

# Training & Education



*Foster, deliver and facilitate learning anytime and anywhere there is a computer!*





## **Canadian Centre for Occupational Health and Safety**

The Canadian Centre for Occupational Health and Safety (CCOHS) helps create and sustain healthy workplaces, by providing you and your organization with trusted, authoritative training and education programmes.

We offer workplace health and safety related e-Learning, in-class training courses, special programs, workshops, presentations and publications.

CCOHS is governed by a Council with representatives from employers, labour and governments and is committed to providing impartial and accurate information services. This catalogue offers you the latest in what CCOHS provides via e-Learning, in-class training and our growing list of workplace health and safety publications!

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**Toll-Free: 1-800-668-4284 (Canada & USA)**

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\* this training is also available as an In-Class Course



### CCOHS e-Learning: Alphabetic Course Listing

Accident Investigation

Confined Space: The Basics

Spring 2006

Confined Space Management

Spring 2006

Electrical Hazards

Health & Safety Committees

Health and Safety Training for Managers and Supervisors

Health and Safety Training for Managers and Supervisors in the Canadian Federal Jurisdiction

Ladder Safety

Lockout

Office Ergonomics

Office Health and Safety

Personal Protective Equipment

Recognizing Workplace Violence

Preventing Falls from Slips and Trips

Violence in the Workplace: Establish a Prevention Program

Violence in the Workplace: Recognize the Risk and Take Action

WHMIS for Workers

WHMIS for Managers and Supervisors

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## Foster, Deliver and Facilitate learning

If you like to learn at your own pace and in the comfort of your own environment then our e-Learning courses are for you! e-Learning refers to learning and supportive resources that are made available through a computer. CCOHS' e-Learning courses are delivered via the Web. All CCOHS e-Learning courses are available in English and French and have been reviewed by our labour, employer and government stakeholders. CCOHS also offers classroom courses and health and safety publications!

## Benefits

### All e-Learning courses include:

**Ask The Instructor link** if you have a course-specific question! This allows you to send a message directly to an e-Learning course instructor, who will answer your questions by email or phone.

**Engaging graphics** plus interactive learning activities, including self assessments.

**Instructional voice-over audio** is available on most programmes.

**Built-in reference links** helps you to find additional resources.

**Multi-User licenses** – when you have many employees requiring training, you'll find our system offers consistency of delivery, convenience and the ability to track progress and obtain a variety of convenient reports.

**Exams**, which on successful completion provide you with a Certificate of Completion for each e-learning course you take!

### Our e-Learning courses are:

**Flexible** – employees work at their own pace and at their own convenience.

**Quick and Easy** – brings employees up to speed quickly and easily.

**Trackable** – track and report on training activities and progress.

**Cost-effective** – spend training dollars on training instead of airfare and hotels.

**Consistent** – ensure that everyone receives consistent information and training.

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## e-Learning License Options

### Single User License

This license allows you to select any course(s) that you wish to access individually for on-line study for a particular period of time. It is suited to a broad range of individual users, whether you're a student, a small business or a professional. You learn at your own pace, any time, anywhere there is a computer with internet access.

### Multi-User License

A multi-user license gives you the flexibility to select **any** CCOHS e-Learning course for two or more users for a specified period of time. The cost is based solely on the numbers of seats you buy in multi-user seat range—please see the **enclosed price list** for multi-user seat ranges and pricing details.

You specify the number of students and titles and when the service is launched, you enter their names and assign them passwords. You can even track their learning experience and course assessments by using a few simple online reports.

## Registration

Registration for all our e-Learning courses is available online at

[www.ccohs.ca/education](http://www.ccohs.ca/education)

### You can also register by contacting CCOHS Client Services

Our friendly, professional Client Service representatives are available Monday through Friday, from 8:30 am to 5:00 pm, Eastern Time. After hours you may leave messages, which will be returned promptly the next business day.

Email: [clientservices@ccohs.ca](mailto:clientservices@ccohs.ca)

Toll-Free: 1-800-668-4284 (Canada & USA)

Phone: 1-905-570-8094 (International)

Fax: 1-905-572-2206

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Product availability and prices in this catalogue are subject to change without notice. Please visit [www.ccohs.ca/education](http://www.ccohs.ca/education) for the latest course listings and pricing information. Copyright 2006 CCOHS. All rights reserved. The requirements for using CCOHS e-Learning courses are Internet Explorer Browser 5+ with Flash Player 6+ installed.

# CCOHS Webinars!



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Presentations created and delivered by CCOHS expert staff or Canadian/International health and safety topic experts.

Webinars utilize both Internet technology for delivering PowerPoints® or other visual file formats and phone-based teleconferencing for the audio. View and participate in these

Webinars individually or in groups. They are an **easy and efficient way to share relevant information** with colleagues, managers and supervisors, health & safety committee members and other health & safety professionals. Most CCOHS Webinars have certification maintenance points eligibility when combined with other short events that you attend within a calendar year!

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Visit

**[ccohs.ca/education](http://ccohs.ca/education)**

for an up-to-date list of new events!



