

Occupational Safety Group Course Calendar 2012



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Joint Health & Safety Committee Certification Part 1 & Part 2

In Ontario, most workplaces with 20 or more employees are required to have a Joint Health & Safety Committee (JHSC). The JHSC must have at least 1 worker & 1 management representative. The worker representative must be selected by his/her peers. Both representatives on the JHSC must be certified. Workplaces with 50 or more employees are required to have 4 people on the JHSC but only 2 must be certified. The effectiveness of your JHSC is determined by the knowledge of those on the Committee therefore it is highly recommended that those acting as representatives go through certification training. To become a WSIB recognized Joint Health & Safety Committee Representative, participants must complete Joint Health & Safety Committee Certification Training Part 1 and Part 2.

Occupational Safety Group has been a WSIB approved provider of this JHSC Certification for over 14 years.

Joint Health & Safety Committee Certification Part 1

2 Days : \$375

Barrie			Apr 3 & 4			June 6 & 7
Brampton		Mar 1 & 2				
Brantford		Mar 5 & 6				
Cambridge	Feb 2 & 3	Mar 1 & 2	Apr 10 & 11 Mar 19 & 20	May 10 & 11		July 9 & 10
Hamilton	Feb 1 & 2	Mar 12 & 13	Apr 11 & 12	May 7 & 8	June 4 & 5	July 10 & 11
Leamington						
London	Feb 9 & 10	Mar 5 & 6 Mar 26 & 27	Apr 12 & 13	May 1 & 2	June 11 & 12	July 4 & 5
Markham		Mar 5 & 6			June 13 & 14	
Mississauga	Feb 22 & 23	Mar 6 & 7 Mar 26 & 27	Apr 11 & 12	May 1 & 2 May 10 & 11 May 31 & June 1		July 4 & 5
Oshawa	Feb 9 & 10	Mar 15 & 16				
Ottawa	Feb 8 & 9	Mar 1 & 2	Apr 12 & 13		June 12 & 13	
Owen Sound			Apr 2 & 3			
Sarnia				May 8 & 9		
Scarborough	Feb 6 & 7	Mar 1 & 2 Mar 7 & 8	Apr 11 & 12	May 7 & 8	June 4 & 5 June 21 & 22	July 11 & 12
St. Catharines		Mar 7 & 8		May 2 & 3		
Toronto		Mar 8 & 9		May 14 & 15		
Vaughan						
Windsor	Feb 1 & 2	Mar 7 & 8	Apr 2 & 3	May 3 & 4	June 5 & 6	

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Joint Health & Safety Committee Certification Part 2

1 ½ Days > 3 Days : \$299 - \$599

Barrie			Apr 24-26		June 18-20	
Brampton		Mar 20-22				
Brantford			Apr 16-18			
Cambridge	Feb 15-17	Mar 7-9	Apr 17-19 Mar 21-23	May 23-25	June 7-9 June 27-29	July 18-20
Hamilton	Feb 13-15	Mar 28-30	Apr 23-25	May 29-31	June 20-22	July 23-25
Leamington		Mar 12-14				
London	Feb 22-24	Mar 14-16 Mar 28-30	Apr 23-25	May 15-17	June 25-27	July 23-25
Markham		Mar 21-23			June 25-27	
Mississauga	Feb 8-10 Feb 27-29	Mar 14-16 Mar 28-30	Apr 25-27	May 7-9 May 23-25	June 13-15	July 16-18
Oshawa	Feb 22-24	Mar 26-28				
Ottawa	Feb 27-29	Mar 14-16	Apr 23-25		June 26-28	
Owen Sound			Apr 18-20			
Sarnia				May 23-25		
Scarborough	Feb 27-29	Mar 12-14	Apr 18-20 Mar 19-21	May 28-30		July 23-25
St. Catharines		Mar 19-21		May 15-17		
Toronto		Mar 29		May 30		
Vaughan						
Windsor	Feb 14-16	Mar 19-21	Apr 25-27	May 28-30	June 18-20	

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Train-the-Trainer (TTT)

Staying up to date and maintaining training is essential to keeping people safe. Occupational Safety Group's Train-the-Trainer (TTT) programs have been developed so that the knowledge, techniques and materials needed to successfully impart the necessary information to stay in compliance and to keep people safe.

