

AMTA PROFESSIONAL DRIVER IMPROVEMENT COURSE

COURSE DESCRIPTION

This course looks at the issues encountered by driving professionals. PDIC is designed to sharpen a driver's skill through a structured look at experiences and problem areas shared by all drivers such as bad weather, winter roads, pressures of time and distance, etc. This course focuses on drivers' expectations and analysis of dangerous situations. It assumes that the drivers know what they are doing before they take the course. PDIC is taught from a trucker's perspective.

This course is no longer valid for the 3 demerits credit program and does not qualify as the PDIC prerequisite for LCV while formal application to our revised course is being reviewed.

COURSE OUTLINE

- Module 1: Attitude, Image, and Public Relations
- Module 2: Driver Fitness
- Module 3: Vehicle Conditions
- Module 4: Air Brakes
- Module 5: Defensive Driving
- Module 6: Passing, Following, and Stopping
- Module 7: Determining Preventability
- Module 8: Adverse Conditions
- Module 9: Backing

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$85.00 + GST

ARC FLASH AND SHOCK PROTECTION TRAINING

COURSE DESCRIPTION

This course focuses on Workplace Electrical Safety and the effective management of electrical hazards of arc flash and shock. The course applies content from CSA Z462 Workplace Electrical Safety Standard, provides guidance on applying a Plan, Do, Check and Act philosophy when working with energized electrical equipment, and reviews Occupational Health & Safety Regulatory requirements.



0.4 Engineering Institute of Canada Continuing Education Units are awarded upon completion of the course.

COURSE OUTLINE

1. Introduction
2. Regulations, Standards and Best Practices
3. Understanding Electricity in the Workplace
4. Electrical Hazards: Understanding the Danger
5. Electrical Hazard Analysis
6. Establishing an Electrical Safe Work Condition
7. Engineering and Administrative Controls
 - Electrical Specific PPE, Tools & Equipment – Selection & Management
 - Selection of PPE, Tools & Equipment
 - Electrical Specific PPE, Tools & Equipment Management
8. Emergency Response, Incident Reporting and Program Maintenance
9. Conclusion and Final Assessment

COURSE COMPLETION

Students have access to the course for a period of **30 days**. To successfully complete the course, students must complete each section of the course and pass the final assessment. A printable training certificate will be issued upon completion.

COURSE PRICE:

\$94.95 + GST

INCIDENT COMMAND SYSTEM (ICS) I-100 ONLINE

COURSE DESCRIPTION

This online training module is intended as an introduction and overview of the Incident Command System (ICS) and is the pre-requisite for the advanced level ICS training. Based on Canadian and US national standards, this course is designed as an awareness level for any personnel in a support role, either on or off site during an incident. Topics include: Incident Facilities, Incident Action Plan, Span of Control, and common responsibilities.

COURSE OUTLINE

- **Chapter 1**
 - ICS 100
 - Introduction to the Incident Command System
 - ICS Organization
- **Chapter 2**
 - Incident Commander
 - Command Staff
 - The General Staff
 - Operations Section
 - Organizing the Operations Section
 - Planning Section
 - Logistics Section

- Finance/Administrative Section
- **Chapter 3**
 - Organizing Terminology
 - Incident Facilities
 - Incident Action Plan
 - Span of Control
 - Common Responsibilities
 - Conclusion
- **Chapter 4**
 - Final Exam

COURSE COMPLETION

To successfully complete the course, students must achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable certificate.

COURSE PRICE:

\$29.95 + GST

INCIDENT COMMAND SYSTEM (ICS) I-200 ONLINE

COURSE DESCRIPTION

Defining the unique features that make ICS a true management system and expanding on the information provided in I-100, this course is designed for any personnel likely to assume a supervisory position within the Incident Command System. Topics include: Principles and Features of ICS, Organizational Overview, General Staff Functions, Incident Facilities, Incident Resources, and Common Responsibilities.

COURSE OUTLINE

- **Chapter 1**
 - Module 2

- The Features of ICS
- Primary ICS Management Functions
- Management by Objectives
- Unity and Chain of Command
- Establishment and Transfer of Command
- Organizational Flexibility
- Unified Command
- Span of Control
- Common Terminology
- Personnel Accountability
- Integrated Communications
- Resources Management
- The Incident Action Plan
- Overview Structure and Managerial Levels
- Exam
- **Chapter 2**
 - Module 3
 - Introduction to ICS Organization
 - Printable ICS Organization Chart
 - Organizational Terminology
 - Establishing the ICS Organization
 - A: Incident Command
 - B: Command Staff
 - C: General Staff: Operations Section
 - C: General Staff: Planning Section
 - C: General Staff: Logistics Section
 - C: General Staff: Admin Section
 - Developing the Organization
 - Transfer of Incident Command
 - Exam
- **Chapter 3**
 - Module 4
 - Introductions to ICS Facilities
 - Incident Command Post
 - Staging Areas
 - Incident Base
 - Camps
 - Helibase
 - Helispot
 - Printout: Collocating Facilities
 - Exam
- **Chapter 4**