## Electrical Hazards

### e-Course Description:

This course is an introduction to electrical safety in the workplace. The learner is provided with a basic overview of electrical hazards and safety issues commonly encountered in workplaces including construction, manufacturing, utilities, retail, agricultural and office environments.

Describes the basics of electricity; how to recognize electrical hazards and covers different types of preventive devices such as fuses and circuit breakers. Case studies and other examples are included to illustrate the concepts. Quizzes are provided throughout the course and an exam helps to measure and encourage learning.

**Please note:** This course does not cover Lockout, nor is it intended for workers who work directly with electrical equipment or installations who must have specific training and qualifications. Average time to complete this course is approximately 60 minutes.

### Topics include:

- ▶ Understanding electricity and electrical hazards
- ▶ Electrical injuries (effects on the body)
- ▶ Hazardous electrical equipment and devices
- ▶ Electrical hazards in the workplace
- ▶ How to recognize hazardous situations

## Upon Completion, You'll Be Able To:

- ▶ Recognize the types of electrical hazards that exist in the workplace
- ▶ Identify common electrical injuries and why they occur
- ▶ Recognize that fuses, circuit breakers, and ground fault circuit interrupters can work to reduce the risk of hazardous conditions
- ▶ Understand that equipment or tools require preventive maintenance and act appropriately in resolving these issues
- ▶ Identify and understand the electrical hazards associated with powerlines, extension cords, overused outlets and live parts

## Intended For:

- ▶ Managers, supervisors, and workers who may encounter electrical hazards in the workplace but who are not formally qualified to work with electrical equipment
- ▶ Health and safety committee members
- ▶ Facilities managers
- ▶ Anyone who may need general awareness of electrical safety.

**Course Prerequisite:** None

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Electrical Hazards. From there you will be prompted to Register online.





## Ladder safety

### e-Course Description:

Provides a practical introduction to working safety with ladders (step, extension, and fixed ladders). Focuses on the duties of the employee when using a ladder – inspection before use, proper set up of ladder, and how to work safely while on the ladder. Case studies and other examples are included to illustrate concepts, and the quizzes throughout the course as well as the exam help measure learning.

Intended to increase ladder safety awareness for use at work and at home. It is appropriate for various work environments including manufacturing, municipalities, utilities, and office environments. May be applicable in construction environments, although construction specific issues such as scaffolding are not covered in this e-course. Average time to complete this course is 30-40 minutes.

### Topics Include:

- ▶ Types of ladders and their uses
- ▶ Ladder inspection
- ▶ Setting up various types of ladders
- ▶ Guidelines for safe ladder use
- ▶ Storage and maintenance

### Upon Completion, you will:

- ▶ Understand the different uses of ladders made from various materials
- ▶ Know how to inspect a ladder
- ▶ Know how to select the right ladder (height and material) for the job
- ▶ Know how to set up a ladder correctly

- ▶ Know how to work safely on a ladder
- ▶ Know how to store and maintain a ladder
- ▶ Be able to find additional information on ladder safety

### Intended For:

- ▶ People who use ladders at work (maintenance or light labour personnel), or at home
- ▶ Supervisors with responsibilities to train personnel and make purchasing decisions

### Course Prerequisite:

Prior technical knowledge of health and safety is not a requirement. However, familiarity with workplace processes and practices is helpful.

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Ladder Safety. From there you will be prompted to Register online.



## Lockout

### e-Course Description:

The purpose of lockout is to identify and prevent the accidental release of "hazardous energy" that can result in workplace injuries and deaths. This course provides a basic overview of Lockout, assisting the learner to recognize hazardous situations and to know when Lockout is required to control electrical or other energized hazards. The basics of Lockout procedures are provided including what, when and how to lock out energy sources.

### Topics include:

- ▶ What is hazardous energy? plus what is Lockout?
- ▶ Hazardous energy sources in the workplace
- ▶ Importance and purpose of Lockout
- ▶ How to implement Lockout
- ▶ Elements of hazardous energy control

### Upon Completion, You'll Be Able To:

- ▶ Recognize hazardous energy sources and the potential for workplace injuries
- ▶ Understand what Lockout is and how it controls hazardous energy
- ▶ Know when Lockout should be used and how it should be done
- ▶ Recognize that workplace programs and training are needed in workplaces

## **Intended For:**

Managers, supervisors and workers who may encounter or have to control hazardous energy sources in the workplace. Also, facility managers, workplace committee members and others who may need general awareness of controlling hazardous energy will benefit from this awareness course.

## **Course Prerequisite:**

CCOHS' Electrical Hazards e-Learning course is recommended but is not a requirement.

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Lockout. From there you will be prompted to Register online.



## Personal Protective Equipment: *The Basics*

### e-Course Description:

Provides a practical introduction to the most common types of Personal Protective Equipment (PPE) used to protect against common workplace hazards, such as chemicals, noise and mechanical injury. The basics of PPE are covered, including practical tips for safe use, PPE programs, limitations and legal responsibilities. This course does not cover specialized PPE equipment used by emergency responders or to protect against biohazards. Additional resources, links and printable lists are provided throughout the course as well as examples and detailed images to better illustrate concepts. The quizzes after each section as well as the exam help measure learning. Average time to complete this course is approximately 60 minutes .