Train-the-Trainer (TTT) prerequisite to all the TTT topics listed below 1 Day : \$285

Cambridge	Feb 21	Apr 23	June 11
London	Mar 7	May 7	July 9
Mississauga	Mar 19	May 14	July 9
Ottawa	Mar 5		
Scarborough		Apr 23	June 18
Windsor	Feb 27	May 8	July 17

Confined Space Awareness TTT

Participants will become competent instructors as this program has been designed to impart the knowledge required when working in and around confined spaces and the hazards and control measures required prior to entry.

Confined Space Awareness TTT 1 Day : \$1100

Cambridge	Feb 29	May 1	June 19
London	Mar 21	May 14	July 19
Mississauga	Mar 23		

Fall Protection TTT

Any person who dons a harness must be trained by a competent instructor. This program provides information on harness selection, the use & limitations of various types of fall protection and arresting equipment. This is a hands-on program where participants will be required to don a harness.

Fall Protection TTT 1 Day : \$815

Cambridge	Feb 24	Apr 26	June 14
London	Mar 20	May 10	July 16
Mississauga	Mar 13		July 12
Ottawa	Mar 13		

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Lockout TTT

Failure to control the release of hazardous energy while servicing/maintaining equipment has the potential to cause the most severe injuries.

This program gives the knowledge an instructor needs to recognize the hazards associated with uncontrolled energy, educating management & workers on how to recognize the hazards and the proper methods of controlling energy through a properly developed and implemented lockout program.

This program has been designed in accordance with CSA Z460-05 Control of Hazardous Energy, Lockout and Other Methods.

Lockout TTT 1 Day : \$815

Cambridge	Mar 6	May 2	June 20
London	Mar 12	May 24	July 17
Mississauga		May 17	

Safe Operation of Elevated Work Platforms (Aerial Lift) TTT

Participants will obtain the knowledge needed to train their own aerial lift course. An understanding of the hazards associated with operating aerial lifting devices, proper pre-use inspection and safe operating principles.

A focus on self propelled elevated work platforms and self propelled boom supported elevated work platforms. Fall arrest use with an aerial lifting device is also covered.

Participants must achieve a passing grade on the written in-class test and practical skills evaluation in order to receive a Certificate of Competency. The practical skills evaluation will be conducted at the participants place of employment.

The program has been designed in accordance with CSA B354.2-01, Self-Propelled Elevating Work Platforms.

Safe Operation of Elevated Work Platforms (Aerial Lift) TTT 1 Day : \$1100

Cambridge	Feb 27	Apr 27	June 15
London	Mar 19	May 11	July 17
Mississauga		May 22	July 13
Ottawa	Mar 9		
Windsor	Mar 6		

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Safe Operation of a Lift Truck TTT

Current standards require that instructors of this program be familiar with lift truck applications, limitations and restrictions. This program teaches participants how to facilitate their own class on recognizing and controlling hazards associated with the equipment and the environment in which they are operating in as well as the safe operating principles and procedures.

A passing grade must be achieved on the written in-class test and the practical skills evaluation which will be performed at the participants place of employment in order to receive a Certificate of Competency.

The program has been designed in accordance with CSA B335-04 Safety Standard for Lift Trucks.

Safe Operation of a Lift Truck TTT

1 Day : \$1100

Cambridge	Feb 23	Apr 25	June 13
London	Mar 9	May 9	July 11
Mississauga	Mar 21	May 16	July 11
Ottawa	Mar 6		
Scarborough		Apr 25	June 20
Windsor	Feb 29	May 10	July 19

Safe Operation of Overhead Cranes TTT

Proper training by a competent instructor is key to successfully reduce incidents associated with overhead crane use. This is a comprehensive TTT program giving participants an understanding on the hazards, pre-use inspection and safe operating principles of overhead cranes.