- Module 5
- Resource Status Keeping
- Definition of Resources
- Options for Using Resources
- Resource Status
- Changing Resource Status
- Resource Status Keeping Systems
- Exam
- **Chapter 4**
 - Module 6
 - General Guidelines
 - Actions Prior to Departure
 - Check-in at the Accident
 - Common Responsibilities
 - Incidents Record Keeping
 - Communications Discipline
 - Incident Demobilization
 - Other Considerations
 - Exam

PREREQUISITES:

Incident Command System I-100

COURSE COMPLETION

To successfully complete the course, students must achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable certificate.

COURSE PRICE:

\$94.95 + GST

INCIDENT COMMAND SYSTEM (ICS) I-300 ONLINE

COURSE DESCRIPTION

This online training module is for those individuals who require training on the advanced application of the Incident Command System. This course is designed for personnel in a supervisory position. Topics include: Organizing & Staffing, Organizing for Incidents or Events, Incident Resources Management, Air Operations, and Incident & Event Planning.

COURSE OUTLINE

- Chapter 1
 - Module 7 Part I: ICS Organization
 - IC and Command Staff
 - IC Responsibilities
 - Review of IC Functions
 - Command Staff
- Chapter 2
 - Module 7 Part II: ICS General Staff
 - Operations Section
 - Planning Section
 - Logistics Section
 - Finance Admin Section
 - Information Flow
 - Exam
- Chapter 3
 - Module 8 Objectives
 - Organizing for Events
 - Organizing for Incidents
 - Transfer of Command
 - Change Initial IAP

- Organizing Incident Ops
- Unified Command
- Staffing the ICS Organization
- Exam
- Chapter 4
 - Module 9 Objectives
 - Management Planning Overview
 - Principles of Resource Management
 - Incident Resource Management Establishing Resource Needs
 - Establishing Resource Needs
 - Resource Ordering: Acquiring Resources
 - Single and Multipoint Ordering
 - Check-In Process
 - Utilizing Resources
 - Resource Performance Evaluation
 - Demobilizing Resources
 - Key Resource Management Considerations
 - Exam
- Chapter 5
 - Module 10: Objectives
 - Air Operations Objectives
 - Air Operations Branch Director
 - Air Tactical Group Supervisor
 - Air Attack Officer
 - Air Support Group Supervisor
 - Helibase Manager
 - Helispot Manager
 - Deck Coordinator
 - Exam
- Chapter 6
 - Module 11: Objectives
 - Importance of Planning
 - Action Plans
 - Operations Periods
 - Essential Elements of the Action Plan
 - Planning Process
 - Understand the situation
 - Incident Objectives and Strategy
 - Tactical Direction
 - Preparing the Plan
 - Planning Meeting Checklist
 - Implement the Plan

- Evaluation of the Plan
- Planning Demobilization
- Sections in the Demobilization Plan
- Exam

Prerequisites: None

COURSE COMPLETION

To successfully complete the course, students must achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable certificate.

COURSE PRICE

\$129.95 + GST

GROUND DISTURBANCE FOR SUPERVISORS

COURSE DESCRIPTION

The Ground Disturbance for Supervisors course is aligned with **IRP 17 requirements; including worker and supervisory levels (level 1&2).**

This course is designed for those individuals who are planning, supervising or otherwise participating in trenching and/or excavating operations. Participants will gain the tools and knowledge to safely complete the work and avoid a potential pipeline hit.

Duration: approximately 3 hours, available online 24/7.

COURSE OUTLINE

- **Responsibilities**
 - Owners of Other Types of Buried Facilities
 - Responsibilities of Ground Disturbers
 - Third Party

