- Fall protection inspection
- Anchorage and connectors
- Rescue equipment
- Knots and ropes
- Packaging a suspended injured worker
- Rescue procedure development
- Rescue procedure practical

Who Should Attend?

Technicians who work in or on wind turbines.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Window Cleaning 1 Day



This course is for the benefit of window cleaners who work on suspended access equipment. Ontario law requires window cleaners to be trained in the operation of their equipment, including fall protection systems.

Prerequisites

Within the previous year, participants must have completed IHSA's *Suspended Access Equipment—Users* course.

Who Should Attend?

Window cleaners.

Maximum number of participants: 8

NOTE: This course is currently being revised and will become the new Boatswain's Chair course.

Working at Heights—Fundamentals of Fall Protection 1 Day



IHSA's *Working at Heights* (WAH) program meets Ontario's Working at Heights Training Standard and has been approved by the Ministry of Labour and the Chief Prevention Officer.

This course provides workers with the basic fall prevention information they require to work safely in areas where they may be exposed to fall hazards. Participants receive the most up-to-date information with hands-on instruction from industry experts and trained adult educators who are experienced in working at heights.

Program Content

- Common fall hazards
- Fall protection and types of equipment
- Working with ladders, scaffolds, elevating work platforms, and suspended access equipment
- Related laws and regulations



Who Should Attend?

Anyone exposed to fall hazards during their work.

Maximum number of participants: 12

Note: This course is also available in the following languages: Cantonese, Mandarin, French, Polish, Portuguese, Russian, Spanish.

NOTE: This is one of the required courses for the National Construction Safety Officer (NCSO) designation. See page 62 for details.

Working at Heights—Fundamentals of Fall Prevention Instructor Workshop

3 Days

To expand the reach of IHSA's fall prevention training, we offer companies the opportunity to become IHSA Training Partners.

This Instructor Workshop will prepare you to deliver IHSA's *Working at Heights* program content and train workers within your industry.

For more information, contact our Training Partner Customer Service Representatives by phone at 905-625-0100 or 1-800-263-5024 ext. 6062 or by email at trainingpartner@ihsa.ca

Maximum number of participants: 10

NOTE: Because a large number of Training Partners have already been trained, IHSA may not schedule this course as often as before.

Working at Heights and Rescue

5 Days



This entry-level course is for workers and supervisors who work aloft in places where traditional fall protection is not sufficient. This may include engineered structures and natural landscapes such as trees.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Legislative requirements
- Fall protection
- Working at height risk assessment
- Equipment inspection
- Practical working at height and rescue techniques
- Knots

Who Should Attend?

Those who may be involved in accessing work at heights and those who may be required to perform a rescue while suspended by rope.

Maximum number of participants: 6

Call to Register 1-800-263-5024

Contact our Customer Service Department to arrange training.

Working at Heights Refresher

1/2 Day



This program provides workers who have already completed an MOL/CPO-approved working at heights course with a refresher course in the basics of implementing fall protection systems at their workplaces. This refresher course is required every three years.

Participants will receive up-to-date information on the legislative requirements of fall protection, including how to recognize, assess, and control fall hazards. They will also have opportunities to practice identifying deficiencies while inspecting fall protection equipment.

Prerequisites

A full-day working at heights course, taken within the previous three years, that was approved by the MOL/CPO after April 1, 2015.

Maximum number of participants: 12

Note: At the time of registration, participants must provide the Learner ID number found their CPO-issued WAH proof of completion certificate.

Workplace Inspection and Hazard Recognition

1/2 Day

This course is designed to help participants recognize, assess, and control safety and health hazards in their workplace.

Program Content

- Understanding hazards related to health and safety
- Recognizing, assessing, and controlling the hazards
- Using your workplace inspection as an evaluation tool

Who Should Attend?

Managers, committee members, safety representatives, any employees responsible for workplace inspections, and company representatives who want to develop or improve a company's inspection program.

Maximum number of participants: 20

Which Courses Should I Take Next?

IHSA has the training programs you need to stay safe on the job. We know that once you start taking our courses, you're going to want to continue learning more about health and safety on the job. So we have some suggestions for you.



If you've taken *Basics of Supervising*, consider taking...

