

About the Course

Who is this course for?

Aligned with the best safety management standards, the course is recommended for anyone accountable for health and safety at work, including managers, supervisors, administrators, business owners, occupational health nurses, and engineers. In addition, Health and Safety Committee members have found the course to be very useful.

How will I benefit from attending?

The course will provide an understanding of the duties and responsibilities as required by the occupational health and safety legislation, and ways of meeting those responsibilities. The course uses an interactive approach to learning, giving participants the opportunity to apply their knowledge and skills.

Are credits awarded?

The classroom course has been awarded 2.0 Continuing Maintenance (CM) Points by the American Board of Industrial Hygiene (ABIH), (approval no. 04-1537 (2004), 04-1538 (2005)*; 1.0 Mandatory Maintenance Points (MMPs) by the Board of Canadian Registered Safety Professionals (BCRSP) (approval no. 9903); 14 hours of Continuing Medical Education (CME) Credits by the Canadian Board of Occupational Medicine (CBOM); and 2.0 Maintenance Points by the Canadian Registration Board of Occupational Hygienists (CRBOH) (award no. 2004-25)*.

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

Call Client Services at 1-800-668-4284 for further information.

About CCOHS

The Canadian Centre for Occupational Health and Safety (CCOHS) is Canada's national centre for occupational health and safety information and is dedicated to being the global innovator and expert in the area of making the workplace a healthy and safe environment.

CCOHS' mandate is to promote health and safety in the workplace and encourage the application of knowledge and methods that will lead to improved physical and mental health. Through its products and services that are designed with an emphasis on prevention, CCOHS helps foster improvements in today's workplace in the areas of workplace health, ergonomics, job design and safe use and control of chemicals. A non-profit national organization established in 1978 by the federal Ministry of Labour, CCOHS is governed by members from employers, labour and government sectors, who together ensure that impartial and accurate health and safety information is provided to everyone in the workplace.

Course Delivery Options

Classroom Sessions

Registration in our 2-day classroom course is limited to allow sufficient discussion time and attention to individual participants. The course fee is \$500 and includes a course manual, lecture notes and beverage breaks.

e-Learning Packages

If you like to learn at your own pace and in your own environment e-learning delivery format is for you! All you need is a computer and an Internet connection to work through the course modules. With built-in links to supporting information and documents, interactive learning activities, utilities such as a printable "notepad", detailed help features and the ability to interact with a course facilitator, the e-learning format delivers everything you need!

Whether you wish to access the course individually for a period of time or you wish to take advantage of our multi-user course management features to train a number of people, CCOHS has the licensing option for you.

Let CCOHS Come to You!

Special arrangements can be made to have classes delivered on-site at a location of your choice, tailored to your specific needs.

Pricing Information

For current pricing information, please call Client Services at 1-800-668-4284

Course Director

Bhawani Pathak, PhD CIH ROH

Bhawani Pathak is a Project Scientist at the Canadian Centre for Occupational Health and Safety. He has written several Health and Safety Guides and papers in peer-reviewed journals, developed OH&S training programs, and provided consulting services to several Canadian organizations for the evaluation of workplace hazards.



135 Hunter St. East, Hamilton, ON L8N 1M5
1-800-668-4284 (905) 570-8094

Gain a Solid Foundation in Workplace Health and Safety with CCOHS' Intensive

Health and Safety Course for Managers and Supervisors





Curriculum



MODULE 1

Safety Principles and Risk Management

Objective: To provide a framework needed to establish management's role in the protection of people, property and material.

Module Content:

- History of Safety Management
- Principles of Safety Management
- Employee Relations and Safety
- Risk Management and Loss Control

MODULE 2

Legislation

Objective: To provide the structure and the essential components of Canadian OH&S legislation.

Module Content:

- Federal OH&S Legislation
- Provincial OH&S Legislation
- WHMIS
- Employer's Responsibilities
- Worker's Rights and Responsibilities
- Joint H&S Committees
- Worker's Compensation



MODULE 3

Hazard Recognition and Control

Objective: To provide the skills for identifying hazards associated with machine and equipment operation, and for developing standard procedures and practices to prevent such hazards.

Module Content

Hazard Recognition

- Power Sources
- Machinery
- Materials Handling
- Confined Space
- Construction and Maintenance
- Job Safety Analysis

Hazard Control

- Workplace Layout and Design
- Work Organization
- Operator Training
- Machine Guarding
- Lockout Procedures
- Personal Protective Equipment
- Training and Education

MODULE 4

Emergency Preparedness and Fire Prevention

Objective: To outline step-by-step procedures for ensuring safe work practices and methods for dealing with workplace emergencies.