- **Undertaking a Ground Disturbance**
 - Actions
 - Notification to the Facility Owner
 - Facility Owner Response to Notification
- **Searching for Buried Facilities**
 - Introduction
 - Multiple Pipelines/Facilities
 - One-Call Centres
 - Provincial One-Call Centre Listing
 - Non-Members of One-Call Centres
 - Alberta Energy and Utilities Board (EUB)
 - Municipal/Rural Utility Owners
 - Consult Area Operations Personnel - Company Personnel
 - Discussion with Land Owner
 - Company Makers
 - Visible Indicators
 - Saskatchewan 12 Call List
- **Permissions and Approvals**
 - Introduction
 - Crossing Agreements - Written Approval
 - Ground Disturbance Permits/Checklists
 - Utility Right-of-Ways (URWS)
 - Road Allowances
 - National Energy Board (NEB)
 - Identifying and Marking Buried Facilities
 - Markings
 - Marking Limits of Job Site
 - Facility Markers
 - Exposure and Mechanical Excavation
 - Supervising the Exposure and Mechanical Excavation
 - Mechanical Excavation after Exposure
 - Excavation Using Hydrovac or Air Vacuum Equipment
 - Backfill Inspections
 - Contacting a Buried Facility
 - Corporate Policies and Permits
 - Corporate Evaluation
 - Environmental Awareness
 - Vehicles Crossing Pipelines

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon successful completion of the course exam, a printable certificate is issued. The certificate is valid for a period of **three years** from the date of issue. Wallet sized certificate included.

COURSE PRICE

\$89.95 + GST

QUALIFIED SAFETY REPRESENTATIVE (QSR)

ABOUT THE QSR

The Qualified Safety Representative (QSR)TM is an accredited designation developed by the Alberta Association for Safety Partnerships (AASP) to provide individuals a development path if choosing an OHS profession as a career or safety leader within their current employment.

Individuals who achieve a Qualified Safety Representative (QSR)TM designation will have a complete understanding of safety responsibilities, expectations, and will be capable in assisting their employer to run an effective safety system.

Individuals acquiring this level of training have a deeper knowledge base of safety systems which can add significant value to the effective management of their employers Health & Safety program and makes them more marketable.

REQUIRED COURSES

- Module 1: Health and Safety Program Development (**Large Employer**)
 - Module 1: SECOR Health and Safety Program Development/Self-Assessment Training(**Small Employer**)
 - Module 1: SECOR Refresher Health and Safety Program Development/Self-Assessment Training (**Small Employer**)
- Module 2: Understanding Legislation
- Module 3: Health and Safety Committees
- Module 4: Workplace Inspections

- Module 5: Hazard Assessment and Methods of Control
- Module 6: Accident / Incident Investigation
- Module 7: Claims Management and Effective Return to Work
- Module 8: Workplace Violence
- Module 12: Internal Auditor Training

ELECTIVE COURSES (MUST CHOOSE 1)

- Module 9: Road Safety & Emergency Preparedness
- Module 10: Managing Contractors in the Workplace
- Module 11: Being a Leader, Roles of an Effective Supervisor

MODULE 1: HEALTH AND SAFETY PROGRAM DEVELOPMENT

COURSE DESCRIPTION

This module is based on the original Partnership Health and Safety program developed by Alberta Employment, Immigration and Industry to assist companies in the development and implementation of their safety programs.

The program has been updated and expanded to meet the current standards. The purpose of a Health and Safety Program is to assist management in identifying and controlling risks, provide the basis for action to health and safety problems and assist in the maximization of productivity for the organizations resources.

COURSE OUTLINE

- **Health and Safety Program Introduction**
 - Introduction
 - What is a Health and Safety Program
 - Qualified Safety Representative Designation
 - About this Module
 - Elements of the Health and Safety Program

- Activity 1: How Would Your Company Benefit?
- **Management and Organizational Leadership Policy**
 - Your Company's Health and Safety Policy
 - Activity 2: Evaluate Your Health and Safety Policy
 - Management by Walking Around (MBWA)
 - Steps to Successful Leadership and Organizational Commitment
 - Responsibility and Accountability
 - Activity 3: Develop a Policy
 - Activity 4: Assignment of Responsibility
 - Activity 5: Enforcement/Disciplinary Policy
- **Hazard Identification**
 - Hazard Identification
 - Activity 8: Test Your Knowledge of Controls
 - Steps to Control Hazards
 - Activity 9: Identify Controls
- **Ongoing Inspections**
 - Ongoing Inspections
 - Activity 10: Verify Your Inspection Program
 - MBWA and Carrying Out Informal Inspections
 - Steps to Carrying Out Informal Inspections
 - Activity 11: Develop an Inspection Policy
- **Qualifications, Orientation and Training**
 - Qualifications, Orientation and Training
 - Activity 12: Training Inventory
 - Steps to Organization Qualifications, Orientation and Training
 - Activity 13: Training Policy and Orientations
- **Emergency Response Planning**
 - Emergency Response Planning
 - Activity 14: List Existing Emergency Plans at York Worksite
 - Steps to Emergency Response Planning
 - Activity 15: Emergency Communications/Contacts/Responders
- **Accident and Incident Investigation**
 - Accident and Incident Investigation
 - Activity 16: Current Reporting/Investigation Requirements
 - Steps to Accident and Investigation
 - Activity 17: Reporting and Investigation Policy
- **Program Administration**
 - Program Administration
 - Activity 18: Current Communication Methods
 - Steps to Program Administration
 - Activity 19: Tracking Statistics
- **Related Information**