This program covers a variety of industrial type cranes including bridge, jib and gantry cranes and has been designed in accordance with B167-08 Overhead Travelling Cranes – Design, inspection, testing, maintenance and the safe operation.

Safe Operation of Overhead Cranes TTT

1 Day : \$1100

Cambridge	Feb 28	Apr 30	June 18
London	Mar 13	May 22	July 18
Mississauga	Mar 22		
Ottawa	Mar 7		

Occupational Safety Group Course Calendar 2012



Transportation of Dangerous Goods (TDG) TTT

This comprehensive TTT program will teach participants how to facilitate their own TDG course specific to their own work environment. Covered in this program will be regulatory requirements when preparing goods for shipping, handling or receiving dangerous goods.

This program is required for companies who ship, prepare or offer for transport a dangerous good by road and/or rail.

Transportation of Dangerous Goods (TDG) TTT 1 Day : \$815

Cambridge	Mar 5	May 3	June 21
London	Mar 22	May 23	July 13
Mississauga		May 18	

Workplace Hazardous Material Information System (WHMIS) TTT

Transportation of Dangerous Goods (TDG) TTT
 Failure to recognize and control hazards associated with exposure to biological, chemical and physical agents has led to an increase in occupational illnesses.

This program teaches participants to properly facilitate a memorable WHMIS program specific to their work environment. Covered in this program will be the fundamental requirements of WHMIS legislation, a useful comprehensive of the WHMIS system, hazards, classifications and the health effects of such hazards.

Workplace Hazardous Material Information System (WHMIS) TTT 1 Day : \$815

Cambridge	Feb 22	Apr 24	June 12
London	Mar 8	May 8	July 10
Mississauga	Mar 20	May 15	July 10
Ottawa	Mar 8		
Scarborough		Apr 24	June 19
Windsor	Feb 28	May 9	July 18

Occupational Safety Group Course Calendar 2012



Accident / Incident Investigations

This program has been designed for management, the Joint Health & Safety Committee members and the H & S representatives who are typically the people who conduct accident investigations in the workplace. This will provide participants the information needed to investigate and report accidents and how to avoid future losses in the workplace.

Accident / Incident Investigations ½ Day : \$199

Cambridge Mar 30

London June 1

Mississauga Feb 16 June 8

Confined Space Awareness

1 Day

This program provides supervisors, entrants and attending workers with the information needed to understand the potential hazards of working in these spaces and the needed requirements to control hazards prior to entry.

Due Diligence

½ Day

As an employer or representative of the employer, failure to provide that you have taken every precaution reasonable to the circumstance for the protection of the worker can leave you open to liability. This program provides owners, managers and supervisors the understanding of how to manage occupational health & safety responsibilities, liabilities and explores the elements of a effective H&S management system.

Electrical Safety Awareness

This program provides a comprehensive understanding of safe electrical workplace practices in accordance with CSA Z462-08. Covered in this program, how electricity works and the hazards and protective measures associated with working around electrical energy.

Electrical Safety Awareness

1 Day : \$299

Cambridge

London May 29

Mississauga Feb 21 June 5

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Fall Arrest / Fall Protection

This program provides the participants with an understanding of applicable legislation when working in elevated heights, potential fall hazards and controls, appropriate selection, use & limitations of various types of fall protection and arresting equipment.

Anyone who dons a harness must be trained prior to wearing it.

Fall Arrest / Fall Protection

½ Day: \$150

Cambridge	Mar 29	June 5
London		May 31
Mississauga	Feb 16	June 7

Standard First Aid & CPR Level C

This program will provide participants with the knowledge and skills necessary to respond to a medical emergency in the workplace. A prompt response can save lives, reduce the severity of injury, and speed the recovery process. This reduces the amount of time lost due to workplace injuries, and lowers the resulting costs. Trained employees have also been shown to be more safety conscious in general, therefore reducing the number of incidents. This program meets the criteria outlined in Regulation 1101 for a valid St Johns Standard First Aid Certificate or its equivalent.

