

Course Name: Policy and Workplace Health and Safety Committee Training (Canada Labour Code Part II)

Course Description: This one day course covers organisational responsibilities under Canada Labour Code Part II for Policy and Workplace Health and Safety Committees.

Target Audience: Current or proposed members of either the Policy or the Workplace Health and Safety Committees of federal departments, institutes, crown corporations or those industries governed by the Canada Labour Code.

Course Outline: The course covers the following topics:

- Basic Safety Theory: Overview of how safety is managed, continuous improvement sustained and a culture developed;
- Review of CLC Part II and Roles and Responsibilities: Outline the regulatory requirements of CLC Part II and the roles and responsibilities of all employees in their different positions within the Organisation;
- Safety Management Systems and the Organisation Safety Manual: This will outline how safety systems like OHSAS 18001 are used and show how the elements of the Organisation manual can be used for support; and
- How to Support the Organisation Safety Program:
 1. Maintenance of Safe Working Conditions
 - Safety meetings
 - Workplace Inspections
 - WHMIS
 - Management of Change
 - Safety Procedures such as Lock, Tag, Try.
 2. Training
 - Training needs identification
 - Training matrices
 - Records
 3. Accident Investigation
 - Fact finding – not fault finding
 - How to investigate and report incidents
 - Case study
 4. Emergency Programs and Procedures
 - Emergency Plan (fire, spill, medical emergency, bomb threat) review
 - Drills
 5. Audit
 - Formal review of the safety program status on a cycle
 6. Personal Involvement and Promotional Activities.
 - Safety measures both leading and trailing – Goal setting for continuous improvement.
 - How to obtain employee involvement and build a safety culture
 - Safety communication activities

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- Promotional and recognition activities

Length of the Course: 8 hours.

Course Location: In a Jacques Whitford office or at a client's office.

Course Evaluation and Certification: Participants will receive a JWTI certification of completion.

Course Pre-requisites: Working knowledge of Canada Labour Code Part II and Organisation Safety Manual.

Materials: Canada Labour Code Part II

Supplementary Reading(s): n/a

Instructor Information: Roger Barker and David Wilson

Course Cost: Call for further information, varies based on number of participants.

Other Important Information: The course can be conducted in both English and French.

Available Support Services: If you have any questions, please contact course_admin@jacqueswhitford.com or call Course Admin at JWTI (613) 738-0708 ext. 3204.