

e-Courses for Managers and Supervisors



Health & Safety Training for Managers and Supervisors

Developed by CCOHS, this intensive popular e-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.

This e-course includes the same topic highlights and module structure as the classroom course.

Average time to complete this course is approximately 8-10 hours.



Canada Labour Code, Part II: An Overview

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. 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 approximately 1 hour.

Topics Highlights:

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

Upon completion of this course you will:

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

Learning Options

Classroom Sessions

Registration in our 2-day or 1-day classroom courses is limited to allow sufficient discussion time and attention to individual participants. The course fee is \$500 for the 2-day course and \$300 for the 1-day course. This fee includes a course manual, lecture notes and beverage breaks. Courses are offered on a regular basis in various Canadian cities.

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.

e-Learning Format

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.

e-Course Customization and Blended Learning

For optimized learning outcomes, we encourage you to combine our classroom training with coaching services and/or e-Learning courses. Create blended learning solutions to meet your personal career goals or your organization's objectives.

CCOHS can also customize any of our existing e-Learning courses to help meet your organization's educational needs!

Course Schedule and Registration

To find out about upcoming classroom courses, discuss a custom course or register for either classroom or e-courses, contact Inquiries and Client Services at 1-800-668-4284, or view the course listing at www.ccohs.ca/education/



Health & Safety Training for Managers and Supervisors

e-Course and Classroom Training





Health & Safety Training for Managers and Supervisors

This two-day classroom course, developed by CCOHS, 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.

Topic Highlights:

- Introduction to Health and Safety Training for Managers
- Safety Principles and Risk Management
- Legislation
- Emergency Preparedness and Fire Prevention
- Ergonomics
- Workplace Inspection and Accident Investigation
- Program Development and Implementation

Upon completion of this course you will:

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

* this course is also available in the e-Learning format (see the back cover for more information)

two-day classroom course curriculum

DAY 1

MODULE 1 Safety Principles and Risk Management – will provide a framework needed to establish management's role in the protection of people, property and material.

MODULE 2 Legislation – will provide the structure and the essential components of Canadian OH&S legislation.

MODULE 3 Hazard Recognition and Control – will provide the skills for identifying hazards associated with machine and equipment operation, and for developing standard procedures and practices to prevent such hazards.

DAY 2

MODULE 4 Emergency Preparedness and Fire Prevention – outlines step-by-step procedures for ensuring safe work practices and methods for dealing with workplace emergencies.

MODULE 5 Industrial Hygiene – provides an overview of hazardous exposures in the workplace, related health risks, and methods of controlling such exposures.

MODULE 6 Ergonomics – provides an overview of the methods of recognition and control of work-related musculoskeletal disorders.

MODULE 7 Workplace Inspection and Accident Investigation – introduces "workplace inspection" process of identifying potential hazards and to provide skills for investigating and reporting accidents, incidents and hazardous conditions.

MODULE 8 Program Development and Implementation – outlines 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.

About the Courses

Who will benefit

Aligned with the best safety management standards, these courses are 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 these courses to be very useful.

How will I benefit

CCOHS courses 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.

Credits Awards

H&S Training for Managers and Supervisors

- American Board of Industrial Hygiene (ABIH) 2.0 Industrial Hygiene CM Points (approval no. 07-3998 for 2008)*
- Board of Canadian Registered Safety Professionals (BCRSP) 1.0 Certification Maintenance Point (approval no. 08100 for 2008)*
- Canadian Registration Board of Occupational Hygienists (CRBOH) 2.0 Registration Maintenance Points (approval no. 2008-01 for 2008)*

H&S for Managers & Supervisors in the Canadian Federal Jurisdiction

- American Board of Industrial Hygiene (ABIH) 1.0 Industrial Hygiene CM Point (approval no. 07-4000 for 2008)
- Board of Canadian Registered Safety Professionals (BCRSP) 0.5 Certification Maintenance Points (CMPs) (approval no. 08101 for 2008)
- Canadian Registration Board of Occupational Hygienists (CRBOH) 1.0 Registration Maintenance Point (approval no. 2008-02 for 2008)

H&S Training for Managers & Supervisors – e-Course

- American Board of Industrial Hygiene (ABIH) 1.5 Industrial Hygiene CM Points (approval no. 07-3999 for 2008)
- Board of Canadian Registered Safety Professionals (BCRSP) 0.5 Certification Maintenance Point (approval no. 08100 for 2008)
- Canadian Registration Board of Occupational Hygienists (CRBOH) 1.0 Registration Maintenance Point (approval no. 2008-01 for 2008)

Course Director for Classroom Training

Bhawani Pathak, PhD CIH ROH

Bhawani Pathak is a Project Scientist at CCOHS. He has developed and delivered numerous OH&S training programs in Canada and other countries. He has written a series of popular health and safety guides at CCOHS, and contributed to many other health and safety publications. He has also provided consulting services to Canadian organizations for the evaluation of workplace hazards.



About CCOHS

The Canadian Centre for Occupational Health & Safety (CCOHS) is Canada's national resource for the advancement of workplace health and safety. CCOHS promotes the total well-being — physical, psychosocial and mental health — of working Canadians by providing information, training, education, management systems and solutions that support health and safety programs and the prevention of injury and illness.

CCOHS is governed by a Council with representatives from employers, labour and governments and is committed to providing impartial and accurate information services.



one-day classroom course curriculum

Introduction – will provide a framework of workplace health and safety management and ways of integrating health and safety in all aspects of business management.

MODULE 1 Canada Labour Code Part II – will provide the structure and the essential components of Canada Labour Code Part II with emphasis on the roles and responsibilities of employers (managers and supervisors) and the implications of the Hazard Prevention Program Regulation (Canada Occupational Health and Safety Regulation Part XIX)

MODULE 2 Recognition and Control of Health & Safety Hazards – will provide the skills for identifying workplace health and safety hazards and implementing control measures to prevent health and safety risks from such hazards.

MODULE 3 Emergency Preparedness Plan – will outline step-by-step procedures for developing and implementing an emergency preparedness plan in compliance with the Canada Occupational Health and Safety Regulation Part XVII. Safe Occupancy Of the Work Place

MODULE 4 Workplace Inspections – will introduce "workplace inspection" as a tool for identifying potential hazards, recommending preventive measures.

MODULE 5 Accident Investigation – will provide skills for investigating and reporting accidents, incidents and hazardous occurrences

MODULE 6 Health & Safety Policy and Program – 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.

Health & Safety for Managers and Supervisors in the Canadian Federal Jurisdiction*

This intensive one-day classroom course delivers a practical overview of the health and safety responsibilities of managers and supervisors in Canadian Federally-regulated organizations.

Topic Highlights:

- The principles of the Canada Labour Code and the internal responsibility system
- Responsibilities and duties of managers and supervisors
- Rights and responsibilities of employees
- Specific issues: WHMIS, ergonomics and violence prevention
- Accident investigation

Upon completion of this course you will:

- 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

* Federally regulated employees include the Public Service, Crown corporations, and international and interprovincial transportation industries, banking, broadcasting, uranium mining, ports and shipping, and telecommunications.