### Topics include:

- ▶ Common PPE
- ▶ Hazard control
- ▶ PPE program
- ▶ Responsibilities of workers, supervisors and employers
- ▶ Basic information and safety tips for the most common types of PPE:

*Head protection – e.g. hard hats*

*Foot protection – e.g. safety shoes*

*Eye / face protection – e.g. safety glasses*

*Hearing protection – e.g. ear plugs, muffs*

*Hand protection – e.g. gloves*

*Respiratory protection*

*High-visibility clothing*

## Upon Completion, You'll Understand:

- ▶ The appropriate PPE for many workplace hazards
- ▶ The basics of selection, fit, care, and use
- ▶ The importance of regular inspection and maintenance of PPE
- ▶ The limitations to PPE as a hazard control method
- ▶ That there are legal requirements regarding PPE

## Intended For:

- ▶ Workers, managers, and supervisors working in an industrial setting, on construction or demolition sites, and in the forestry and mining industries
- ▶ Health and safety committee members in these sectors
- ▶ Not for workers who use specialized PPE e.g. emergency responders (firefighters, hazmat teams) or workers dealing with biohazards

**Course Prerequisite:** None

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Personal Protective Equipment. From there you will be prompted to Register online.



## Preventing Falls from Slips & Trips

### e-Course Description:

Falls from slips and trips are common workplace injuries, which may cause serious injuries and disabilities. This course provides workers, managers, supervisors and committees with practical information, examples and tips to help them understand the causes of falls and to take preventive measures. The course focuses on falls at the same level and on stairs, which are the most common types of falls, as fall hazards of these types exist in most workplaces. Average time to complete this course is approximately 60 minutes.

### Topics include:

- ▶ How slips and trips occur
- ▶ The roles: *floor surfaces, stairs, walkways, housekeeping, obstructions, spills*, and outdoor issues that play into falls

### Upon Completion, You'll Be Able To:

- ▶ Understand the nature of slips, trips and fall accidents
- ▶ Identify the main causes of slips, trips and fall accidents in the workplace
- ▶ Outline the responsibilities of managers, supervisors and workers for fall prevention
- ▶ Identify practical measures to prevent slips, trips and falls at the same level or on stairs
- ▶ List good housekeeping and other practices that help prevent falls

**Intended For:**

- ▶ Workers
- ▶ Supervisors and managers
- ▶ Members of Health and Safety committees
- ▶ Human Resource specialists
- ▶ Health Professionals

**Course Prerequisite:** None

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Preventing Falls from Slips & Trips. From there you will be prompted to Register online.



**More Courses Coming Soon — Spring 2006!**

## Confined Space: The Basics

This three module e-Course teaches participants how to recognize, understand and identify confined spaces and potential confined space hazards. Workers will learn how to assess and prepare to work in a confined space and how to use permits plus various control measures. Also includes a review of confined space best practices, safe entry and work procedures.

Designed for people who perform confined space work, this course is beneficial for managers, supervisors and joint health and safety committee members, both certified and non-certified.

## Confined Space Management

This e-Course will benefit anyone with responsibility for establishing or managing a confined space program in the workplace! Designed for managers and supervisors of workers, or contractors who have control over access to confined spaces. Also, for professionals who direct workers/contractors to enter and work in confined spaces in the workplace.

Builds on the concepts introduced in “Confined Spaces – The Basics”. It describes the essential components required to establish and manage a confined space program in the workplace and includes important considerations for emergency preparedness in confined spaces.

This course will also define the duties and responsibilities of workplace parties, including due diligence and best practices.



## Accident Investigation

### e-Course Description:

Presents a practical approach to investigating workplace accidents by emphasizing how to find the root cause(s), conduct an investigation, and make effective recommendations to prevent similar occurrences from ever happening again.

Includes case studies and other examples that illustrate the concepts as well practical tools such as sample forms and checklists. There are quizzes throughout the course, and an exam that helps to measure and encourage learning. Average time to complete this course is one hour.

### Topics include:

- ▶ When to conduct an investigation
- ▶ Being prepared with a policy, team, and investigation kit
- ▶ Conducting a complete investigation
- ▶ How to assess the accident scene
- ▶ Reporting and follow up

### Upon Completion, You'll Be Able To:

- ▶ Recognize the importance of planning for an effective investigation
- ▶ Identify the steps to take to conduct a thorough investigation
- ▶ Understand the importance of and identify the benefits of finding the root cause(s)
- ▶ Create effective recommendations

**Intended For:**

Committee members, managers, supervisors and workers who may be involved in accident investigation. Also, facility managers, human resources managers, senior managers and others with responsibilities for conducting investigations or implementing changes resulting from an investigation.

**Course Prerequisite:** None

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Accident Investigation. From there you will be prompted to Register online.



## Health & Safety Committees

### e-Course Description:

Provides a practical introduction to Health and Safety Committees. Offers guidance on how to establish a new committee, how a committee can perform its functions and how it can be effective. It introduces the course participant to the roles and responsibilities of a committee and its members. The many sample checklists, policies and other useful documents can be customized for any specific work environment. This course is a flexible, easy and cost-effective way to get your committee off to a great start! Average time to complete this course is 40-60 minutes.