- Introduction
- **Costing Health and Safety Programs**
 - Activity 21: OHS Compliance
 - Steps to Ensure Program Legislative Compliance
- **Safety Manuals and Safety Programs**
 - Safety Manuals and Safety Programs
- **Communicating a Health and Safety Program**
 - Communicating a Health and Safety Program

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement. Upon the organization's completion of the development, implementation and passing an external audit of their Health and Safety Program the organization will receive a Certificate of Recognition from Alberta Employment, Immigration and Industry with the Alberta Association for Safety Partnerships being the Certifying Partner. Qualification for a Certificate of Recognition indicates the company has met or exceeded the standard as set out by the Partnership program.

COURSE PRICE:

\$350.00 + GST

MODULE 1 - SECOR HEALTH AND SAFETY PROGRAM DEVELOPMENT/SELF-ASSESSOR TRAINING

COURSE DESCRIPTION

Module 1 for the Small Employer program is to teach you how to complete your SECOR audit. There are Standards set by Partnerships that regulate the requirements that every Certifying Partner must meet and one of those requirements is to provide instruction and training on how to be a "Self-assessor".

This course is mandatory for achieving and/or maintaining your Small Employer Certificate of Recognition.

COURSE PRICE:

\$275.00 + GST

MODULE 1 - SECOR REFRESHER HEALTH AND SAFETY PROGRAM DEVELOPMENT/SELF-ASSESSOR TRAINING

COURSE DESCRIPTION

To register for this refresher course you must have completed the SECOR Health and Safety Program Development course. This refresher course is mandatory for maintaining your Small Employer Certificate of Recognition.

COURSE PRICE:

\$150.00 + GST

MODULE 2 - UNDERSTANDING LEGISLATION

COURSE DESCRIPTION

In this course you will learn about the world of legalized responsibilities, review key points from the OH&S Act, Regulation and Code learn how to demonstrate reasonable care and due diligence, define the role of the employer and employee, and review manager and worker responsibilities.

COURSE OUTLINE

- **Chapter 1**
 - Learning Objectives and Outcomes
- **Chapter 2**
 - Important
- **Chapter 3**
 - Introduction
- **Chapter 4**
 - Exercise 1 - Legislation Quiz
- **Chapter 5**
 - Legislation
- **Chapter 6**
 - OH&S Act
- **Chapter 7**
 - Exercise 2 - Definitions
- **Chapter 8**
 - OH&S Regulation Contents
- **Chapter 9**
 - Exercise 3 - Definitions
- **Chapter 10**
 - OH&S Regulation
- **Chapter 11**
 - Exercise 4 - Training
- **Chapter 12**
 - OH&S Code Contents
- **Chapter 13**
 - Exercise 5 - Definitions
- **Chapter 14**
 - OH&S Code
- **Chapter 15**
 - Examples of COR Requirements Applicable to All Industries
- **Chapter 16**
 - Requirements Applicable to Specific Industries and Activities
- **Chapter 17**
 - Schedules
- **Chapter 18**
 - Scenario 1
- **Chapter 19**
 - Scenario 2
- **Chapter 20**
 - Scenario 3

- **Chapter 21**
 - Demonstrating Reasonable Care
- **Chapter 22**
 - Actions for Managers and Supervisors
- **Chapter 23**
 - Due Diligence Checklist
- **Chapter 24**
 - Policy vs. Procedure
- **Chapter 25**
 - Working Together
- **Chapter 26**
 - Safety is an Attitude
- **Chapter 27**
 - Study Guide
- **Chapter 28**
 - Additional Resources
- **Chapter 29**
 - Contact
 - Final Exam

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$120.00 + GST

MODULE 3 - HEALTH AND SAFETY COMMITTEES

COURSE DESCRIPTION

This course will cover the how and where to start a Workplace Health and Safety Committee. You will learn the purpose of safety committees as well as the roles responsibilities of committee members. In

addition, you will gain a deeper understanding of what a functional safety committee is and how your committee can provide effective leadership in your environment.

