

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-Courses, in-class training courses, special programs, workshops, webinars, 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)

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

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135 Hunter Street East, Hamilton, ON Canada L8N 1M5

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- Confined Spaces: The Basics
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- Contractor Health & Safety
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- Emergency Preparedness for Workers
- Emergency Response Planning
- Health & Safety Committees
- Health & Safety for Managers & Supervisors
- Ladder Safety
- Lockout
- Office Ergonomics
- Office Health and Safety
- Personal Protective Equipment: The Basics
- Preventing Falls from Slips and Trips
- Return to Work: The Basics
- Violence in the Workplace: Awareness **FREE!**
- 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
- WHMIS: Understanding MSDSs



CCOHS e-Learning: Alphabetic Course Listing

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 Canada Labour Code Part II
 Confined Spaces: The Basics
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 Emergency Preparedness for Workers
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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-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 plus health and safety publications to round out your educational & training needs!

Benefits

All e-Courses include:

Ask The Instructor link if you have a course-specific question! This allows you to send a message directly to CCOHS's team of expert staff, who will answer your questions by email or phone.

In context graphics plus interactive learning activities, examples and case studies help your learning process.

Quizzes which assist your understanding of information and concepts presented.

Audio*

Built-in reference links help you find additional resources.

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

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 student progress and obtain a variety of administrative reports.

Our e-Courses are:

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

Focused – quickly provides employees with the information they need.

Trackable – track and report on training activities and progress.

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

Customizable – we will work with you to develop what you need.

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e-Course License Options

Single User License

This license option allows you to select any course(s) that you wish to access individually for on-line study. It is suited to a broad range of individual users, whether you're a student, a small business owner or a health & safety 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 five or more users. The cost is based on the number of students who require access. Please see the **enclosed price list** for details on multi-user pricing. You specify the number of students and titles and when the service is launched, you enter their names and assign them passwords. You can **track their learning experience** and **course assessments** through simple to use online reports.

Registration

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

www.ccohs.ca/products/courses/course_listing.html

Or you can register by contacting CCOHS Client Services directly

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

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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 for the latest course listings and pricing information. Copyright 2007 CCOHS. All rights reserved. The requirements for using CCOHS e-Learning courses are Internet Explorer Browser 5+ with Flash Player 6+ installed.

e-Course Pricing

Single-user License – Providing you with 90 day access, and intended for those who require access for 1 – 4 students. See individual course pages for per-seat pricing.

Multi-user Licences – Providing, 1 year access for those who require access for 5 or more students. Multi-user licenses are available for all e-courses and can be calculated using the following volume incentives:

Total Seats	Discount from Single User Fee
5 - 9	20%
10 - 24	30%
25 - 49	40%
50 - 199	50%
200 - 500	60%



Need more than 500 seats – Please contact CCOHS for pricing details. Discounts apply to the total number of seats purchased, regardless of language needed.

Classroom Courses

Group discounts may also apply for classroom courses. Contact Client Services for details.

CCOHS Webinars!



Presentations created and delivered by CCOHS expert staff or Canadian/International health and safety topic experts. Webinars utilize both Internet technology for delivering seminar visual together with audio teleconferencing 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!

Visit
ccohs.ca/education/webinars/
for an up-to-date list of new events!



Confined Space Management

This course will assist those who have responsibility for confined spaces on their worksites. Building on the concepts introduced in "Confined Spaces: The Basics", this course describes the essential components required to establish and manage a confined space program in the workplace, as well as important considerations for emergency preparedness. Confined Spaces Management also defines the duties and responsibilities of workplace parties, including due diligence and best practices.

Although this course covers the basics of most legal requirements, there may be some variation between jurisdictions. Where possible, links are provided to documents that cover legal requirements for some jurisdictions. Average time to complete this course is 60-90 minutes.

Topics include:

- ▶ Responsibilities for Confined Space Safety
- ▶ Compliance Issues
- ▶ Elements of a Confined Space Program
- ▶ Emergency Response Planning
- ▶ Record keeping
- ▶ Resources

Upon completion, you'll be able to:

- ▶ Understand your roles and responsibilities regarding confined spaces
- ▶ Appreciate the seriousness of confined space hazards and importance of confined space controls

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- ▶ Appreciate the lack of predictability of confined space hazards and the importance of appropriate emergency response
- ▶ Identify the essential components of a confined space program and be able to develop and manage a program specific to your workplace
- ▶ Identify specific training needs for supervisors, workers and emergency response team members, including contractors
- ▶ Recognize the need for any specific entry and work procedures
- ▶ Plan for confined space emergencies at your workplace
- ▶ Keep appropriate records