### Topics include:

- ▶ What is a committee?
- ▶ Establishing a committee
- ▶ An effective committee
- ▶ Resolving issues
- ▶ Workplace inspections – checklists
- ▶ Investigations
- ▶ Committee's role in resolving work refusals
- ▶ Sample policies, inspection checklists, accident report form and many others
- ▶ Quizzes to test your knowledge

## Upon Completion, You'll Be Able To:

- ▶ Fulfill your duties as a Committee member
- ▶ Respond to workplace concerns
- ▶ Participate in accident investigations
- ▶ Assist in resolving workplace issues
- ▶ Identify and take steps to control work hazards
- ▶ Find the best possible sources of health and safety information

## Intended For:

- ▶ Current and future Health and Safety Committee members
- ▶ Human resources professionals and managers with responsibilities for health and safety, training and compliance

## Course Prerequisite:

Prior technical knowledge of health and safety is not a requirement. However, familiarity with workplace processes and practices is helpful.

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Health and Safety Committees. From there you will be prompted to Register online.



### Violence in the Workplace: Recognize the Risk and Take Action

#### e-Course Description:

Wherever people interact at work there is a potential for violence, regardless of the job. This course helps frontline supervisors, workers and anyone else with an interest in workplace safety develop a clear understanding of what workplace violence is, the consequences of workplace violence and preventive measures that can be taken. Recognizing the risk factors and appropriate responses to incidents of workplace violence are highlighted. Realistic case scenarios and quizzes illustrate and reinforce key concepts. Average time to complete this course is approximately 60 minutes.

#### Topics include:

- ▶ What is workplace violence?
- ▶ How do I know if I am at risk?
- ▶ Why is workplace violence such an important issue?
- ▶ What can I do to reduce my risk?
- ▶ What should I do if I am involved in an incident of workplace violence?

#### Upon Completion, You'll Be Able To:

- ▶ Understand what workplace violence is
- ▶ Identify incidents of workplace violence
- ▶ Know if you are at risk for violence because of the work you do, where you work or when you work
- ▶ Understand why workplace violence is such an important issue

- Know what to do if you are involved in or witness a violent situation
- Understand what your employer should do, including their legal responsibilities

### **Intended For:**

Frontline supervisors and workers.

### **Course Prerequisite:** None

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Violence in the Workplace: Recognize the Risk and Take Action. From there you will be prompted to Register online.



## Violence in the Workplace: Establish a Prevention Program

### e-Course Description:

This course introduces managers, supervisors and employees to the key components of how to develop an effective workplace violence prevention program, providing them with knowledge and tools to take action to eliminate or minimize the potential for workplace violence. Realistic case scenarios and quizzes illustrate and reinforce key concepts. Average time to complete this course is approximately 1.5 hours.

### Topics include:

- ▶ Defining workplace violence
- ▶ Legal obligations
- ▶ Workplace violence prevention policy
- ▶ Hazard assessment
- ▶ Developing preventive measures
- ▶ Reporting and investigating

### Upon Completion, You'll Be Able To:

- ▶ Understand what workplace violence is
- ▶ Identify the components of a workplace violence prevention policy
- ▶ Identify requirements for implementing and maintaining a workplace violence prevention program
- ▶ Assess your workplace for violence hazards
- ▶ Identify violence prevention measures
- ▶ Identify incidents of workplace violence
- ▶ Recognize workplace violence response procedures
- ▶ Develop a prevention program in your workplace



**Intended For:**

Managers, supervisors and workers involved in the development or implementation of a workplace violence prevention policy.

**Course Prerequisite:** None

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Violence in the Workplace: Establish a Prevention Program. From there you will be prompted to Register online.



## WHMIS for Workers

### e-Course Description:

Familiarizes workers with the system used across Canada to provide health and safety information about hazardous products in their workplaces. Participants will learn about the WHMIS symbols and their meaning, the labels on products, and material safety data sheets (MSDSs). Also includes valuable practical advice, so you will know basic health and safety measures to protect yourself and prevent workplace injuries and illnesses. This course was developed at CCOHS using the accumulated experience of our information services since WHMIS (Workplace Hazardous Materials Information System) began in 1988. Average time to complete this course is 50-60 minutes.

### Topic include:

- ▶ Components of WHMIS: labels, MSDSs and education / training
- ▶ Rights and responsibilities of workers in WHMIS
- ▶ The WHMIS classes and their symbols
- ▶ Supplier labels
- ▶ Workplace labels
- ▶ Material safety data sheets
- ▶ Fundamentals of chemical safety
- ▶ Helpful resources

## Upon Completion, You'll Be Able To:

- ▶ Know your rights and responsibilities
- ▶ Recognize the WHMIS symbols and their meaning
- ▶ Understand the types of information provided on supplier labels and workplace labels
- ▶ Read an MSDS and find information on hazards and preventive measures
- ▶ Take basic measures to protect yourself when working with hazardous materials
- ▶ Find additional information on hazardous materials

## Intended For:

- ▶ Workers in workplaces where chemical products are used
- ▶ Students in science and technology programs
- ▶ Young workers preparing for a new job
- ▶ Human resources and safety professionals with responsibilities for training and compliance

## Course Prerequisite:

Prior technical knowledge of health and safety is not a requirement. However, familiarity with workplace processes and practices is helpful.