COURSE OUTLINE

- **Chapter 1**
 - Learning Objectives and Outcomes
 - Introduction
- **Chapter 2**
 - What is a Joint Health and Safety Committee
- **Chapter 3**
 - Why Committees are Needed
- **Chapter 4**
 - Legislation - Obligations of Employers, Workers
 - Exercise 1- Legislation
- **Chapter 5**
 - Responsibilities of Health and Safety Committee
- **Chapter 6**
 - Committee Make-Up
 - Exercise 2 - Committee Member
- **Chapter 7**
 - Joint Workplace Health and Safety Committee Meeting
 - Exercise 3 - Responsibilities
- **Chapter 8**
 - Employer Responsibilities
 - Meeting Protocol
 - Exercise 4 - Prepare an Agenda
- **Chapter 9**
 - Committee Members are Leaders
 - Exercise 5 - Being a Leader
- **Chapter 10**
 - Committee Training
 - Exercise 6 - Training
- **Chapter 11**
 - Exercise 7 - Promote Health and Safety
- **Chapter 12**
 - Additional Resources
 - Contacts
 - QSR Study Guide
 - Final Exam

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$120.00 + GST

MODULE 4 - WORKPLACE INSPECTIONS

COURSE DESCRIPTION

In this course participants will learn about the types of inspections and the importance of an inspection program as well as gain a deeper understanding of how to use inspections to improve an organization's current health and safety program by identifying possible corrective actions.

COURSE OUTLINE

- **Chapter 1**
 - Learning Objectives and Outcomes
 - Introduction
- **Chapter 2**
 - Terms
 - Exercise 1 - Inspection Process
- **Chapter 3**
 - The Law - Part 1
 - The Law - Part 2
 - Exercise 2 - Legislation
- **Chapter 4**
 - The Purpose of an Inspection
- **Chapter 5**
 - Essential for Safety
 - Exercise 3 - Positive Inspections

- **Chapter 6**
 - Types of Inspections
 - Exercise 4 - Inspections
- **Chapter 7**
 - What to Look For
 - Exercise 5 - Health and Safety Code
- **Chapter 8**
 - Unsafe Act
- **Chapter 9**
 - Unsafe Conditions
- **Chapter 10**
 - Safety and Corporate Culture
 - Exercise 6 - Corporate Culture
- **Chapter 11**
 - Evolving your Inspections
 - Exercise 7 - Evolve Your Inspection
- **Chapter 12**
 - Five Steps to an Inspection
- **Chapter 13**
 - Safety and Corporate Culture
 - Exercise 6 - Corporate Culture
- **Chapter 14**
 - Classification of Hazards
- **Chapter 15**
 - Final Exam
 - Study Guide
 - Additional Resources

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$120.00 + GST

MODULE 5 - HAZARD ASSESSMENT AND METHODS OF CONTROL

COURSE DESCRIPTION

This course will provide participants with the necessary tools and skills to adequately identify hazards and apply an effective rating system therefore ensuring the controls are adequate or identifying a need for improvement.

Upon completion of this course the participant will be able to:

Occupational Hazards and Risk:

- Categories of Hazards
- Recognition of Hazards
- Evaluation of the Hazards
- Learn a rating system and how to use a matrix effectively
- How to justify the rating

Methods of Control:

- Learn the types of effective controls and combinations of controls
- Complete a Practical Exercise in Hazard Analysis and Risk Control
- Learn how to team work in using the matrix rating system and complete a justification for the rating
- Present the findings to the group

COURSE OUTLINE

- **Chapter 1**
 - Introduction
 - Module Outcomes
- **Chapter 2**
 - Introduction
 - Legislation
 - Activity 1

- Occupational Hazards
- **Chapter 3**
 - Introduction To Hazard Categories
 - Different Hazard Categories
 - Activity 2 - Potential Health or Safety Hazards?
 - Activity 3 - Identifying Hazards
 - Activity 4 - Spot The Hazards
- **Chapter 4**
 - Introduction To Hazard Categories
 - Hazard Evaluation
 - Hazard Matrix
 - Activity 5 - Using the Hazard Matrix Risk Rating Table
 - How to Prioritize a Hazard
 - Column Style Hazard Assessment
- **Chapter 5**
 - Methods of Control
 - Engineering Controls
 - Personal Protective Equipment Controls
 - Ergonomic Controls
 - A Combination of Controls
- **Chapter 6**
 - Activity 6 - Identifying Control Methods
 - Activity 7 - Hazard Assessment
- **Chapter 7**
 - An Introduction To Field Level Assessments
- **Chapter 8**
 - Additional Resources
 - Study Guide
 - Final Exam

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$120.00 + GST

MODULE 6 - ACCIDENT / INCIDENT INVESTIGATION

COURSE DESCRIPTION

This course is divided into two parts. Participants learn how to conduct an investigation applying the loss causation model.