Intended for:

- ▶ Managers, supervisors, or those who control access to confined spaces and/or direct workers/contractors to enter and work in confined spaces
- ▶ Anyone with responsibility for establishing or managing a confined space program in the workplace

Prerequisite:

Successful completion of "Confined Spaces: The Basics" or equivalent knowledge

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Confined Spaces: The Basics

This three-part course will educate you on confined spaces, the identification and control of hazards that can be encountered, and key steps to working safely. It takes approximately three hours to complete all three modules within this course:

Module 1: Hazard Awareness covers how to recognize confined spaces and the types of hazards that may be present

Module 2: Hazard Control covers how to control the hazards

Module 3: Working Safely covers proper ways to enter and work in a space as well as emergency planning

Topics include:

- ▶ Responsibilities of Employers, Supervisors, Workers and Contractors
- ▶ Recognizing a Confined Space
- ▶ Hazard Awareness in Confined Spaces
- ▶ Confined Space Permit Systems
- ▶ Preparing for Confined Space Entry and Work
- ▶ Working Safety in Confined Spaces
- ▶ Emergency Planning for Confined Spaces

Upon completion, you'll be able to:

- ▶ Know your duties and responsibilities in performing confined space work
- ▶ Recognize the characteristics that define a permit-required confined space

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- ▶ Understand the types of confined space hazards and why they are potentially harmful
- ▶ Know the types of control measures used to ensure a space is safe before and during entry
- ▶ Be able to conduct a proper pre-entry assessment and preparation of the confined space
- ▶ Understand the necessary procedures for working inside a confined space
- ▶ Know what to do in the event of a problem or emergency situation

Intended for:

- ▶ Workers (including outside contractors) who enter and perform work in confined spaces in the workplace
- ▶ Managers, supervisors, health and safety committee members

Prerequisite: None

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Electrical Hazards

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.

The course 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. The average time to complete this course is approximately 60 minutes.

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.

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

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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 power-lines, 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.

Prerequisite: None

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Ladder Safety

This course provides a practical introduction to working safety with ladders (step, extension, and fixed ladders). It focuses on the duties of the employee when using a ladder – inspection before use, the proper set up of the 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.

The course is intended to increase ladder safety awareness for use at work and at home, and is appropriate for various work environments including manufacturing, municipalities, utilities, and office environments. The course may be applicable in construction environments, although construction specific issues such as scaffolding are not covered. 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

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- ▶ 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

Prerequisite:

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

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Lockout

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. Average time to complete this course is approximately 1 hour.

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

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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.

Prerequisite:

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

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Office Health & Safety

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. This course provides a practical introduction to office health and safety for managers, supervisors and employees, including health and safety committee members.

It describes how to develop a health and safety program and introduces you to the potential hazards in an office environment. Steps that can be taken to address important office health and safety concerns, to prevent injuries and illnesses are included. 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.

Topics 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

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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

Prerequisite: None

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Personal Protective Equipment: The Basics

This course 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 Personal Protective Equipment
- ▶ Hazard control
- ▶ Personal Protective Equipment program
- ▶ Responsibilities of workers, supervisors and employers
- ▶ Basic information and safety tips for the most common types of Personal Protective Equipment:

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

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Upon completion, you'll understand:

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

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 Personal Protective Equipment e.g. emergency responders (firefighters, hazmat teams) or workers dealing with biohazards

Prerequisite: None

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Preventing Falls from Slips & Trips

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 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

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Intended for:

- › Workers
- › Supervisors and managers
- › Members of Health and Safety Committees
- › Human Resource Specialists
- › Health Professionals

Prerequisite: None

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Accident Investigation

Accident Investigation 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.

The course 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

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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.

Prerequisite: None

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• \$100

Per seat



• \$300

Per seat



Canada Labour Code Part II

The Canada Labour Code, Part II (“the Code”) governs the health and safety of workers in the federal jurisdiction. 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. This course will give you the basic understanding of the requirements of the Code and how it is applied. 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:

- ▶ Introduction and Internal Responsibility System
- ▶ Rights and responsibilities of employers (managers and supervisors)
- ▶ Ways to meet employer responsibilities
- ▶ Due diligence
- ▶ Rights and responsibilities of employees
- ▶ Responsibilities of Health and Safety Committees and representatives
- ▶ Workplace inspections
- ▶ Resolving complaints and work refusals
- ▶ Incident investigation
- ▶ Enforcement and consequences of non-compliance
- ▶ Criminal liability

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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:

- ▶ Employees in federally-regulated businesses and organizations, such as federal government employees, crown corporations, communications, banking and interprovincial transportation (trucking, railways, and airlines)
- ▶ Human resources and health and safety professionals working in federally regulated organizations

Prerequisite:

No previous knowledge of health and safety is required.