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on WHMIS for Workers. From there you will be prompted to Register online.



## WHMIS for Managers & Supervisors

### e-Course Description:

The purpose of this course is to help managers and supervisors understand and meet their health and safety responsibilities under WHMIS, the system used across Canada to provide health and safety information about hazardous products in workplaces. Participants will learn about their WHMIS duties and responsibilities, WHMIS symbols and their meanings, product labels, and material safety data sheets (MSDSs). CCOHS developed this course by drawing upon the knowledge and experience accumulated from its information services since WHMIS (Workplace Hazardous Materials Information System) began in 1988. Also includes valuable, practical advice, and basic health and safety measures you can take to protect your employees and prevent workplace injuries and illnesses. Average time to complete this course is 50-60 minutes.

### Topics include:

- ▶ Basics of WHMIS and duties of the employer
- ▶ Duties and responsibilities as a manager or supervisor
- ▶ Components of a WHMIS program
  - Hazard communication*
  - WHMIS classes and their symbols*
  - Labels*
  - Material Safety Data Sheets (MSDSs)*
- ▶ Safe use and handling of hazardous materials
- ▶ Education and training
- ▶ Helpful resources

## Upon Completion, You'll Be Able To:

- ▶ Know your duties and responsibilities under WHMIS regulations
- ▶ Know the WHMIS classes and symbols and their meanings
- ▶ Understand the types of information provided on supplier labels and workplace labels
- ▶ Understand the information on MSDSs and be able to find information on hazards and preventive measures
- ▶ Know how to control hazards and protect employees who work with hazardous materials
- ▶ Find additional information on hazardous materials

## Intended For:

- ▶ Managers and supervisors in workplaces where chemical products are used
- ▶ Human resources and health and safety professionals with responsibilities for training and compliance

## Course Prerequisite:

Prior technical knowledge of health and safety is not a requirement. However, familiarity with workplace processes and practices is helpful.

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on WHMIS for Managers & Supervisors. From there you will be prompted to Register online.



## Office Ergonomics

### e-Course Description:

This e-Course provides a practical introduction to Office Ergonomics. Deals specifically with problems and injuries related to the use of computers and other office equipment. Provides you with the knowledge to help find solutions to ergonomic issues in your workplace. Average time to complete this course is 40-60 minutes.

### Topics include:

- ▶ Work-related Musculoskeletal Disorders (WMSD)
- ▶ Ergonomic risks
- ▶ Stages of WMSD
- ▶ Applying ergonomics to components of the office environment
- ▶ The workstation and the worker
- ▶ Exercises
- ▶ References, quizzes and an exam to test participants' knowledge

### Upon Completion, You'll Be Able To:

- ▶ Recognize the early signs of discomfort that can arise while working with office equipment
- ▶ Understand the factors responsible for such discomfort
- ▶ Participate in assessing, controlling and preventing ergonomic problems and injuries

## Intended For:

- ▶ Workers and supervisors, whether experienced or new to modern office work
- ▶ Health and safety professionals
- ▶ Human Resource (HR) professionals

## Course Prerequisite:

Prior technical knowledge of health and safety is not a requirement. However, familiarity with workplace processes and practices is helpful.

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Office Ergonomics. From there you will be prompted to Register online.



## Office Health & Safety

### e-Course Description:

Although offices are not always thought of as hazardous places to work, an injury or illness that happens in an office can be just as serious and costly as that which occurs in any other workplace. Provides a practical introduction to office health and safety for managers, supervisors and employees, including health and safety committee members.

Describes how to develop a health and safety program and introduces you to the potential hazards in an office environment. Includes steps that can be taken to address important office health and safety concerns, to prevent injuries and illnesses. Learning is reinforced through quizzes, case studies and an exam. Links to more detailed information in CCOHS' OSH Answers collection are provided. Average time to complete this course is 50-60 minutes.

### Topic include:

- ▶ How to develop a health and safety program
- ▶ Potential hazards in an office environment
- ▶ Ergonomics
- ▶ Lighting
- ▶ Workplace stress
- ▶ Indoor air quality
- ▶ General safety

*Slips, trips and falls*

*Safe lifting*

*Safe storage of office materials*

*Hazardous equipment*



- ▶ Chemical hazards
- ▶ Electrical hazards
- ▶ Fire prevention and evacuation

### Upon Completion, You'll Be Able To:

- ▶ Identify key components of a health and safety program
- ▶ Recognize the elements of an ergonomically correct workstation
- ▶ Recognize and control for the potential health effects of poor lighting
- ▶ Recognize causes of, and control workplace stress
- ▶ Identify factors that affect indoor air quality
- ▶ Recognize ways to reduce or eliminate general safety hazards (e.g. slips, trips and falls) and electrical hazards
- ▶ Identify chemical hazards in an office
- ▶ Identify procedures to follow in case of a fire

### Intended For:

- ▶ Office managers, supervisors, and employees
- ▶ Health and safety committee members
- ▶ Human Resources (HR) professionals

**Course Prerequisite:** None

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Office Health and Safety. From there you will be prompted to Register online.