- Communication Skills for Supervising Health and Safety
- Confined Spaces Hazard Awareness for Construction
- Incident Investigation and Reporting Awareness
- Introduction to Hazard and Risk Management
- JHSC Certification—Part One and Two
- MSD Seminar
- Occupational Health and Safety Act
- Personal Injury Investigation and Reporting
- Scaffold Users' Hazard Awareness
- Trenching Safety Hazard Awareness
- Traffic Control—Temporary Work Zones
- WHMIS 2015
- Working at Heights—Fundamentals of Fall Prevention

If you've taken *Traffic Control—Temporary Work Zones*, consider taking...

- Highway Traffic Act
- Incident Investigation and Reporting Awareness
- Introduction to Hazard and Risk Management
- Occupational Health and Safety Act
- Signaller and Traffic Control Person
- Transportation of Dangerous Goods (TDG)

If you've taken *Working at Heights—Fundamentals of Fall Prevention*, consider taking...

- Elevating Work Platforms
- Ladder Handling
- Rescue Techniques
- Scaffold Users' Hazard Awareness
- Structure, Climbing, and Rescue Techniques
- Suspended Access Equipment—Users
- Suspended Work Platform Systems—Installers
- Wind Turbine High-Angle Rescue
- Window Cleaning
- Working at Heights and Rescue
- Working at Heights Instructor Workshop

If you've taken *JHSC Certification—Part One and Two*, consider taking...

- Basics of Supervising
- Communication Skills for Supervising Health and Safety
- Joint Health and Safety Committee Effectiveness
- Incident Investigation and Reporting Awareness
- Introduction to Hazard and Risk Management
- Occupational Health and Safety Act



Resources for Small Business Owners



As a business owner and employer, we know your time is stretched almost to the breaking point. That's why we have developed health and safety tools and resources to help you navigate your legislative responsibilities. Visit [IHSA.ca/smallbusiness](https://ihsa.ca/smallbusiness) to take advantage of what we have to offer.

Know Your Responsibilities

Knowing the law and regulations that apply to you and your industry is the first step. IHSA's small business web page breaks down your legal requirements depending on how many people you employ—one, 2-5, 6-19, and more than 20. Best practices, necessary training, templates, and sample checklists are some of the free resources you'll find there.

Visit ihsa.ca/smallbusiness today.

Safety Talks

One of the best free resources we have for small business owners is the **Safety Talks** manual (V005). It provides a hands-on way to reinforce safety on the job. Each page is a five-minute talk on a specific topic meant to be delivered by managers, supervisors, or health and safety representatives. The book includes the Safety Talk Report Form to record the subject, attendees, and results of each Safety Talk presentation.

All of the safety talks in the book are also available to download. You can search for the topics that apply to the work you are doing and download them as needed—all free.



Sign up for our Twitter feed to have two safety talks sent to you each morning.





Also available for
download at ihsa.ca

Training Registration Form

Name _____

Mailing address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

Trade/Occupation _____

☐ Worker ☐ Apprentice ☐ Union ☐ Non-union ☐ Manager ☐ Supervisor ☐ Other

Union _____ Local _____ Location _____

Company name _____ Contact _____ WSIB firm # _____

Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

☐ Legislated training ☐ Non-member training ☐ AO audit ☐ Other

Program _____ Program start date* _____

Instructor's name* _____ Location* _____

* Refer to IHSA's website for course dates and locations.

Payment Information ☐ Please charge my credit card (May require security code)

Bill to (firm/organization) _____ Contact name _____

Address _____

City _____ Province _____ Postal Code _____

Phone _____ Fax _____ Email _____

Method of payment ☐  ☐  ☐ 

Credit card number _____ Exp date _____

Name on credit card _____ Authorized amount _____

Final billing amounts on US credit card orders may vary slightly due to currency conversion. IHSA will contact you for your credit card security code.

Cardholder's signature _____ Date _____

HST # 85409 8066 RT0001

Purchaser's Consent

I hereby agree to allow IHSA to collect, store, and use my name, address and purchase information in accordance with IHSA's Privacy Policy. I understand that if the personal information compiled by IHSA is incorrect, IHSA will correct the information upon my request and provide me with confirmation. I further understand that if I am not satisfied with the manner in which IHSA handles my personal information, I may contact the Privacy Commissioner for the Province of Ontario.