Standard First Aid & CPR Level C

2 Days: \$175

Cambridge	Mar 12 & 13
London	Feb 27 & 28
Mississauga	Feb 24 & 25 Mar 2 & 3

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Lockout

Failure to control the release of hazardous energy while servicing/maintaining equipment has the potential to cause the most severe injuries.

This program has been designed to ensure employers, managers and workers understand the hazards associated with uncontrolled energy and the proper methods of controlling energy through a properly developed and implemented lockout program.

Lockout ½ Day: \$199

Cambridge

London May 29

Mississauga Feb 21 June 5

Safe Operation of Elevated Work Platforms (Aerial Lift)

Participants of this program will obtain an understanding of the hazards associated with operating aerial lifting devices, the proper pre-use inspection and safe operating principles.

A focus on self propelled elevated work platforms and self propelled boom supported elevated work platforms. Fall arrest use with an aerial lifting device is also covered.

Participants must achieve a passing grade on the written in-class test and practical skills evaluation in order to receive a Certificate of Competency. The practical skills evaluation will be conducted at the participant's place of employment.

Safe Operation of Elevated Work Platforms (Aerial Lift) 1 Day : \$249 + cost of evaluation

Cambridge Mar 29 June 5

London Apr 2 May 31

Mississauga June 7

Transportation of Dangerous Goods (TDG)

This program provides participants with an understanding of the regulatory requirements associated when shipping or offering for transport dangerous goods.

Transportation of Dangerous Goods (TDG) 1 Day : \$299

Cambridge Mar 26 June 6

London May 28

Mississauga June 4

Occupational Safety Group Course Calendar 2012



Safe Operation of a Lift Truck

Lift trucks and mobile equipment accidents are preventable and unacceptable. Their widespread use requires that people working on and around forklifts recognize the hazards associated with the equipment and environment in which they are operated.

A passing grade must be achieved on the written in-class test and the practical skills evaluation, which will be performed at the participant's place of employment in order to receive a Certificate of Competency.

The program has been designed in accordance with CSA B335-04 Safety Standard for Lift Trucks.

Safe Operation of a Lift Truck

1 Day : \$249 + cost of evaluation

Cambridge	Mar 28	June 4
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London	Mar 23	May 30
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Mississauga		June 6
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Workplace Inspection

Unidentified hazards and poorly conducted inspections can lead to catastrophic losses in your workplace. This program will assist committee members and health and safety representatives in performing effective inspections as the course will provide a solid foundation for recognizing, assessing and controlling identified workplace hazards.

Workplace Inspection

1 Day : \$199

Cambridge	Mar 30	
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London		June 1
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Mississauga		June 8
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Online Health & Safety Courses



Aerial Lift

Aerial lifting devices are typically used throughout construction, industry and warehousing. However, the versatility and safety factors incorporated into these devices allow them to be utilized in many work environments.

This online program will focus on the safe operation of self propelled elevated work platforms and self propelled boom supported elevated work platforms. Upon successful completion of this online course, a certificate must be printed and must be signed in the space provided by a competent person verifying that a hands-on practical evaluation has been completed. This evaluation must be preformed at the workplace of the person requiring certification.

Modules

- Hazard Identification
- Devices and Operating Controls
- Pre-Operational Checks
- Platform Positioning
- Park Position

Units	Price
1 - 10	\$125.95
11 - 25	\$99.95
26 - 50	\$84.95
51 - 100	\$69.95
101 - 500	\$49.95
500+	Call for rates

Confined Space

Workers must define and assess confined spaces, what entry plans are in place that must to be followed and the work performed within a confined space. Once these elements are established can an entry be completed safely and efficiently.

This online program will provide the information required to understand the potential hazards of working this these spaces and the elements needed to control hazards prior to entry. Upon successful completion of this online course, a certificate will be issued automatically.

