



**WebWSIT Enhanced General Business
Course Content Summaries**

November 2012



Health & Safety Courses

Approximate Course Length

WHMIS 2009	60 min.
SIMDUT (French WHMIS)	60 min.
*WHMIS for Supervisors and Advanced Users	75 min.
WHMIS Refresher	30 min.
Violence and Harassment in the Workplace	60 min.
<u>*Violence & Harassment Refresher</u>	20 min.
AODA - <i>(for Ontario based organizations)</i>	60 min.
Ladder Safety	25 min.
Lockout/Tagout	60 min.
Fire Safety	20 min.
Isocyanates Awareness	30 min.
Power Lift-Truck - CSA Std. B335-04	3 hours
Transportation of Dangerous Goods	2.5-3 hours
Back & Lifting Safety	35 min.
Cumulative Trauma Disorder	40 min.
Office Ergonomics	20 min.
Heat Stress Awareness	30 min.
Health & Safety Orientation	60 min.
Fall Protection	60 min.
Basic Ladder Safety	20 min.
Plus Exercises & Stretches	15 min.

Management Suite

Understanding the Occupational Health & Safety Act	25 min.
Bill C-45	15 min.
Workplace Safety Committee (JHSC)	20 min.
Accident & Incidents Investigations	30 min.
Workplace Safety Inspections	20 min.
Implementing Workplace Safety	15 min.
Due Diligence Awareness	10 min.

***NEW**

WHMIS 2009 & SIMDUT (French)

The WHMIS and SIMDUT Training modules are designed for personnel who work with or in proximity to “Hazardous Materials” as defined under the “Hazardous Products Act”.

Upon completion, participants will know the purpose of WHMIS, the WHMIS classifications and their symbols, the different WHMIS labels and what information they contain, and what are Material Safety Data Sheets and how to use them. In addition, the course informs the participant on “How Chemicals Affect the Body” and “Protective Measures” to reduce risk and exposure. The WHMIS 2009 (English Only) contains a new section on Consumer Warning Symbols.

Course content ...

Introduction: Occupational H & S Legislation in Canada

- What is WHMIS?
- What is the purpose of WHMIS?
- What does WHMIS legislation require?
- What is a hazardous material?
- What products and/or materials are controlled by WHMIS?
- Who's responsible for What?
- Short Review Quiz

Classification of Hazardous Material

- The Hazardous Symbols
- Self-testing Screens
- Short Review Quiz

WHMIS Labels

- Supplier Labels
- Workplace Labels
- Special Situation Labels
- Short Review Quiz

Consumer Products Warning Label Symbols

- What are Consumer Product Warning Label Symbols
- The 3 Symbol Warning Levels
- The 4 Classes of Hazards
- Short Review Quiz

(MSDS) Material Safety Data Sheets

- The MSDS and the 9 Information Categories
 - Short Review Quiz
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How Workplace Chemicals Affect the Body

- How chemicals enter the body
- Physical States of Matter
- Acute and Chronic Health Effects
- Target Organs
- Routes of Exit
- Short Review Quiz

Protective Measures

- Substitution
- Process Modification
- Management Controls
- Engineering Controls
- PPE
- Short Review Quiz

WHMIS for Supervisors and Advanced Users

The WHMIS for Supervisors and Advanced Users Training module is designed for personnel who manage, supervise or direct others in the workplace who work with or in proximity to “Hazardous Materials” as defined under the “Hazardous Products Act”. It also contains more detailed information than WHMIS 2009 that is important for workers who work constantly with hazardous materials, especially those requiring Personal Protective Equipment.

Upon completion, participants will understand the role and importance of the supervisor in knowing the WHMIS Regulations and how to properly ensure the workers reporting to them are properly trained. They will also learn the components in WHMIS 2009 plus additional information on hazardous materials.

Course content ...