## Health & Safety Training for Managers & Supervisors

### e-Course Description:

This intensive, popular course provides managers and supervisors and those with health and safety responsibilities with the information they need to prevent workplace injuries and illnesses and to develop a safety culture in the workplace. Average time to complete this course is 8-10 hours.

### Module Topics Include:

- ▶ Introduction to health and safety training for managers
- ▶ Safety principles and risk management
- ▶ Legislation
- ▶ Hazard recognition and control
- ▶ Emergency preparedness and fire prevention
- ▶ Occupational hygiene
- ▶ Ergonomics
- ▶ Workplace inspection and accident investigation
- ▶ Program development and implementation

### Upon Completion, You'll Be Able To:

- ▶ Find applicable OH&S legislation
- ▶ Know your health and safety responsibilities
- ▶ Determine ways of meeting your OH&S responsibilities
- ▶ Identify hazards and develop safe work practices
- ▶ Take leadership in developing and implementing an OH&S program
- ▶ Understand consequences of non-compliance
- ▶ Exercise due diligence

## Intended For:

- Managers
- Supervisors
- Foremen
- Occupational Health Nurses
- Anyone with an interest in workplace health and safety

## Course Prerequisite:

Prior technical knowledge of health and safety is not a requirement. However, familiarity with workplace processes and practices is helpful.

## Credits:

This on-line course has been awarded Maintenance and Continuing Maintenance Points:

- American Board of Industrial Hygiene (ABIH) – 1.0 Certification Maintenance (CM) Points, (approval no. 06-1073 for 2006)
- Board of Canadian Registered Safety Professionals (BCRSP) – .5 Maintenance Points (CMPs) (approval no. 06091 for 2006)
- Canadian Registration Board of Occupational Hygienists (CRBOH) – 1.0 Maintenance Points (approval no. 2006-05 for 2006)

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Health & Safety Training for Managers & Supervisors, e-Learning format. From there you will be prompted to Register online.

Also available as a classroom course—see page 33 for details!



## Health & Safety Training for Managers & Supervisors in the Canadian Federal Jurisdiction

### e-Course Description:

This course is a practical overview of the health and safety responsibilities of managers and supervisors in Canadian federally-regulated organizations (CLC-II). Managers and supervisors represent the employer in the workplace and are responsible to carry out the duties of the employer in the work areas that they manage. Focuses on those requirements of the Canada Labour Code part II (CLC-II) which are likely to be important to managers and supervisors in their daily work. Case studies and other examples are included to illustrate the concepts. This course is a useful starting point for managers and supervisors who will be taking training on health and safety committees, WHMIS and other occupational health and safety topics. Average time to complete this course is 60 minutes.

### Topics include:

- ▶ The principles of the Canada Labour Code and the internal responsibility system
- ▶ Responsibilities and duties of managers and supervisors
- ▶ Due diligence
- ▶ Rights and responsibilities of employees
- ▶ Specific issues: WHMIS, ergonomics, violence, pregnant and nursing employees
- ▶ Health and safety committees and representatives
- ▶ Workplace inspections
- ▶ Resolving complaints and work refusals

- Accident investigation
- Enforcement and consequences of non-compliance

## Upon Completion, You'll Be Able To:

- Understand your responsibilities as a manager or supervisor under the Canada Labour Code – Part II
- Work with employees and the health and safety committee to identify and control work hazards
- Resolve complaints and work refusals
- Assist in an accident investigation

## Intended For:

- Managers and supervisors in federally regulated businesses and organizations, such as communications, banking, and interprovincial transportation (trucking, railways, and airlines), and the federal government
- Human resources and health and safety professionals working in federally regulated organizations

## Course Prerequisite:

No previous knowledge of health and safety is required.

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Health & Safety Training for Managers & Supervisors in the Canadian Federal Jurisdiction e-Learning format. From there you will be prompted to Register online.

## Attention Managers and Supervisors in the Canadian Federal Jurisdiction

A classroom course is available for *Health and Safety Training for Managers & Supervisors in the Canadian Federal Jurisdiction*. This one-day classroom experience provides you with more information for your federally-regulated health and safety programme! See page 35 for more details.



## WHMIS for Managers & Supervisors

### e-Course Description:

The purpose of this course is to help managers and supervisors understand and meet their health and safety responsibilities, including WHMIS. Familiarizes people who have supervisory and management responsibilities with the system used across Canada to provide safety information about hazardous products in workplaces. Participants will learn about their WHMIS duties and responsibilities, WHMIS symbols and their meanings, product labels, and material safety data sheets (MSDSs). CCOHS developed this course by drawing upon the knowledge and experience accumulated from its information services since WHMIS (Workplace Hazardous Materials Information System) began. Also includes valuable, practical advice, and basic health and safety measures you can take to protect your employees and prevent workplace injuries and illnesses. Average time to complete this course is 50-60 minutes.