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Confined Space Management

This course will assist those who have responsibility for confined spaces on their worksites. Building on the concepts introduced in "Confined Spaces: The Basics", this course describes the essential components required to establish and manage a confined space program in the workplace, as well as important considerations for emergency preparedness. Confined Space Management also defines the duties and responsibilities of workplace parties, including due diligence and best practices.

Although this course covers the basics of most legal requirements, there may be some variation between jurisdictions. Where possible, links are provided to documents that cover legal requirements for some jurisdictions. Average time to complete this course is 60-90 minutes.

Topics include:

- ▶ Responsibilities for Confined Space Safety
- ▶ Compliance Issues
- ▶ Elements of a Confined Space Program
- ▶ Emergency Response Planning
- ▶ Record keeping
- ▶ Resources

Upon completion, you'll be able to:

- ▶ Understand your roles and responsibilities regarding confined spaces
- ▶ Appreciate the seriousness of confined space hazards and importance of confined space controls

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- ▶ Appreciate the lack of predictability of confined space hazards and the importance of appropriate emergency response
- ▶ Identify the essential components of a confined space program and be able to develop and manage a program specific to your workplace
- ▶ Identify specific training needs for supervisors, workers and emergency response team members, including contractors
- ▶ Recognize the need for any specific entry and work procedures
- ▶ Plan for confined space emergencies at your workplace
- ▶ Keep appropriate records

Intended for:

- ▶ Managers, supervisors, or those who control access to confined spaces and/or direct workers/contractors to enter and work in confined spaces
- ▶ Anyone with responsibility for establishing or managing a confined space program in the workplace

Prerequisite:

Successful completion of "Confined Spaces: The Basics" or equivalent knowledge

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Contractor Health and Safety

Employing contractors to work for you is a common practice today, but are you clear on your responsibilities regarding their health and safety? Owners, employers and contractors involved in a contract have responsibilities to ensure that the work is done safely and according to the health and safety legislation in their jurisdiction.

This course is a basic overview of health and safety issues in contract work. It provides a framework in which owners, employers, and contractors can fulfill their responsibilities and get the work done safely. Although legislation may differ from one jurisdiction to another, the principles introduced in this course can help establish due diligence. Contractor Health and Safety identifies the elements of a contract safety program from start to finish. Quizzes, examples and case studies are used to help the learning process. Average time to complete this course is approximately one hour.

Topics include:

- ▶ Definitions & Legal Requirements
- ▶ Pre-Contract Activities
- ▶ Contract Documentation
- ▶ Awarding a Contract
- ▶ Contract Management & Compliance
- ▶ Contract Evaluation

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Upon completion, you'll be able to:

- ▶ Identify the legal responsibilities of key participants in a contract
- ▶ Know what health and safety information should be included in a contract
- ▶ Understand the requirements for effective contract management and compliance with workplace health and safety responsibilities
- ▶ Evaluate the effectiveness of a contract agreement

Intended for:

- ▶ Owners and employers
- ▶ Contractors
- ▶ Managers and supervisors
- ▶ Joint Health & Safety Committee members involved in contract development, or in developing a contract health and safety program.

Prerequisite: None

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

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Emergency Preparedness for Workers

While prevention is the key to avoiding emergencies, it's important that everyone at the workplace be prepared if they do occur. This one-hour course will provide workers a basic understanding of what's required to prepare for potential workplace emergencies, and how they can be ready to respond when necessary. This course is introductory and is best supplemented with additional training on the specific emergency response plan at your workplace. Community-wide emergencies not directly related to the workplace, including pandemic planning are not addressed.

Topics include:

- Key Steps to Emergency Preparedness
- Rights and Responsibilities of Employers and Workers
- Identifying Potential Emergencies
- Activating the Response
- Evacuation and Assembly Procedures
- Emergency Response Details
- Training Requirements
- Conclusion
- Examination

Upon completion, you'll be able to:

- Describe the key steps in emergency planning

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- ▶ Identify potential emergencies in the workplace response capacity
- ▶ Explain roles in emergency planning and response

Intended for:

- ▶ Anyone working with an emergency response plan for their workplace
- ▶ Health & safety committee members making informed recommendations regarding their organization's emergency response plans

Prerequisite: None

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

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Emergency Response Planning

Preparing for emergencies protects lives, property and the future of your organization and is an important component of your workplace health and safety program. This one-hour introductory course provides guidance for developing and implementing a response plan for workplace emergencies. Community-wide emergencies not directly related to the workplace, including pandemic planning, are not addressed.