Supervisor's Notes

- The Supervisor and Due Diligence
- Legal Responsibilities of the Supervisor
- Violating the WHMIS Law
- Preparing a worker for WHMIS Training
- WHMIS Training Workplace Orientation Tour

Introduction: Occupational H & S Legislation in Canada

- What is WHMIS?
- What is the purpose of WHMIS?
- What does WHMIS legislation require?
- What is a hazardous material?
- What products and/or materials are controlled by WHMIS?
- Who's responsible for What?
- Short Review Quiz

Classification of Hazardous Material

- The Hazardous Symbols
- Self-testing Screens
- Short Review Quiz

WHMIS Labels

- Supplier Labels
- Workplace Labels
- Special Situation Labels
- Short Review Quiz

(MSDS) Material Safety Data Sheets

- The MSDS and the 9 Information Categories
- Short Review Quiz

... Continued

Consumer Products Warning Label Symbols

- What are Consumer Product Warning Label Symbols
- The 3 Symbol Warning Levels
- The 4 Classes of Hazards
- Short Review Quiz

How Workplace Chemicals Affect the Body

- How chemicals enter the body
- Physical States of Matter
- Acute and Chronic Health Effects
- Target Organs
- Routes of Exit
- Short Review Quiz

Protective Measures

- Substitution
- Process Modification
- Management Controls
- Engineering Controls
- PPE
- Short Review Quiz

WHMIS Refresher

The WHMIS Refresher Training module is designed for personnel who work with or in proximity to “Hazardous Materials” as defined under the “Hazardous Products Act” and have taken WHMIS training within the past 2-3 years. It is a condensed version of our standard WHMIS training course outlined on the previous page.

Upon completion, participants will know the purpose of WHMIS, the WHMIS classifications and their symbols, the different WHMIS labels and what information they contain, and what are Material Safety Data Sheets and how to use them.

Course content ...

Introduction: Occupational H & S Legislation in Canada

- What is WHMIS?
- What is the purpose of WHMIS?
- What does WHMIS legislation require?
- What is a hazardous material?
- What products and/or materials are controlled by WHMIS?
- Who's responsible for What?
- Short Review Quiz

Classification of Hazardous Material

- The Hazardous Symbols
- Self-testing Screens
- Short Review Quiz

WHMIS Labels

- Supplier Labels
- Workplace Labels
- Special Situation Labels
- Short Review Quiz

(MSDS) Material Safety Data Sheets

- The MSDS and the 9 Information Categories
- Short Review Quiz

Violence & Harassment in the Workplace

The Violence & Harassment in the Workplace module is designed for virtually all workers, whether they are in industrial, service or institutional workplaces. The course defines Workplace Violence and differentiates it from Workplace Harassment. It teaches the Participant how to recognize each and what to do in the event of an occurrence. The course is well focused on Ontario's Bill 168 and the requirement for training workers. Upon conclusion, Participants will be able to identify potential dangerous situations, warning signs and how to defuse Workplace Violence within the context of the law and their Company procedures.

Course content ...

Introduction

- Workplace Violence Defined
- Workplace Harassment Defined
- Provincial and Territorial Specifics

Ontario Bill 168

- Definitions
- Statistics
- Domestic Violence
- Right to Refuse Unsafe Work - context

Duties

- Duties of the Employer
- Duties of the Supervisor
- Duties of the Employee

Who is at Risk

- Higher Risk jobs
- Risk and Work Location
- Identifying Potential Aggressors

Recognizing Warning Signs

- Visual Warning Signs
- Changes in Behaviour
- Triggering Events

Defusing Workplace Violence

- Defusing the Event
- If a Robbery Occurs
- Assault Prevention Tips
- Dealing with Specifics People

Recognizing Warning Signs

- Visual Warning Signs
- Changes in Behaviour
- Triggering Events

Defusing Workplace Violence

- Defusing the Event
- If a Robbery Occurs
- Assault Prevention Tips
- Dealing with Specifics People

Action Plan

- Your Company's Action Plan

Course Summary

AODA - Accessibility for Ontarians with Disabilities Act

The AODA module is designed for all Ontario workers who serve the public, in the course of their work duties, with goods or services. These workers are required to have taken this training by January 1, 2012 or as soon as possible when hired or moved into a position requiring the training after that date. When completed, they will understand the different types of disabilities, how to serve people with disabilities, the role of assistive devices, support persons and service animals.

Course content ...

