

<b>Recommended For</b>	Safety Officers and Committee Chairman
<b>Course Objective</b>	To provide participants with the knowledge needed to establish and maintain effective Health and Safety Procedures
<b>Course Outline</b>	<p><b>Overview of Canada Labour Code, Part I</b></p> <p><b>Canada Labour Code Part II</b></p> <p><b>Occupational Health and Safety Policies and Procedure Manuals</b></p> <ul style="list-style-type: none"><li>• Responsibilities of Employer/Employee</li><li>• Legislative requirements</li></ul> <p><b>Safe Work Practises</b></p> <ul style="list-style-type: none"><li>• Identifying Procedures and follow through</li><li>• Safety Assessment and follow through</li><li>• COHSR requirements</li><li>• Maintenance of Records</li></ul> <p><b>Education and Training</b></p> <ul style="list-style-type: none"><li>• Purpose</li><li>• Rights of Employee/Employer</li><li>• Maintenance of Records</li><li>• Qualifications – training thereof</li></ul> <p><b>Hazardous Occurrence</b></p> <ul style="list-style-type: none"><li>• Legislative Requirements</li><li>• Responsibilities of Employee/Employer</li><li>• Near Miss Occurrence Reporting</li><li>• Qualifications of Assessor</li><li>• Maintenance of Records</li></ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"><li>• Requirements for Qualified Aiders</li><li>• Required qualification of Aiders</li><li>• Emergency Procedures/Training/Drills</li></ul> <p><b>Committees</b></p> <ul style="list-style-type: none"><li>• Necessity of the committee and representative</li><li>• Duties and accountability of the committee and representatives</li><li>• Maintenance of Records/Training</li></ul> <p><b>Work Place Inspections</b></p> <ul style="list-style-type: none"><li>• Maintenance of Records</li><li>• Inspection Procedures</li></ul> <p><b>Canada Labour Code Part III</b></p>
<b>Length</b>	Approximately 6 Hours (excluding breaks)
<b>Certificate</b>	Awarded to participants with a minimum final exam mark of 80%