Modules

- Confined Spaces
- Confined Space Program
- Hazard Assessment
- Entry Plans
- Entry Permit
- Confined Space Controls
- Roles and Responsibilities
- On-Site Rescue

Units	Price
1 - 10	\$32.95
11 - 25	\$30.95
26 - 50	\$27.95
51 - 100	\$25.95
101 - 500	\$22.95
500+	Call for rates

Online Health & Safety Courses



Fall Arrest / Fall Protection

This online program will provide the information required to understand the responsibilities when working in areas where fall hazards exist, the use of and inspection of the required equipment and the critical controls necessary to reduce the risk of a fall. Upon successful completion of this online course, a certificate will be issued automatically.

Modules

- Fall Arrest and Fall Protection Systems
- General Responsibilities
- Fall Arrest Systems
- Fall Hazards and Controls
- Inspection of Equipment

Units	Price
1 - 10	\$32.95
11 - 25	\$30.95
26 - 50	\$27.95
51 - 100	\$25.95
101 - 500	\$22.95
500+	Call for rates

Fire Safety

Having fire extinguishers strategically placed throughout your workplace is not a complete answer to fire safety. An internal system should be established to prevent and respond to any emergency.

This online program will provide the information required to prevent fires in the workplace, focuses on the basic elements of fire prevention and protection. Upon successful completion of this online course, a certificate will be issued automatically.

Modules

- Fall Arrest and Fall Protection Systems
- General Responsibilities
- Fall Arrest Systems
- Fall Hazards and Controls
- Inspection of Equipment

Units	Price
1 - 10	\$29.95
11 - 25	\$24.95
26 - 50	\$19.95
51 - 100	\$15.95
101 - 500	\$12.95
500+	Call for rates

Online Health & Safety Courses



Forklift / Lift Truck

Lift trucks are integral pieces of equipment used to move and handle materials safely and efficiently in many workplaces. The widespread use of this equipment requires that individuals working with and around lift trucks recognize hazards associated with the equipment and the environment in which they are operated.

This online program will provide awareness of legal responsibilities and information to achieve the theory portion of becoming a competent operator. Upon successful completion of this online course, a certificate will be generated and will require a signature by a competent person verifying the hands-on practical evaluation. This evaluation must be performed at the workplace of the person requiring certification.

Modules

- Hazard Identification
- Competency and General Responsibilities
- Lift Truck Design and Classifications
- Stability Principles
- Pre-Operational Checks
- Safe Operating Procedures
- Fuel Sources

Units	Price
1 - 10	\$124.95
11 - 25	\$99.95
26 - 50	\$84.95
51 - 100	\$69.95
101 - 500	\$49.95
500+	Call for rates

Lockout

Failure to control the release of hazardous energy while servicing and maintaining equipment has the potential to cause some of the most severe injuries in our workplaces.

This online program is designed to ensure employers, management and workers understand the hazards associated with uncontrolled energy and the proper methods of controlling energy through a properly developed and implemented lockout program. Upon successful completion of this online course, a certificate will be issued automatically.

Modules

- Lockout Definitions
- Hazardous Energy Control Program
- Lockout Devices and Steps to Lockout
- Lockout Processes
- Alternate Hazardous Energy Control Methods

Units	Price
1 - 10	\$32.95
11 - 25	\$30.95
26 - 50	\$27.95
51 - 100	\$25.95
101 - 500	\$22.95
500+	Call for rates

Online Health & Safety Courses



Manager & Supervisor Due Diligence

This online program is designed to ensure an understanding of the “responsibilities” and “reasonable steps” required for the protection of all workplace parties, explores the obligations and potential liabilities of company owners, managers and supervisors. Highlights the elements critical to a strong H&S program and a H&S management system. Upon successful completion of this online course, a certificate will be issued automatically.