Preamble

- How to use and navigate the course

Background

- What to Expect from the Course
- Goal and Purpose of AODA
- Definition of "Disability"
- Who Must Comply
- Quiz

Understanding Disabilities

- Visual Disabilities
- Hearing Disabilities
- Speech or Language Disabilities
- Physical Disabilities or Disabilities Affecting Mobility
- Learning Disabilities
- Intellectual or Developmental Disabilities
- Mental Health Disabilities
- Deaf-Blind Disabilities
- Quiz

Serving People Who:

- Use Assistive Devices
- Use a Service Animal
- Use a Support Person
- Quiz

Summary and Test

- Review any desired course aspects
- Proceed to the Final Test

Ladder Safety

The Ladder Safety training module is designed for all personnel who do work from a ladder. Participants will learn about the different types of ladders and how to safely use them.

Since much work time is lost due to injuries resulting from falling from ladders outside the workplace, it is recommended that all personnel take this course so the principles can be used at home as well.

Course content ...

Introduction

Safe Use of Ladders

- Stairways vs ladders
- What to look for when inspecting a ladder
- 3 point contact
- Proper treatment of ladders

Extension and Straight Ladders

- Materials made from
- Ladder specifications
- Safe set up and use
- Correct ladder angles

Step Ladders

- 3 types of stepladders
- Safe use practices
- Setting up a stepladder

Fixed Ladders

- Definition
- Anchorage
- Design
- Use

Fixed Ladders Hatchways

- The Rebar & Positioning harness
- Procedure for use

Rolling Ladders

- Wheel Lock Position
- Working from

Summary

Lockout / Tagout

The Lockout / Tagout Training module is a generic knowledge module designed for personnel who work with or in proximity to apparatus (machinery and devices) that have the potential to release energy from different sources during maintenance procedures.

Upon completion, participants will know the why Lockout/Tagout procedures are required, what the different forms of energy are and how they become stored, what a lockout plan may look like, as well as procedures and equipment used to ensure proper Lockout/Tagout. This will enhance comprehension of specific equipment procedures.

Course content ...

Introduction

What is a Lockout?

Understanding Stored Energy

Typical Lockout Plan

Lockout/Tagout Equipment

Lockout/Tagout Procedures

Additional Lockout Information

- Shift Changes
- Group or Multiple Lockouts
- Testing and Positioning of Parts
- Removing Locks and Tags
- Outside Contractors

Fire Safety

The Fire Safety Training module is designed for all personnel to help them understand the classes and nature of fires and how to extinguish them. It also provides information on different types of fire extinguishers and how to use a fire extinguisher.

Upon completion, participants will be know “What to do in the case of a fire”.

Course content ...

Introduction:

- The causal nature of fires
- The Fire Triangle

Classifications of Fires:

- Class A
- Class B
- Class C
- Class D

Types of Fire Extinguishers:

Rules for Fighting a Fire:

- Rules for fighting a fire
- When not to fight a fire
- Emergency Safety Plans

How to Use a Fire Extinguisher:

Isocyanates Awareness

The Isocyanate Awareness module is designed for all personnel who work with or in proximity to materials that have the potential to produce Isocyanate emissions

Upon completion, participants will understand the nature and danger of Isocyanates, how to treat affected personnel, what to do in case of an accidental release. In addition, participants will learn proper handling and storage procedures and what PPE to use.

Course content ...

- **Introduction:**
- **Potential Health Hazards**
- **First Aid Procedures:**
- **Accidental Release Measures:**
- **Fire Fighting Procedures:**
- **Handling & Storage**
- **Personal Protection**
- **Summary**

Power Lift Truck (Fork-Lift) CSA 335-04

The Power Lift Truck Training module is designed for anyone operating a powered lift truck or device. It follows the Canadian Standards Association (CSA) 335-04 requirements for safety theory and is an integral part of full certification for lift truck operators. This course is equivalent to the required 8 hour classroom training specified in the Standard. Participants should have completed this course and passed the course test before taking a “practical” examination.

Course content ...