### Topics include:

- ▶ Basics of WHMIS and Duties of the Employer
- ▶ Duties And Responsibilities As A Manager Or Supervisor
- ▶ Components Of A WHMIS Program
  - Hazard Communication*
  - WHMIS Classes And Their Symbols*
  - Labels*
  - Material Safety Data Sheets (MSDSs)*
- ▶ Safe Use And Handling Of Hazardous Materials
- ▶ Education And Training
- ▶ Helpful Resources

## Upon Completion, You'll Be Able To:

- ▶ Know your duties and responsibilities under WHMIS regulations
- ▶ Know the WHMIS classes and symbols and their meanings
- ▶ Understand the types of information provided on supplier labels and workplace labels
- ▶ Understand the information on MSDSs and be able to find information on hazards and preventive measures
- ▶ Know how to control hazards and protect employees working with hazardous materials
- ▶ Know how to find additional information on hazardous materials

## Intended For:

- ▶ Managers and supervisors in workplaces where chemical products are used
- ▶ Human resources and safety professionals with responsibilities for training and compliance

## Course Prerequisite:

Prior technical knowledge of health and safety is not a requirement. However, familiarity with workplace processes and practices is helpful.

**Registration:** Visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on WHMIS for Managers and Supervisors. From there you will be prompted to Register online.

In our ongoing effort to teach people about the many aspects of health and safety in the workplace, we offer training using a variety of delivery methods—including traditional classroom style courses held at CCOHS or at your location (on-site).



## Health and Safety for Managers & Supervisors

### Classroom Course Description:

Developed by CCOHS this intensive, popular course provides managers and supervisors and those with health and safety responsibilities with the information they need to prevent workplace injuries and illnesses and to develop a safety culture in the workplace.

**In-Class Dates** - (Check the website for further dates and locations — [www.ccohs.ca/education](http://www.ccohs.ca/education) )

**Hamilton, Ontario**

April 24 - 25, 2006

June 12 - 13, 2006

September 11-12, 2006

December 4 - 5, 2006

**Edmonton, Alberta** – April 5-6, 2006

### Topics include:

- ▶ Introduction to health and safety training for managers
- ▶ Safety principles and risk management
- ▶ Legislation
- ▶ Hazard recognition and control
- ▶ Emergency preparedness and fire prevention
- ▶ Occupational hygiene
- ▶ Ergonomics
- ▶ Workplace inspection and accident investigation
- ▶ Program development and implementation

### Upon Completion, You'll Be Able To:

- ▶ Find applicable OH&S legislation
- ▶ Know your health and safety responsibilities



- ▶ Determine ways of meeting your OH&S responsibilities
- ▶ Identify hazards and develop safe work practices
- ▶ Take leadership in developing and implementing an OH&S program
- ▶ Understand consequences of non-compliance
- ▶ Exercise due diligence

### Intended For:

- ▶ Managers      ▶ Occupational Health Nurses
- ▶ Supervisors   ▶ Anyone with an interest in workplace health and safety
- ▶ Forman



### Course Prerequisite:

Prior technical knowledge of health and safety is not a requirement. However, familiarity with workplace processes and practices is helpful.

### Credits

The in-class version of this course includes the following credits/points:

- ▶ American Board of Industrial Hygiene (ABIH) – 2.0 Certification Maintenance (CM) Points, (approval no. 06-1072 for 2006)\*
- ▶ Board of Canadian Registered Safety Professionals (BCRSP) – 1.0 Mandatory Maintenance Points (CMPs) (approval no. 2006-05 for 2006)\*
- ▶ Canadian Registration Board of Occupational Hygienists (CRBOH) – 2.0 Maintenance Points (approval no. 06085 for 2006)\*

\* The on-line course has been awarded Maintenance and Continuing Maintenance Points.

**On-site Training** — Of course, if it's more convenient, we can always come to you! CCOHS will work with you to customize and deliver our health & safety training course to your specific audience at your location. If several people are to be trained the on-site option saves time and money and will be more tailored to your workplace.

**Registration:** To see available course dates, and locations visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Health & Safety Training for Managers & Supervisors. To secure your classroom seat(s), contact CCOHS Client Services soon as seating is limited.



## Health & Safety Training for Managers & Supervisors in the Canadian Federal Jurisdiction

### Classroom Course Description:

This course is a practical overview of the health and safety responsibilities of managers and supervisors in Canadian federally-regulated organizations (CLC-II). Managers and supervisors represent the employer in the workplace and are responsible to carry out the duties of the employer in the work areas that they manage. Focuses on those requirements of the Canada Labour Code part II (CLC-II) which are likely to be important to managers and supervisors in their daily work. Case studies and other examples are included to illustrate the concepts. This course is a useful starting point for managers and supervisors who will be taking training on health and safety committees, WHMIS and other occupational health and safety topics. Average time to complete this course is approximately 60 minutes.