Modules

- What is Due Diligence
- Internal Responsibility System
- Responsibility, Authority and Accountability
- Establishing Due Diligence
- Criminal Code of Canada

Units	Price
1 - 10	\$74.95
11 - 25	\$64.95
26 - 50	\$54.95
51 - 100	\$44.95
101 - 500	\$34.95
500+	Call for rates

Office Ergonomics

Overuse and “wear and tear” injuries continue to be among the most costly work related injuries. Pains and strains can range from mild discomfort to severe pain and disability.

This online program identifies the risk factors associated with poor ergonomic positioning but more significant, the controls needed to prevent musculoskeletal disorders for occurring. Upon successful completion of this online course, a certificate will be issued automatically.

Modules

- Introduction
- Ergonomics Defined
- Musculoskeletal Disorders
- Identifying Risk Factors
- Ergonomic Guidelines
- Workstation Layout

Units	Price
1 - 10	\$29.95
11 - 25	\$24.95
26 - 50	\$19.95
51 - 100	\$15.95
101 - 500	\$12.95
500+	Call for rates

Online Health & Safety Courses



Transportation of Dangerous Goods - TDG

This online program will provide an understanding of the hazards and regulatory requirements associated with dangerous goods and controlled products. This is necessary training for companies who ship by road and/or rail. Upon successful completion of this online course, a certificate will be issued automatically.

Modules

- Legal and Other Definitions
- TDG Classifications
- Schedule 1, 2 & 3 Including Exemptions & Special Cases
- Shipping Documents
- Safety Marks
- Containers
- Emergency Response Assistance Plan
- Accidental Release & Reporting Requirements

Units	Price
1 - 10	\$32.95
11 - 25	\$30.95
26 - 50	\$27.95
51 - 100	\$25.95
101 - 500	\$22.95
500+	Call for rates

Workplace Hazardous Materials Information System - WHMIS

Mishandling of hazardous materials can have disastrous consequences. At work, at school, in the places you do business and at home, knowing what you are dealing with, how to minimize exposure and how to respond when the unthinkable happens can drastically reduce the potentially life-altering consequences of an encounter with hazardous materials.

This online program will provide the knowledge needed to prevent exposure to harmful materials. Upon successful completion of this online course, a certificate will be issued automatically.

Modules

- Introduction
- Basic Worker Rights
- Symbols
- Labels
- The Material Safety Data Sheet (MSDS)
- Exposure to Hazardous Materials

Units	Price
1 - 10	\$19.95
11 - 25	\$17.95
26 - 50	\$15.95
51 - 100	\$13.95
101 - 500	\$9.95
500+	Call for rates

Online Health & Safety Courses



Ladder Safety

Provinces across Canada regulate the use of ladders in all workplaces because the improper use of a ladder has the potential to cause serious injuries. Anyone who uses a ladder must comply and obtain training in order to reduce or eliminate worker injuries.

This online program complies with all the necessary regulations. Upon successful completion of this online course, a two-year certificate will be issued automatically.

Modules

- Hazard Identification and Control
- Ladder Selection
- Inspection Procedures
- Safe Ladder Set-Up and Use
- Proper Care, Transportation and Storage

Units	Price
1 - 10	\$29.95
11 - 25	\$24.95
26 - 50	\$19.95
51 - 100	\$15.95
101 - 500	\$12.95
500+	Call for rates

Manual Material Handling - MMH

Statistics show that almost ¼ of those in the workforce today will experience some form of injury as a result of lifting and lowering, pushing and pulling, carrying and holding or resisting loads. Employers must provide adequate instruction where the handling of material by employees could result in injury.

Upon successful completion of this online course, a two-year certificate will be issued automatically.

Modules

- Introduction
- Biometrics of Manual Material Handling
- Musculoskeletal Disorders
- Recognizing Manual Material Handling Hazards
- Controlling Workplace Manual Material Handling
- Guidelines for Safer Manual Material Handling

Units	Price
1 - 10	\$29.95
11 - 25	\$24.95
26 - 50	\$19.95
51 - 100	\$15.95
101 - 500	\$12.95
500+	Call for rates

Workplace Violence

This course will introduce and define terms associated with workplace violence and harassment. Employers will be shown the necessary structure and elements of a Workplace Violence and Harassment program. It will also set out what workers need to understand about how to identify, report on and control undesirable behaviours in the workplace.