Signature _____ Date _____

Certificate of Recognition (COR™)



The Certificate of Recognition (COR™) program provides employers with an effective tool to assess their health and safety management system (HSMS). COR™ provides companies with a comprehensive and detailed audit of their HSMS to ensure that it meets a standard that is recognized across Canada. This audit typically covers the basic elements of an HSMS and will include interviews, documentation review, and observation of techniques. It leads to positive workplace behaviour and practices that, in turn, leads to improved injury and illness prevention.

Getting the Job

The Certificate of Recognition (COR™) program is often required for contracts with both public- and private-sector construction projects in

Ontario. Many government agencies and municipalities expect their contractors to be either registered with the COR™ program or already certified in order to submit a bid. Don't wait until it's too late. **Get started today.**

Getting COR™ Certified

Visit ihsa.ca/cor to find detailed information about the application, required training, COR™ Audit Tool, roles and responsibilities, and much more. Follow these steps to start your COR™ journey.

Step 1. Complete the COR™ Application Form and submit it to IHSA.

Step 2. Complete the mandatory training courses (see below).

- A representative from senior management must complete one course.
- A permanent full-time employee must complete four courses.

Step 3. Complete and submit (with supporting documentation) a self-audit of the workplace.

Step 4. Arrange and successfully complete a third-party COR™ audit.

Required Training for COR™

Basic Auditing Principles..... Page 12

COR™ Essentials Page 16

COR™ Internal Auditor..... Page 17

Introduction to Hazard and Risk Management..... Page 28

These organizations require COR™

- Infrastructure Ontario
- Metrolinx
- Toronto Transit Commission
- Greater Toronto Airport Authority
- City of Toronto
- City of Brampton
- Town of Milton



VISIT [IHSA.CA/COR](http://ihsa.ca/cor) TODAY!

Show off your swag

because you are
COR™ Certified
in Ontario



COR™ Lunch Bag

Product ID: **CORLB**

This lunch bag features a 12-can cooler made with Dobby Nylon, 600D Polyester. It's foam insulated with heat-sealed liner and features simulated leather accents.



COR™ Power Bank

Product ID: **CORPB**

This is a COR™ branded, 2200 mAh power bank featuring a Grade A battery, USB port to plug in your devices, and a micro USB cable for charging.



COR™ Water Bottle

Product ID: **CORWB**

This is a sleek, lightweight, 800 ml (27 oz), Stainless Steel water bottle that features COR™ branding and is finished in gloss black.



COR™ Log Book

Product ID: **CORRF008**

A competent supervisor keeps a record of daily events on the job. This log book features a hard cover and has 240 pages.

National Construction Safety Officer (NCSO)



Program Requirements

Five years of practical health and safety experience and successful completion of the following courses:

- Basic Auditing Principles (page 12)
- Basics of Supervising (page 12)
- COR™ Essentials (page 16)
- COR™ Internal Auditor (page 17)
- Defensive Driving—G Class Driver (page 18)
- First Aid/CPR
- Introduction to Hazard and Risk Management (page 28)
- JHSC Certification—Part One (page 30)
- JHSC Certification—Part Two: Construction (page 31)
- WHMIS (page 55)
- Working at Heights—Fundamentals of Fall Prevention (page 55)

For more requirements, visit the NCSO section on the ihsa.ca website.

IHSA offers the **National Construction Safety Officer (NCSO) Certificate** to recognize those who have practical construction knowledge and experience in a range of health and safety topics. This certificate acknowledges that the individual has completed courses that are consistent in content with NCSO certificates offered in other provinces and territories.

An NCSO Certificate signifies that a person is not only qualified but has promised to adhere to a code of ethics and to maintain a high level of professional conduct while on the job.

Visit ihsa.ca/ncso for more information on requirements and how to get started.

Application for National Construction Safety Officer (NCSO) Certificate (cont'd)

Practical construction experience

Please submit an up-to-date resume that outlines your practical construction experience as well as a verification letter from your direct supervisor, manager, trade union representative, current employer, or owner.

I, _____, declare that I have at least three years of practical health and safety construction experience within the last ten years.

4

Applicant signature _____ Date _____

Payment Information

☐ Cheque enclosed ☐ Please charge my credit card

☐ \$169 plus HST (\$21.97) = \$190.97 (IHSA Members) ☐ \$338 plus HST (\$43.94) = \$381.94 (Non-Members)

Method of payment ☐  ☐  ☐ 

Credit card number _____ Exp date _____

Name on credit card _____ Authorized Amount _____

Final billing amounts on US credit card orders may vary slightly due to currency conversion. IHSA will contact you for your credit card security code.