The learning objectives are to teach the participants how to conduct an investigation using the following techniques:

- Recognize and use the seven steps in initial response to an accident
- Collect evidence using the four P's
- Identify and use at least three methods of preserving position evidence
- Use nine guidelines for effective interviewing
- Identify the parts evidence at the scene of the accident
- Identify the paper evidence contained in various records
- Apply a five-part loss causation/problem solving model for analyzing evidence
- Identify losses, contacts, immediate causes, basic causes and lack of control in the accident
- Develop and categorize specific remedial actions as either "temporary" or "permanent"
- Complete the appropriate information in an incident investigation report

Part 2 of the course includes the following topics:

- Creating an effective critical incident plan utilizing the tools learned in the first session to equip staff with the tools they need to deal with the more critical incident situations
- Learn the importance of preparation and prevention
 - review and practice the steps of response to a situation,
 - control of the situation,
 - working with outside agencies,
 - incident investigation,
 - returning to work, and lastly
 - de-briefing.

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$150.00 + GST

MODULE 7 - CLAIMS MANAGEMENT AND EFFECTIVE RETURN TO WORK

COURSE DESCRIPTION

In this course participants will learn about effective management of worker claims and returning to the workplace. Topics covered include: understanding what disability management is all about, how to start to build an effective return work program, what 'duty to accommodate' means for you and your organization, how the WCB views your injured workers to better understand the benefit entitlements, and how you can build infrastructure that will help your company in disability management.

COURSE OUTLINE

- **Chapter 1**
 - Introduction
 - Module outcomes
- **Chapter 2**
 - Exercise 1 – Integration
- **Chapter 3**
 - Wellness Chart
- **Chapter 4**
 - Disability Management
- **Chapter 5**
 - Benefits of Effective Claims Program

- **Chapter 6**
 - Why have a Disability Management Program
- **Chapter 7**
 - Building an Effective Program
- **Chapter 8**
 - Step 1 – Joint Labour Management Committee
- **Chapter 9**
 - Step 2 – Administering the Program
- **Chapter 10**
 - Step 3 – Evaluate the Needs of the Workplace
- **Chapter 11**
 - Legislation
- **Chapter 12**
 - Income Replacement and Benefits Plans
- **Chapter 13**
 - Step 4 – Establish Policies and Procedures
- **Chapter 14**
 - Step 5 – Roles and Responsibilities
- **Chapter 15**
 - Step 6 – Develop a Database
- **Chapter 16**
 - Step 7 – Define Hierarchy of Return-to-Work Options
- **Chapter 17**
 - Step 8 – Identify Milestones
- **Chapter 18**
 - Step 9 – Develop Return-to-Work Strategies
- **Chapter 19**
 - Modified Work
- **Chapter 20**
 - Modified Work Procedures
- **Chapter 21**
 - Exercise 5 – Modified Work Scenarios
- **Chapter 22**
 - Step 10 – Measure, Monitor and Improve
- **Chapter 23**
 - Step 11 – Develop Communication Strategies and Tools
- **Chapter 24**
 - Duty to Accommodate Part 1
- **Chapter 25**
 - Duty to Accommodate Part 2
- **Chapter 26**
 - Grounds of Decimation

- **Chapter 27**
 - Undue Hardship
- **Chapter 28**
 - Bona Fide Occupational Requirement
- **Chapter 29**
 - Bona Fide Occupational Requirement Test
- **Chapter 30**
 - Reasonableness
- **Chapter 31**
 - Accommodating Disabilities Part 1
- **Chapter 32**
 - Accommodating Disabilities Part 2
- **Chapter 33**
 - Accommodating Disabilities Part 3
- **Chapter 34**
 - Exercise 7 - Accommodation
- **Chapter 35**
 - Employee Assistance Programs Part 1
- **Chapter 36**
 - Employee Assistance Programs Part 1
- **Chapter 37**
 - Employee Assistance Programs – Troubled Employees
- **Chapter 38**
 - Employee Assistance Programs – Symptoms of Troubled Employees
- **Chapter 39**
 - Exercise 8 – Case Study
 - Additional Resources
 - Study Guide
 - Contacts
 - Final Exam

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$150.00 + GST

MODULE 8 - WORKPLACE VIOLENCE

COURSE DESCRIPTION

Workplace violence can originate from a variety of workplace situations and people. This course will assist you in identifying the areas for potential violence and developing the remedial actions to those situations. Topics include: legislative requirements on workplace violence, types of workplace violence, negative effects of workplace violence, developing a workplace violence policy, how and why to include workplace violence into hazard assessments and controls, developing a response plan, how to investigate a workplace violence situation, and debriefing a situation.