Topics include:

- ▶ The Key Steps to Emergency Preparedness
- ▶ Establishing the Planning Team
- ▶ Identifying Potential Emergencies and Assessing Risk
- ▶ Assessing Your Organization's Emergency Response Capabilities
- ▶ Building the Emergency Response Plan
- ▶ Implementing the Plan: Preparing to Respond
- ▶ Evaluating Effectiveness and Continuous Improvement

Upon completion, you'll be able to:

- ▶ Describe the key steps in emergency planning
- ▶ Identify and assess potential emergencies and your organization's response capacity
- ▶ Create an emergency response plan
- ▶ Develop a process for continuous improvement of the plan

Intended for:

- ▶ Anyone with responsibility for developing, implementing and maintaining emergency response plans

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Health and Safety Programs

- ▶ Managers, administrators, as well as health and safety committee members who make decisions and recommendations about the need or the improvement of emergency response plans
- ▶ Supervisors who may participate in emergency planning exercises

Prerequisite: None

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

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Health & Safety Committees

This course provides a practical introduction to Health and Safety Committees, offering 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

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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

Prerequisite:

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

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• \$250

Per seat



• \$500

Per seat



Health & Safety for Managers & Supervisors

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.

e-Courses

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

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Intended for:

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

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) – 1.5 Industrial Hygiene (CM) Points, (approval no. 07-374 for 2007)
- Board of Canadian Registered Safety Professionals (BCRSP) – .5 Maintenance Points (CMPs) (approval no. 07039 for 2007)
- Canadian Registration Board of Occupational Hygienists (CRBOH) – 1.5 Maintenance Points (approval no. 2007-04 for 2007)

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

Also available as a classroom course—see page 59 for details!

e-Course Customization

We can build it for you—CCOHS can customize any of our existing e-Courses or develop new e-Courses based on your health, safety and environmental requirements!

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Return to Work: The Basics

Workplace injury and illness prevention is the responsibility of everyone in the workplace. However, when an illness or injury occurs, it is important for the employer and the injured worker to focus on getting back to meaningful and productive work as soon as medically possible. This course provides a practical overview of Return to Work strategies, solutions and program implementation. Average time to complete this course is approximately one hour.

Topics include:

- ▶ Cost Effects of Workplace Injuries and Illness
- ▶ Return to Work – Definition, Importance and Workplace Policy
- ▶ Key Return to Work Concepts
- ▶ Getting Your Employee Back to Work
- ▶ Claims Management and Monitoring
- ▶ Factors that Influence Return to Work
- ▶ Keys to Successful Return to Work

Upon completion, you'll be able to:

- ▶ Possess the required knowledge as to the what, why and how of a Return to Work Program
- ▶ Be able to apply best practices while working with your injured employee, their attending medical professional and other parties involved
- ▶ Be able to implement a plan to get your injured worker back to work with mutually satisfying results

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Intended for:

- ▶ Managers and Supervisors
- ▶ Human Resources Representatives/Professionals
- ▶ Health and Safety Professionals

Prerequisite:

Prior knowledge of workplace health and safety programs, policies and processes would be helpful.

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

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Violence in the Workplace: Establish a Prevention Program

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 90 minutes.

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

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Intended for:

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

Prerequisite: None

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

Visit: www.ccohs.ca/products/courses/violence_awareness/

Violence in the Workplace: Awareness

This course is offered **FREE** of charge by CCOHS to promote the awareness of this very important issue, and as a precursor to the other Workplace Violence e-courses: **Recognize the Risk and Take Action**, and **Establish a Prevention Program**.