Introduction

Knowledge to be Acquired

- Classification & Types
- Main Components
- Lift Truck Physics
- Capacity Plate
- Manufacturer's Specifications
- Dangerous Activities

Skills to be Acquired

General Operational Skills

- Pre-operational Check
- Start-up
- Starting, Stopping & Turning
- Shutdown/Parking
- Forward/Reverse - Level Ground
- Forward/Reverse - Uneven Terrain
- Operating Around Personnel

Load Handling Skills

- Selection of Load
- Load Security
- Load Stability
- Load Pick-up
- Load Placement
- Stacking & Destacking
- Personnel Lifting
- Loading Trucks
- Loading Railway Cars
- Transporting Loads in Elevators
- Operational Maintenance

Refueling and/or Recharging

- Refueling with Propane
- Recharging
- Other Gasoline/Diesel

Pre-course Test Questions

Sample Performance Test

Transportation of Dangerous Goods (TDG - Clear Language - Ground Transportation)

The TDG Training module is designed for all personnel who consign,(ship), handle and or transport as a driver, dangerous goods as defined by the TDG Act. There are 3 modules, one each for consignor, handler and driver. The modules contain generic information for all 3 then specific aspects for the individuals.

Upon completion, participants can receive their certification by their employer if they satisfy the employers requirements for both general and specific TDG knowledge.

Course content ...

- Introduction
- Classifications of Dangerous Goods
- Shipping Documents
- Safety Marks
- Means of Containment
- Special Cases
- Accidental Releases
- Shippers / Handlers / Drivers

- Plus 23 Page Reference Guide

Back & Lifting Safety

The Back & Lifting Safety training module is designed for all personnel who do manual lifting. It focuses on a thorough understanding of the structure of the human back and the forces placed upon it during lifting. Participants will learn how to plan for a lift and how to properly execute it to reduce the potential for injury. This course should be an employee-wide application with the outcome of reducing back injuries at work and in personal life.

Course content ...

- Introduction to Back Safety
- Understanding Your Back
- Anatomy of the Spine
- The Forces Involved when Lifting
- Common causes of Back Pain
- Lifting Techniques and Tips
- Planning the Lift
- Executing the Lift
- Carrying the Load
- Back Protection Techniques & Tips
- Exercises and Stretches

Cummulative Trauma Disorder (Repetitive Strain Injury)

The Cummulative Trauma Disorder (CTD) training module is designed for all personnel who perform repetitive tasks as part of their job. Participants will learn why the human body reacts with aches and pain and the dangers of ignoring those signals.

The course outcome should be a reduction in CTD through a better understanding of potential injuries and what to do to prevent them.

Course content ...

- Introduction
- Understanding the Aches and Pain
- Preventive Measures By Management By Employees
- Carpal Tunnel Syndrome (CTS)
- Exercises and Stretches

Office Ergonomics

The Office Ergonomics training module is designed for personnel work in an office environment. Participants will learn to analyze how they organize their work stations and correct mechanical practices to reduce strain and potential injuries.

The course outcome should be a reduction in a variety of physical ailments and more productive hours of work.

Course content ...

- Introduction
- Posture Check
- What is "Correct Typing Posture"?
- High-risk Postures
- Different Typing Positions
- Ergonomic Tips
- Exercises and Stretches

Heat Stress Awareness

The Heat Stress Awareness training module is designed for personnel who work environments where temperatures exceed what would be considered normal. Participants will learn about heat stress and how the human body reacts to heat. They will learn to recognize danger signs related to heat for themselves and fellow workers.

Upon completion, participants will know how to reduce the risk of suffering from heat related illness and how to treat those affected by them.

Course content ...

Introduction

What is Heat Stress?

- How the body Handles Heat
- Sources of Heat
- Removal of Heat

Recognizing and Treating Heat Stress Disorders

- Introduction
- Heat Rashes
- Heat Cramps
- Heat Collapse (fainting)
- Drinking Water
- Heat Exhaustion
- Heat Stroke
- Additional Issues

Preventing & Controlling Heat Stress

- Introduction
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment PPE

Summary

Health & Safety Orientation

The Health & Safety Orientation training module is designed for all personnel who are new to the organization or are part of the workforce in general. Participants will learn about OH&S Laws & Regulations and their rights under them. They will also learn about the organizational structure of H&S and how it is designed to protect them, the workers.

Upon completion, participants will know their rights and how to recognize unsafe situations and what to do about them. The results should be a reduction in occurrences and accidents through increased worker awareness.

Course content ...