COURSE OUTLINE

- **Chapter 1 - Introduction**
 - Workplace Violence Introduction
 - Module outcomes
- **Chapter 2 – Definition Workplace Violence**
 - What is Workplace Violence
 - Categorizing Workplace Violence
 - Where Can Workplace Violence Occur?
 - Types of Violence
 - Who are the Perpetrators of Workplace Violence
 - Can Potential Aggressors Be Identified?
 - Negative Effects of Violence
 - Legislative Requirement
- **Chapter 3 – Develop a Policy**
 - Develop Policy
 - Exercise 3 – Develop a Policy
- **Chapter 4 – Hazard Assessment and Control**
 - Hazard Assessment
 - Hazard Assessment – Steps
 - Exercise 4 – Hazard Assessment
 - Hazard Control
 - Exercise 5 – Hazard Control
- **Chapter 5 – The Process**

- Working Training
- The Process – Before, During and After
- Investigation Policy
- Worker Assistance
- Community Resources Available
- **Chapter 6 – Following an Incident**
 - Following an Incident
 - Questionnaire
 - Exercise 6 - Scenarios
- **Chapter 7 – Tips for Prevention**
 - Tips for Prevention Part 1
 - Tips for Prevention Part 2
 - Exercise 7 – Role Playing
- **Chapter 8 – Additional Resources**
 - Additional Resources
 - Study Guide
 - Contacts
 - Final Exam

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$150.00 + GST

MODULE 9 - ROAD SAFETY & EMERGENCY PREPAREDNESS

COURSE DESCRIPTION

The objectives of this course are to teach the participants about road safety concerns to enable them to pursue and promote safer driving habits. This course will assist you in understanding why road safety

has become an issue and how to promote improvements. A positive approach to road safety can help you take control of the work related incidents and minimize the costs associated with loss time claims.

COURSE OUTLINE

- **Chapter 1**
 - Introduction
 - Qualified Safety Representative Designation
 - Module Outcomes
- **Chapter 2**
 - Road Legislation
 - Exercise 1 - Legislation
- **Chapter 3**
 - Commercial Vehicles
 - Vehicle Safety Plan
- **Chapter 4**
 - Part 1 - Plan
 - Exercise 2 - Develop a Framework
 - Possible Hazards
 - Exercise 3 - Company Directive
 - Hazard Assessment
 - Identifying Controls
 - Engineering Controls
 - Administrative Controls
 - Exercise 4 - Company Controls
- **Chapter 5**
 - Part 2 - Implementation
 - Vehicle Inspections
 - Vehicle Maintenance
 - Training
 - Emergency Preparedness
 - Exercise 5 - Winter Driving
- **Chapter 6**
 - Part 3 - Monitor and Evaluate
 - Exercise 6 Scenario
- **Chapter 7**
 - Emergency Preparedness
 - Part 1 - Emergency Response Plan
 - Exercise 1 - Areas of Responsibility
- **Chapter 8**

- Part 2 - Implementation
- Exercise 2 - Training
- **Chapter 9**
 - Part 3 - Monitor and Evaluate
 - Exercise 3 - Develop and Emergency Plan
- **Chapter 10**
 - Final Exam
 - Additional Resources
 - Contacts

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$150.00 + GST

MODULE 10 - MANAGING CONTRACTORS IN THE WORKPLACE

COURSE DESCRIPTION

This course will assist you in the world of working with Contractors and Prime Contractors. Topics include: Identify and review employer responsibilities; Understand the responsibilities as stated in the legislation; Identify types of contractors; Understand the necessary activities prior to hiring a contractor; How to find and select the right contractor; The importance of asking for estimates and/or proposals in writing; How to develop an approved vendor list; How to develop a contract; How to manage a contractor on-site; and Learn the importance of contractor orientations; and on-going monitoring.

COURSE OUTLINE

- Chapter 1 - Introduction

- Introduction
- Module Outcome
- Chapter 2 – Part I Contractors/Sub-Contractors
- Employer Responsibilities
- Definitions
- Who does the law regard as a contractor
- Types of Contractors
- Exercise 1 – Scenarios
- Exercise 2 – Contractor Profile
- Exercise 3 – Determine Site Contractors
- Prior to Hiring a Contractor
- Finding and Choosing a Contractor
- Getting Estimates or Proposals
- Get it in Writing
- Maintain an Approved Vendors Listing
- The Contract
- Managing Contractors on Site
- Contractor Orientation
- Work Permit
- Incident Reporting
- Hazard Assessments
- Codes of Practice
- What legislation should you be familiar with
- Exercise 4 – Legislation
- Monitoring Contractors
- Completion Certificate
- Chapter 2 – Part II Prime Contractors
 - Owners and Prime Contractors
 - Time and Space
 - When do you need a Prime Contractor
 - What Can Owner DO Prior to Assigning Prime
 - After Assignment of Prime
 - Responsibilities of Prime Contractor
 - Exercise 5 – Prime Contractor
 - Prime Contractor Code of Practice
 - Prime Contractor Role
 - Exercise 6 – Assign Prime Contractor
 - Exercise 7 – Prime Contractor Obligations & Responsibilities
 - Final Exam