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Confined Spaces: The Basics

This three-part course will educate you on confined spaces, the identification and control of hazards that can be encountered, and key steps to working safely. It takes approximately three hours to complete all three modules within this course:

Module 1: Hazard Awareness covers how to recognize confined spaces and the types of hazards that may be present

Module 2: Hazard Control covers how to control the hazards

Module 3: Working Safely covers proper ways to enter and work in a space as well as emergency planning

Topics include:

- ▶ Responsibilities of Employers, Supervisors, Workers and Contractors
- ▶ Recognizing a Confined Space
- ▶ Hazard Awareness in Confined Spaces
- ▶ Confined Space Permit Systems
- ▶ Preparing for Confined Space Entry and Work
- ▶ Working Safety in Confined Spaces
- ▶ Emergency Planning for Confined Spaces

Upon completion, you'll be able to:

- ▶ Know your duties and responsibilities in performing confined space work
- ▶ Recognize the characteristics that define a permit-required confined space

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- ▶ Understand the types of confined space hazards and why they are potentially harmful
- ▶ Know the types of control measures used to ensure a space is safe before and during entry
- ▶ Be able to conduct a proper pre-entry assessment and preparation of the confined space
- ▶ Understand the necessary procedures for working inside a confined space
- ▶ Know what to do in the event of a problem or emergency situation

Intended for:

- ▶ Workers (including outside contractors) who enter and perform work in confined spaces in the workplace
- ▶ Managers, supervisors, health and safety committee members

Prerequisite: None

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

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Personal Protective Equipment: The Basics

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

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

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Upon completion, you'll understand:

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

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 Personal Protective Equipment e.g. emergency responders (firefighters, hazmat teams) or workers dealing with biohazards

Prerequisite: None

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

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Preventing Falls from Slips & Trips

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

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Intended for:

- ▶ Workers
- ▶ Supervisors and managers
- ▶ Members of Health and Safety Committees
- ▶ Human Resource Specialists
- ▶ Health Professionals

Prerequisite: None

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• \$100 
Per seat

• \$300 
Per seat



Canada Labour Code Part II

The Canada Labour Code, Part II (“the Code”) governs the health and safety of workers in the federal jurisdiction. 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. This course will give you the basic understanding of the requirements of the Code and how it is applied. Case studies and other examples are included to illustrate the concepts. This course is a useful starting point for those 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:

- ▶ Introduction and Internal Responsibility System
- ▶ Rights and responsibilities of employers (managers and supervisors)
- ▶ Ways to meet employer responsibilities
- ▶ Due diligence
- ▶ Rights and responsibilities of employees
- ▶ Responsibilities of Health and Safety Committees and representatives
- ▶ Workplace inspections
- ▶ Resolving complaints and work refusals
- ▶ Incident investigation
- ▶ Enforcement and consequences of non-compliance
- ▶ Criminal liability

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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:

- ▶ Employees in federally-regulated businesses and organizations, such as federal government employees, crown corporations, communications, banking and interprovincial transportation (trucking, railways, and airlines), Human resources health and safety professionals working in federally-regulated organizations
- ▶ Human resources and health and safety professionals working in federally regulated organizations

Prerequisite:

No previous knowledge of health and safety is required.

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WHMIS for Managers & Supervisors

The purpose of this course is to help managers and supervisors understand and meet their health and safety responsibilities, including WHMIS. It 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 both 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

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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 MSDs 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

Prerequisite:

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

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WHMIS for Workers

WHMIS for Workers 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). This course 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

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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.

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WHMIS: Understanding MSDSs

This intermediate level course is for users of MSDSs to understand their purpose and the information contained in them. The course provides a thorough explanation of MSDSs and fulfills the requirements for MSDS training in accordance with the provincial and federal regulations in Canada. It does not provide instruction on writing MSDSs or in-depth evaluation of MSDSs.

MSDSs are one of the main ways that important health and safety information about a material is transferred from the manufacturer to the workplace. Knowing how to find the information you need, understanding it and learning how to work safely with a product is essential. Average time to complete this course is approximately 90 minutes.

Topics include:

- ▶ Product Identification
- ▶ Hazard Identification
- ▶ The Basics
- ▶ Hazard Control
- ▶ Emergency Preparedness and Response
- ▶ Other Information

Upon completion, you'll be able to:

- ▶ Understand the purpose of an MSDS, and how MSDS are part of Canada's right-to-know system
- ▶ Know the information required to be disclosed on a WHMIS MSDS

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Legislation (Including WHMIS)

- ▶ Appreciate the significance of the required information in the different sections of an MSDS
- ▶ Understand the terms commonly found on an MSDS
- ▶ Understand where you can get additional information

Intended for:

- ▶ Workers, supervisors and health and safety committee members
- ▶ Users of MSDSs

Prerequisite:

Successful completion of WHMIS for Workers or WHMIS for Managers and Supervisors would be beneficial although not required.

