

## Workplace Health & Safety 'Mandatory' Course Schedule Fall 2017

**Calgary                      Edmonton**

H&S Program Building	Oct.30 & 31	Sept.18 & 19
Roles & Responsibilities for Managers and Supervisors	Nov.21	Oct.18
Hazard Assessment & Control	Oct.11	Oct.4
Incident & Accident Investigation	Nov.8	Oct.24
Internal Auditor ( <b>COR</b> Audit Training) <b>(must take H&amp;S Program Building first)</b>	Nov. 27 & 28	Sept. 25 & 26
Internal Auditor Refresher <b>(Re-Certification)</b>	Nov. 29	Oct. 25

⇒ **CIRCLE** the DATES you are REGISTERING for Fax to 403-201-2513 or mail to:  
AFPA, #100W, 4760 – 72 Ave SE, Calgary, AB T2C 3Z2

1 Day Class - \$450 + gst	or	(\$595 non-Partnership member)
2 Day Class - \$725 + gst	or	(\$900 non-Partnership member)

**Cancellation policy** - registration fees, less \$50 admin charge, will be refunded if notification is received 15 days prior to the start of the course. No refund will be made after that date. **These courses may be cancelled if there is insufficient enrollment.**

**Name of student(s):** \_\_\_\_\_

Contact name: \_\_\_\_\_ (if different from student)

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Ph:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **PIR Member:** Yes \_\_\_ No \_\_\_

*Questions about classes or the Partnership program?*  
Call **403-201-3657 x 28** or email [healthsafety@afpa.com](mailto:healthsafety@afpa.com)

Check One	Method of Payment	Total
	<b>Cheque</b> (payable to: Alberta Food Processors Association)	
	<b>Visa OR Mastercard:</b>  Exp:                      Name on Card:  Signature:	
	<b>Invoice me: (AFPA members only)</b>	

If you do not receive acknowledgement of your registration within 1 week, that means we did not receive it; please resubmit. You will be notified as to the exact location of each course, agenda, etc. as soon as it is determined.



## AFPA Workplace Health & Safety Course Outlines

**AFPA** is a Certifying Partner for the food, beverage & allied industries & offers the Partners program for achieving your Certificate of Recognition (**COR**). But you do not have to be registered in our Partnership program to benefit from these Health & Safety training classes! There is no reason why you and your employees cannot enjoy the benefits of good safety training. Raise morale, lower your lost time claims rate! You can save money on lost time, property damage & injuries that result from workplace accidents/events.

**H&S Program Building** - teaches how to build your safety program. Topics to be covered are:

- Company H&S policy and management commitment
- Hazard identification and control, risks and risk management
- Inspection programs, Incident Investigation
- Worker orientations, training and emergency response training
- Program administration
- Legislation & Developing a health and safety manual

**Internal Auditor** - Provides a background in the basic principles & practices in the *Partnerships* audit process. Enables participants to use the *Partnerships* Audit Instrument as a base for planning, executing, & reporting on the health & safety program of any organization. Ensures participants understand the role & the purpose of audits in general & audits within the *Partnerships* program in particular. Students must have successfully completed the Program Building course as a **pre-requisite** to this course. (**Internal Auditor 'Refresher' taken every 3 years**)

**Hazard Assessment** – Identifying hazards, evaluating the risks presented by them & controlling each hazard before it injures someone, causes property damage, or interferes with your company's work is a mandatory requirement in Alberta, regardless of your company size. This competency-based course includes: Introduction to hazard identification; assessment, evaluation, & control; hazard reporting; how to conduct the following types;

- Routine Hazard Assessments, Controls, required reviews and documentation
- Field Level / Site Specific, Non-Routine Hazard Assessments
- When Equipment or Processes are New or Changed & Evaluating Hazardous Products

**Incident & Accident Investigation\*** – Investigating incidents & accidents to learn from them, make corrections/improvements and to prevent them from recurring. The following will be covered:

- Initial response to incidents/accidents, controlling the scene, legal obligations of Supervisors to investigate
- Collecting/protecting evidence and information, interviewing witnesses, deal with media
- Analyzing the information, ensure reporting protocols and required documentation
- Determining basic, immediate, and root causes, related factors/considerations, evaluate
- Temporary and long-term corrective actions, to communicating findings at all levels
- Incident Investigation kit (do you have one? what do you need to have?)

**Roles & Responsibilities for Managers & Supervisors** – Objectives are to learn what the key elements are to a health and safety program; to see your program as a system that impacts on due diligence; to understand what your roles & responsibilities are within the scope of these elements & the Alberta Occupational Health & Safety Act, Regulations & Code; to identify the underlying factors which affect the quality & implementation of a health & safety management system. **\*Both strongly suggested for anyone 'who directs the work' of others.**

Program elements are:

- Management Leadership and Organizational Commitment
- Hazard Identification, Assessment, and Control
- Workplace/site Inspections
- Qualifications, Orientation and Training
- Emergency Response
- Accident and Incident Investigation
- Program Administration

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**WHMIS 2015 (GHS) Train-the-Trainer** – see our **Elective Course** schedule.

### **Introduction to Confined Space Entry (BY REQUEST ONLY)**

The fundamentals of confined space entry, geared towards workers who work in confined space, also appropriate training for the Supervisor.

*St. John's First Aid or Ergonomics Courses also available by request.*

*Company specific or onsite training for larger groups is available by request*

*Elective courses now available, see separate schedule of elective course offerings and descriptions*