Cardholder's signature _____ Date _____

HST # 85409 8066 RT0001

Please make cheques payable to the Infrastructure Health and Safety Association.

Credit cards may require a security code.

5

Equivalency

If you have health and safety certification from a recognized training agency, another provincial safety association, or from another provincial construction safety association, your training may qualify for equivalency. This certification must have been completed in the five years prior to application. Proof of successful completion of these courses should be attached to this application along with course descriptions and course length. If you have successfully completed the National Exam in another province, you must provide documentation to that effect.

* For this course, a certificate from an organization approved by the Ontario Workplace Safety and Insurance Board (WSIB) must be produced.

† These courses must be approved by the Chief Prevention Officer of Ontario and meet the requirements as laid out in Ontario's Working at Heights Training Standard and JHSC Certification Training Standard. For this reason, no out-of-province working at heights course or JHSC certification can be accepted.

** In February 2015, the Canadian federal government introduced changes to WHMIS. There will be a transition period (until December 1, 2018) during which time IHSA's WHMIS course will include a combination of the old WHMIS 1998 system and the new WHMIS 2015 system. After the transition period, only WHMIS 2015 will be taught.

Disclaimer

All applications must be completed in full. Any incomplete application will be returned. The names of successful NSCO applicants may be posted on the IHSA website. If you have any questions about this, contact the NCSO Administrator.

21 Voyager Court South, Etobicoke, ON M9W 5M7

Tel: 905-625-0100 Toll Free: 1-800-263-5024 Fax: 416-674-8866 Email: NCSOadministrator@ihsa.ca

Get Approved Working at Heights Training

As of April 1, 2015, certain workers on construction sites must complete a working at heights training program that has been approved by Ontario's Chief Prevention Officer before they can continue to work at heights.

IHSA is proud to offer our approved *Working at Heights—Fundamentals of Fall Prevention* course at many locations throughout Ontario. Train with IHSA and be confident that you are compliant with legislated requirements.

Together we can stop falls from killing Ontario workers.



Yes! I'd like my free subscription to IHSA.ca Magazine!



IHSA.ca Magazine is produced four times each year. In each issue, you will receive valuable information such as prevention tips and enforcement blitz announcements. Printed copies can be ordered by IHSA member firms at no charge by filling out our subscription form. Order multiple copies so you can share them among staff, visitors, and other firms you work with. You can also order or download the magazine from our website. For more information, contact customerservice@ihsa.ca

Also available for download at ihsa.ca/magazine



Document what happens on site

Supervisor Log Book (RF008)

Member: \$19.99 Non-Member: \$29.99

A competent supervisor keeps a record of daily events on the job. Designed with safety in mind, IHSA's *Supervisor Log Book* contains safety talks, inspection checklists, a job safety analysis (JSA) form, a due diligence checklist, and other helpful resources. Hardcover. 240 pages.

Also available with the COR™ logo to firms who are registered in the COR™ program (order CORR008).



Training when and where you need it.

Voyager Training Centre

21 Voyager Court South, Etobicoke, Ontario M9W 5M7
Tel: 1-800-263-5024 • Fax: 416-674-8866



Centre for Health & Safety Innovation

5110 Creekbank Road, Suite 400, Mississauga, Ontario L4W 0A1
Tel: 1-800-263-5024 • Fax: 905-625-8998



Skills Development Centre

5345 Creekbank Road, Mississauga, ON L4W 5L5
Tel: 1-800-263-5024



IHSA's Mobile Classroom



Make safety work for you. IHSA is your first step.

IHSA is a leader in health and safety education. Our vision is safe and healthy workplaces free from incidents, injuries, illnesses, or fatalities.

Through skills-based training, auditing, and evaluation, we provide safety solutions to those who perform high-risk activities such as working at heights, working with energized high-voltage power systems, driving motor vehicles, transporting dangerous goods, working on suspended access equipment, and clearing utility lines.

Our mission is to be Ontario's trusted health and safety resource for effective sector-specific engagement, education, products and services.

Find out what we can do for you at **ihsa.ca**

 **IHSA.ca**
Work Safe for Life

21 Voyager Court South
Etobicoke, Ontario M9W 5M7 Canada
Tel: 1-800-263-5024
Fax: 416-674-8866

IHSA002