Module Content:

- Hazard Identification
- Emergency Procedures
- Emergency Resource Allocations
- Emergency Training and Drills
- Fire Prevention:
 - Equipment and Procedures

MODULE 5

Industrial Hygiene

Objective: To provide an overview of hazardous exposures in the workplace, related health risks, and methods of controlling such exposures.

Module Content:

- The Effect of Exposures on the Human Body
- Exposure to Biological Hazards
- Exposure to Chemicals
- Exposure to Physical Agents:
 - Noise, Heat, Radiation
- Indoor Air Quality
- Stress
- Principles of Control
- Environmental Issues

MODULE 6

Ergonomics

Objective: To provide an overview of the methods of recognition and control of work-related musculoskeletal disorders.

Module Content:

- Basic Principles
- Recognition of Ergonomic Problems
- Workplace Ergonomics Program
 - Workstation Design
 - Hand Tool Design
 - Back Injury Prevention
 - Employee Education



MODULE 7

Workplace Inspection and Accident Investigation

Objective: To introduce "workplace inspection" process of identifying potential hazards and to provide skills for investigating and reporting accidents, incidents and hazardous conditions.

Module Content:

- Purpose of Inspections
- Procedures
- Reporting
- Preventive Action
- Accident Investigation
- Accident Analysis
- Review and Follow-up
- Remedial Actions

MODULE 8

Program Development and Implementation

Objective: To outline the elements of an effective health and safety program and to present a step-by-step approach for developing, implementing and evaluating H&S programs.

Module Content:

- Senior Management Commitment
- Health and Safety Policy
- Health and Safety Programs
- Consultation and Consensus
- Employee Involvement
- Evaluation/Audits
- Employee Education and Training



Curriculum



MODULE 1

Safety Principles and Risk Management

Objective: To provide a framework needed to establish management's role in the protection of people, property and material.

Module Content:

- History of Safety Management
- Principles of Safety Management
- Employee Relations and Safety
- Risk Management and Loss Control

MODULE 2

Legislation

Objective: To provide the structure and the essential components of Canadian OH&S legislation.

Module Content:

- Federal OH&S Legislation
- Provincial OH&S Legislation
- WHMIS
- Employer's Responsibilities
- Worker's Rights and Responsibilities
- Joint H&S Committees
- Worker's Compensation

MODULE 3

Hazard Recognition and Control

Objective: To provide the skills for identifying hazards associated with machine and equipment operation, and for developing standard procedures and practices to prevent such hazards.

Module Content

Hazard Recognition

- Power Sources
- Machinery
- Materials Handling
- Confined Space
- Construction and Maintenance
- Job Safety Analysis

Hazard Control

- Workplace Layout and Design
- Work Organization
- Operator Training
- Machine Guarding
- Lockout Procedures
- Personal Protective Equipment
- Training and Education

MODULE 4

Emergency Preparedness and Fire Prevention

Objective: To outline step-by-step procedures for ensuring safe work practices and methods for dealing with workplace emergencies.

Module Content:

- Hazard Identification
- Emergency Procedures
- Emergency Resource Allocations
- Emergency Training and Drills
- Fire Prevention:
 - Equipment and Procedures

MODULE 5

Industrial Hygiene

Objective: To provide an overview of hazardous exposures in the workplace, related health risks, and methods of controlling such exposures.

Module Content:

- The Effect of Exposures on the Human Body
- Exposure to Biological Hazards
- Exposure to Chemicals
- Exposure to Physical Agents:
 - Noise, Heat, Radiation
- Indoor Air Quality
- Stress
- Principles of Control
- Environmental Issues

MODULE 6

Ergonomics

Objective: To provide an overview of the methods of recognition and control of work-related musculoskeletal disorders.

Module Content:

- Basic Principles
- Recognition of Ergonomic Problems
- Workplace Ergonomics Program
 - Workstation Design
 - Hand Tool Design
 - Back Injury Prevention
 - Employee Education

MODULE 7

Workplace Inspection and Accident Investigation

Objective: To introduce "workplace inspection" process of identifying potential hazards and to provide skills for investigating and reporting accidents, incidents and hazardous conditions.

Module Content:

- Purpose of Inspections
- Procedures
- Reporting
- Preventive Action
- Accident Investigation
- Accident Analysis
- Review and Follow-up
- Remedial Actions

MODULE 8

Program Development and Implementation

Objective: To outline the elements of an effective health and safety program and to present a step-by-step approach for developing, implementing and evaluating H&S programs.

Module Content:

- Senior Management Commitment
- Health and Safety Policy
- Health and Safety Programs
- Consultation and Consensus
- Employee Involvement
- Evaluation/Audits
- Employee Education and Training