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

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Office Ergonomics

This e-Course provides a practical introduction to Office Ergonomics. It deals specifically with problems and injuries related to the use of computers and other office equipment, and 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
- ▶ Examples of exercises you can do to help prevent injury
- ▶ 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

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Intended for:

- Workers and supervisors, whether experienced or new to modern office work
- Health and Safety Professionals
- Human Resource (HR) Professionals

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 and click on e-Course Registration in the green sidebar.



Violence in the Workplace: Establish a Prevention Program

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 90 minutes.

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

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Intended for:

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

Prerequisite: None

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

Visit: www.ccohs.ca/products/courses/violence_awareness/

Violence in the Workplace: Awareness

This course is offered **FREE** of charge by CCOHS to promote the awareness of this very important issue, and as a precursor to the other Workplace Violence e-courses: **Recognize the Risk and Take Action**, and **Establish a Prevention Program**.

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Violence in the Workplace: Recognize the Risk and Take Action

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

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- ▶ 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.

Prerequisite: None

Registration: Visit www.ccohs.ca/education and click on e-Course Registration in the green sidebar.

Visit: www.ccohs.ca/products/courses/violence_awareness/

Violence in the Workplace: Awareness

This course is offered **FREE** of charge by CCOHS to promote the awareness of this very important issue, and as a precursor to the other Workplace Violence e-courses: **Recognize the Risk and Take Action**, and Establish a Prevention Program.

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Canada Labour Code Part II

The Canada Labour Code, Part II (“the Code”) governs the health and safety of workers in the federal jurisdiction. 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. This one day course will give you the basic understanding of the requirements of the Code and how it is applied. Case studies and other examples are included to illustrate the concepts. This course is a useful starting point for those who will be taking training on health and safety committees, WHMIS and other occupational health and safety topics.

Topics include:

- ▶ Introduction and Internal Responsibility System
- ▶ Rights and responsibilities of employers (managers and supervisors)
- ▶ Ways to meet employer responsibilities
- ▶ Due diligence
- ▶ Rights and responsibilities of employees
- ▶ Responsibilities of Health and Safety Committees and representatives
- ▶ Workplace inspections
- ▶ Resolving complaints and work refusals
- ▶ Incident investigation
- ▶ Enforcement and consequences of non-compliance
- ▶ Criminal liability

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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:

- ▶ Employees in federally-regulated businesses and organizations, such as federal government employees, crown corporations, communications, banking and interprovincial transportation (trucking, railways, and airlines), Human resources health and safety professionals working in federally-regulated organizations
- ▶ Human resources and health and safety professionals working in federally regulated organizations

Prerequisite:

No previous knowledge of health and safety is required.

Registration: Visit www.ccohs.ca/education and click on Registration in the green sidebar. To secure your classroom seat(s), contact CCOHS Client Services soon as seating is limited.

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Classroom Courses

In our ongoing effort to educate 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 various locations in Canada or delivered on-site at your location. Ask us for details.



Health and Safety for Managers & Supervisors

\$500
Per seat

Developed by CCOHS this 2-day 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)

2-Day Course

\$500
per seat

Winnipeg, Manitoba
April 24 - 25, 2007
Calgary, Alberta
June 6 - 7, 2007
Hamilton, Ontario
April 19 - 20, 2007
Sep 24 - 25, 2007
Dec 3 - 4, 2007

1-Day Federal Course

\$300
per seat

Winnipeg, Manitoba
April 23, 2007
Calgary, Alberta
May 15, 2007
Ottawa, Ontario
Sept 17, 2007
Mar 10, 2008
Hamilton, Ontario
May 28, 2007
December 10, 2007

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www.ccohs.ca/education **1-800-668-4284 or 1-905-570-8094**

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

Prerequisite:

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

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Credits

! Participants in the two-day in-class course are eligible for the following credits/points:

- ▶ American Board of Industrial Hygiene (ABIH) – 2.0 Certification Maintenance (CM) Points, (approval no. 07-373 for 2007)*
- ▶ Board of Canadian Registered Safety Professionals (BCRSP) – 1.0 Mandatory Maintenance Points (CMPs) (approval no. 07038 for 2007)*
- ▶ Canadian Registration Board of Occupational Hygienists (CRBOH) – 2.0 Maintenance Points (approval no. 2007-04 for 2007)*

* 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: Visit www.ccohs.ca/education and click on Registration in the green sidebar. To secure your classroom seat(s), contact CCOHS Client Services soon as seating is limited.

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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!

\$10

Volume
Discounts
Available

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

NEW! **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 online

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