### Topics include:

- ▶ The principles of the Canada Labour Code and the internal responsibility system
- ▶ Responsibilities and duties of managers and supervisors
- ▶ Due diligence
- ▶ Rights and responsibilities of employees
- ▶ Specific issues: WHMIS, ergonomics, violence, pregnant and nursing employees
- ▶ Health and safety committees and representatives
- ▶ Workplace inspections
- ▶ Resolving complaints and work refusals
- ▶ Accident investigation
- ▶ Enforcement and consequences of non-compliance

**Upon Completion, You'll Be Able To:**

- ▶ Understand your responsibilities as a manager or supervisor under the Canada Labour Code – Part II
- ▶ Work with employees and the health and safety committee to identify and control work hazards
- ▶ Resolve complaints and work refusals
- ▶ Assist in an accident investigation

**Intended For:**

- ▶ Managers and supervisors in federally regulated businesses and organizations, such as communications, banking, and interprovincial transportation (trucking, railways, and airlines), and the federal government
- ▶ Human resources plus health and safety professionals working in federally regulated organizations

**Course Prerequisite:**

No previous knowledge of health and safety is required.

**Registration:** To see available course dates, and locations visit [www.ccohs.ca/education](http://www.ccohs.ca/education) and click on Health & Safety Training for Managers & Supervisors in the Canadian Federal Jurisdiction. To secure your classroom seat(s), contact CCOHS Client Services soon as seating is limited.

**Attention Managers and Supervisors in the Canadian Federal Jurisdiction**

You will also benefit by taking our Health & Safety Training for Managers and Supervisors classroom course — see page 35 or e-Learning course (page 29). It will assist you in implementing all that you'll learn in the above Canadian Federal Jurisdiction version of the course.





## Health & Safety Guides

Round out your *health and safety training with our clear-language guides*. A series of pocket-size publications designed to be used as on-the-job training, education and reference tools!

These compact, easy-to-follow pocket guides focus on specific topics and occupations, and are packed with graphics, checklists, safety tips and a useful summary of regulatory requirements. CCOHS designed these popular handbooks to be used on the job and as references to safe work practices.

### You'll Learn How To:

- ▶ Prevent workplace hazards through safe work practice and use of personal protective equipment
- ▶ Recognize workplace hazards
- ▶ Respond to accidents and emergencies
- ▶ Understand duties and rights as given in both US and Canadian occupational health and safety legislation

All Guides are Available in English and French

### Health and Safety Guide Titles

**Coming Soon Custodial Guide** – Provides custodians, building managers and health and safety professionals with practical guidance for the identification and control of health and safety concerns. Includes clear safety measures to eliminate or minimize workplace hazards.

**Cold Weather Workers Safety Guide** – Incorporates cold weather safety tips and information about other outdoor conditions and use of machinery and equipment. *118 pages.*

**Emergency Response Planning Guide** – This guide will help your organization develop an emergency response plan to deal with fires, chemical spills, explosions, floods, injuries, illnesses and other crisis situations. *156 pages.*

**Food Service Workers Safety Guide** – Designed for employees and supervisors in restaurants, catering establishments, hotels and fast food chains, this guide outlines the safe use of kitchen equipment including a new action-oriented section on "Cleaning and Sanitizing Kitchens". *138 pages*

**Groundskeepers Safety Guide** – Includes information on safe use of chain saws and other tools, personal protective equipment, UV, heat, cold, noise, vibration and dust. *105 pages*

**Health and Safety Committees Reference Guide** – This guide provides practical guidance for the formation and effective functioning of health and safety committees. *168 pages.*

**Health and Safety Guide for Libraries** – This guide will help you recognize, evaluate and control workplace hazards in libraries and other information centres. *186 pages.*

**Health and Safety Guide for Human Resources Professionals** – outlines the role and responsibility of Human Resources Professionals in ensuring employee health and safety. *150 pages.*

**Indoor Air Quality Health and Safety Guide** – This guide will help employees recognize symptoms and potential causes of poor indoor air quality; recommend preventive action; and select furnishings and equipment to prevent air contaminant build-up. *130 pages.*

**Mould in the Workplace: A Basic Guide** – provides information about mould that workers may encounter in the workplace, including tips for recognizing it, cleaning it up and preventing its regrowth. *126 pages.*

**Noise Control in Industry: A Basic Guide** – helps you recognize noise problems, take steps to control occupational noise exposure and develop a hearing conservation program. *128 pages.*

**Office Ergonomics Safety Guide** – This on-the-job reference guide helps office employees to identify ergonomic hazards and take remedial action. *109 pages.*

**School Workers Health and Safety Guide** – outlines ways to recognize and control health and safety hazards associated with school occupations. *158 pages.*

**Violence in the Workplace Prevention Guide** – This guide is an essential resource for anyone who needs to learn about workplace violence and its prevention. *163 pages.*

**Warehouse Workers Safety Guide** – includes monitoring health and safety performance, emergency preparedness and common health hazards and safety tips. *140 pages.*

**Welders Health and Safety Guide** – This guide will help you recognize hazards associated with welding work plus prevention initiatives. *142 pages.*

**Wellness in the Workplace Guide** – This guide provides practical steps and program suggestions for workplace health and wellness programs. *220 pages.*

**Working in Hot Environments: Health and Safety Guide** – this guide incorporates safety tips and information for hot working conditions. *96 pages.*

Visit our website to purchase CCOHS Health and Safety guides securely online



**CCOHS**

**Canadian Centre for  
Occupational Health  
and Safety**

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**Toll-Free: 1-800-668-4284 (Canada & USA)**

**Phone: 1-905-570-8094 (International)**

**Fax: 1-905-572-2206**

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