Introduction

Workplace Laws and Regulations

- OHSA
- Federal & provincial Jurisdictions
- Acts & Regulations
- Fundamental Rights of the OHSA
 - Right to Participate
 - Right to Know
 - Right to Refuse

Joint Health & Safety Committee

- Four Principal Functions
- Additional Functions
- About Members

Responsibilities and Duties

- Duties of Employer
- Duties of Supervisor
- Duties of Worker

Workplace Hazards

- Risk vs Hazard
- Examples of Common Hazards
- Controlling Hazards

Training

- H&S Policy & Safety Rules
- Hazard Reporting
- Work Refusal Procedures
- Emergency Procedures

Progressive Discipline

- Due Diligence Review
- Reasonable Care Review
- Why Progressive Discipline is Important

PPE

- Physical Hazard
- Chemical Hazard
- Biological Hazard

Summary

Fall Protection - Industrial Worksites

The Fall Protection training module is designed for all personnel who work at heights, as defined by jurisdictional regulations. Participants will be educated on “fall prevention” measures. In addition, they will learn about “fall arrest”, its devices and use as well as prescribed requirements for job sites where fall arrest systems are in place. Upon completion, participants be able to identify safe or unsafe conditions and know what measures are required to ensure safety while working at heights. They will understand fall prevention versus fall arrest and how to utilize systems to ensure safety for each.

Course content ...

Introduction

Legal Responsibilities

- Introduction
- Employers Responsibility
- Supervisors Responsibility
- Employee's Responsibility

Fall Hazards

Fall Prevention

- Introduction
- Ladders:
 - Safe Use of Ladders
 - Extension & Straight Ladders
 - Step Ladders
 - Fixed Ladders
 - Rolling Ladders
- Work Platforms
- PEWP's
- Fork-Lifts
- Roof Work
- Scaffolds

Fall Arrest

- Introduction
- Fall Restriction
- Safety Nets
- Fall Arrest Systems:
 - Definition
 - Equipment Inspection
 - Proper Fit
 - Bottoming Out & Pendulum Effect
 - Fixed Ladder Hatchways
 - Emergency Rescue Plan

Summary

Management Suite

The Management Suite contains 6 separate training modules plus a "Due Diligence Awareness" module. These modules are prescribed for anyone who manages, directs or supervises another person or persons. In addition, individuals who serve on workplace safety committees will benefit from the courses as they provide essential information on the responsibilities of such committees and the tools they can use to effectively carry out their roles.

Course content ...

Module 1 ... (25 minutes) Understanding the OHS Act:

- Introduction & Definitions
- Concept of the IRS
- Fundamental Rights of the OHS Act
- Responsibilities & Duties
- Enforcement
- Due Diligence Defense

Module 2 ... (15 minutes) Understanding the Bill C-45:

- Introduction
- Purpose of Bill C-45
- How does Bill C-45 differ from the OHS Act?
- Bill C-45: What are the penalties?
- Bill C-45: Sentencing Factors
- Protecting the Organization
- Protecting Senior Management
- Summary

Module 3 ... (18 minutes) Joint Health & Safety Committee:

- Introduction
- About the Committee
- About the Members
- About the Meetings
- Procedures to Follow
- Employer's Duties & Responsibilities
- Confidentiality

Module 4 ... (30 minutes) Accident/Incident Investigations:

- Introduction and the Effects of an Accident
- Effective Investigations
- Procedures to Follow
- Accident Prevention

Management Suite ...continued

The Due Diligence Awareness training module is an overview of the concept and informs all personnel of what it is, why it is important and what it means in terms of their actions at work.

Module 5 ... (20 minutes) Workplace Safety Inspections:

- Introduction

- Types of Inspections

- 4 Step Process ... Planning & Preparing Conducting Reporting Monitoring & Follow-up

- Summary

Module 6 ... (10 minutes) Implementing Workplace Safety:

- Leadership Commitment

- Lines of Responsibility

- Documentation

- Training & Communication

- Personal Involvement

- Physical Site Safety

- Summary

Due Diligence Awareness (10 minutes)

- What is "Due Diligence"?

- Who can be charged?

- How to establish a "Due Diligence Defense".

- Workplace Safety - Fines