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE

\$150.00 + GST

MODULE 11 - BEING A LEADER, ROLES OF AN EFFECTIVE SUPERVISOR

COURSE DESCRIPTION

In this course participants will learn what it means to be a supervisor and how to be effective. This course goes into the details of being a Supervisor and includes the roles, the expectations and how to effectively communicate, delegate, and motivate workers. But first there must be an understanding of your style as a Supervisor. This is fun and sometimes eye opening experience for the new supervisor and/or the middle manager. Upon successful completion of the module exam a Certificate of Achievement will be issued.

COURSE OUTLINE

- **Chapter 1**
 - Introduction
 - Learning Objectives
- **Chapter 2 - Supervisory Skills**
 - The Supervisor
 - Supervisory Skills
 - Exercise 1 – Leadership
 - Leadership
 - Leadership Styles
 - Leadership Points
 - Exercise 2 – Leadership

- Communication
- Communication Barriers
- Motivation
- How to get the most from Employee
- Exercise 3 - Motivation
- Factors That Help to Motivate a Team
- Delegation
- Delegation Guidelines
- Decision Making/Problem Solving
- Managing Change
- Forced Change
- Exercise 4 – Change
- Training
- Plan and Prepare
- Deliver the Program
- Evaluate and Follow-up
- Time Management
- Task List
- S.W.O.T
- Elements of a Good Plan
- Do's and Don'ts
- Core Competency
- **Chapter 3 - Health and Safety Obligations**
 - Introduction
- **Chapter 4 - Legislation**
 - Legislation
 - Criminal Code of Canada
 - Exercise 5 - Legislation
- **Chapter 5 - Health & Safety Enforcement**
 - Reward
 - Discipline
 - Supervisors Ten Commandments
 - It can be a Real Zoo Out There
- **Chapter 6 – Additional Resources**
 - Contacts
 - Final Exam

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon completion of this course the participant receives a printable Certificate of Achievement.

COURSE PRICE:

\$150.00 + GST

WHMIS TRAINING

COURSE DESCRIPTION

This course enables the student to clearly understand what the Workplace Hazardous Materials Information System (WHMIS) is, the importance of each part of the WHMIS legislation, how to apply the system to their workplace and how to work safely with or near controlled products.

The student will be required to complete each lesson and the exercises included, prior to moving on to the next lesson. Once the entire course is finished, the student will be required to complete a competency exam to test their understanding of the material in the course. Upon successful completion of the final exam a wallet or wall sized certificate can be printed off with a unique certificate number.

For larger groups of students, employers can, upon request, be given access to view and track their employees' progress and to generate custom reports.

Duration: approximately 1 hour, available online 24/7.

COURSE OUTLINE

- Introduction to WHMIS
- Training and Education
- Health
- Safety
- Classification
- Labels
- MSDS
- Special Cases
- Exemptions
- Rights and Responsibilities

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon successful completion of the course exam, a printable certificate is issued. Wallet sized certificate included.

COURSE PRICE

\$34.95 + GST

TDG TRAINING & CERTIFICATION

COURSE DESCRIPTION

The TDG (Transportation of Dangerous Goods) course for Canadian surface transport allows the student to complete training anywhere they have internet access. This course enables the user to have an understanding of each part of the TDG Regulations and how it applies to them and the dangerous goods they handle.

The student will be required to complete each lesson and the exercises included, prior to moving on to the next lesson. Once the entire course is finished, the student will complete a competency exam to test their understanding of the material in the course. Upon successful completion of the final exam a wallet or wall sized certificate can be printed off with a unique certificate number.

For larger groups of students, employers can, upon request, be given access to view and track their employees' progress and to generate custom reports.

Duration: approximately 3 hours, available online 24/7.

COURSE OUTLINE

- Introduction
- Responsibilities
- Training
- Classification
- Documentation

- Safety Marks
- Means of Containment
- Accidental Releases
- Special Cases
- Special Situations
- Inspection

COURSE COMPLETION

To successfully complete the course, students have 3 attempts to achieve 80 % or higher on the exam. Upon successful completion of the course exam, a printable certificate is issued. The certificate is valid for a period of **three years** from the date of issue. Wallet sized certificate included.

COURSE PRICE

\$34.95 + GST per user