Units	Price
1 - 10	\$29.95
11 - 25	\$24.95
26 - 50	\$19.95
51 - 100	\$15.95
101 - 500	\$12.95
500+	Call for rates



Confined Space

Consultant will perform a Hazard Analysis, including atmospheric sampling of the confined spaces, create the necessary policies, entry plans, permits and coordination of documents. Consultant will report findings to client and present documents.

Designated Substance Control Plan

Designated substances in the workplace include: acrylonitrile, arsenic, asbestos, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica and vinyl chloride. The consultant will develop a plan to control, monitor and record all designated substance exposures in accordance with the applicable regulation and the Ministry of Labour Guideline for the applicable designated substances. The Control Plan will be documented and submitted to the client and will include training requirements, air monitoring, personal protective equipment, engineering controls and emergency procedures as are applicable to the process and product.

Designated Substance Exposure Assessment

Designated substances in the workplace include: acrylonitrile, arsenic, asbestos, benzene, coke oven emissions, ethylene oxide, isocyanates, lead, mercury, silica and vinyl chloride. The consultant will conduct an assessment to determine all possible exposures resulting from the storage, handling, processing or use of a designated substance in the workplace. The assessment will result in a determination of whether or not a control plan is required under the appropriate designated substance regulation. The consultant will use the process outlined in the Ministry of Labour publication “Designated Substances in the Workplace: A General Guide to the Regulations” in order to perform the assessment and will provide a written report to the client.

Health & Safety Audit

An audit offers the client an opportunity to identify the “gaps” in their Occupational Safety Program and to understand and prioritize corrective actions. The consultant will be onsite to inspect the physical condition of the facility, as well as review all available documentation. The consultant will then compare findings with the Occupational Health & Safety Act and the Regulations that apply to the workplace, such as Regulation 851, Industrial Establishments. An audit of documentation using the WSIB’s Workwell Core Audit document as a standard will be performed. The report and its findings will be presented to the client.



Health & Safety Management System

The consultant will be onsite to interview members of the management team to gather information to assist in the development of a H&S program specific to the client's needs. Documentation will be designed to meet accepted standards using the WSIB's Workwell Core Audit Document as a benchmark. Supporting forms, spreadsheets and training tools are created and provided to assist with implementation of the program.

Lockout

The consultant will perform, along with the clients personnel, a hazard analysis of the equipment to create a "machine specific" lockout/tagout procedure to ensure a zero energy state is achieved prior to working on equipment. Documentation inclusive of photographs and spreadsheets of the designated machinery or equipment will be provided which will be incorporated into a workplace specific lockout/tagout training program facilitated by an OSG consultant/trainer and in compliance with legislation. Additionally, these documents can form part of the client's workplace lockout/tagout procedures.

Physical Demands Analysis

The consultant will document tasks or jobs to be analyzed, breaking them into logical steps. Measurements will be taken for heights, forces, weights as are applicable and a determination made of any awkward postures apparent in each step. Documentation will include all data obtained and a photo record of the job or task analyzed. The findings can then be used by the client to determine hazards for control and for a workplace injury claims management program to assist in determining likely injuries and suitable work for injured workers if or when required.

Pre-Workwell Audit

The "Workwell Audit" is designed to assist the client to compare their existing Occupational Health & Safety Program against a recognized standard. The WSIB selects employers whose accident frequency rates are above the normal for their rate group and will audit the program at that workplace. In order to pass the audit, employers must obtain a score of 75%, if this percentage is not obtained, six months will be given to correct the program before re-auditing. Failing a second audit will result in a surcharge where payment can range from 10% - 75% of their annual premiums.

Benefits of a "Workwell Audit" can help determine weaknesses in a program / system. Once conducted, the client can use the audit information proactively to review or revise their program.



Policies & Procedures Training & Development

The consultant, after direction from the client, will conduct one or more sessions with employees to train them on the requirements of the various policies and procedures that the client wishes to implement. Short review quizzes for each topic are included in a session.

This is typically scheduled to be part of the development of a H&S management system.

Workplace Hazard Inspection

The consultant will conduct a thorough physical inspection of the facility in order to generate a report outlining any substandard conditions or actions noted during the inspection. Items to be inspected include but are not limited to; general machine inspections noting potential guarding issues, checking lift trucks for certification, checking fire extinguishers for up-to-date sign offs, inspecting aisles for slip/trip hazards, determining compliance with protection equipment rules etc. Photos may be taken (after obtaining the clients permission) and will be included in the report as an aid to clarify a substandard condition. Use of photography is left to the discretion of the consultant. Any and all substandard conditions or actions found by the consultant requiring immediate attention will be presented to the client.

Indoor Air Quality

The consultant will perform air sampling for contaminants to assess if exposure levels to employees are within the legal limitations. Area as well as personal samples can be taken according to accepted NIOSH/OSHA sampling protocols. The equipment used are calibrated according to manufacturer's instructions to ensure test results are valid and reliable. A report will be provided outlining the results of the sampling, interpretation of the results and recommendations on controls to decrease measured concentrations. Should a need arise, the consultant can create policies and procedures specific to the clients requirements and for compliance. If air sampling has been performed, the consultant can review the results and determine if a re-assessment is required to ensure the safety of the workers and for the protection of the company.

Noise Testing

The consultant will perform a survey at your location to determine if noise levels and exposure levels are within legal limitations. Area sampling is performed using a sound level meter or noise dosimeters. A noise map is generated upon request of the client. Personal samples are taken using individual noise dosimeters. The equipment used is calibrated according to manufacturers instructions to ensure that test results are valid to protect the client and employees. A report will be provided outlining the results of the sampling, interpretation of the results and recommendations on noise control measures. Recommendations will be based on operational needs and legislation requirements. When or if necessary, the consultant will create a hearing conservation program for employees to comply with Provincial noise legislation.

Respirator Fit Testing

The consultant will visit the client's facility and perform a qualitative fit test for each employee required to wear an air-purifying respirator. It is necessary to have a variety of sizes on hand for fit testing to ensure each worker is wearing the correct size and style of respirator. The consultant will discuss with each employee how to properly put on the respirator, how and when to perform a negative and positive fit check, the limitations of the equipment, filter changing and how to clean and maintain the equipment.

Registration Form



Course: _____

Location: _____ Course Date: _____

Registrant(s): _____

Company: _____ Telephone: _____

Address: _____

Email: _____ Fax: _____

Health & Safety Contact: _____

Signature: _____ Price of Course: _____

Number of Registrants: _____ Total Fee: _____ Note: Add 13% HST

Payment Visa Mastercard American Express Cheque

Credit Card Number: _____ Expiry: _____

Cardholder Signature: _____

Cancellation Policy

1. You may cancel a participant registration up to five working days prior to the course / service date without penalty. Cancellations must be received in writing either by fax 519 850-1020 or email cancellations@osg.ca.
2. A cancellation received less than five working days prior to the course / service start date or if the registrant fails to attend the course / service, the company or registrant will be charged the full amount.
3. Substitution of a participant is permitted up until the course / service start date if the original participant is unable to attend. Please note that due to circumstances beyond our control, OSG may cancel a course / service for reasons such as low enrollment or inclement weather but you will be notified accordingly.

To register via facsimile, please complete the form above and fax to 519 850-1020. Payment must be paid by credit card at time of registration in order to hold the participants seat(s). You may also mail or courier payment via cheque to Occupational Safety Group (OSG), 3330 Dingman Drive, London, Ontario, N6E 3W8.



www.osg.ca
1 800 815 9980