

Workplace Health & Safety Course Schedule – 2020-2021

	Calgary	Edmonton	Lethbridge	Virtual instructor led
OH&S System Building – 2 days	March 24-25	March 17-18	-	N/A
OHS Roles & Responsibilities for Managers & Supervisors – 1 day	March 4	-	March 11	Feb 17
Hazard Assessment & Control – 1 day	Feb 4	March 3	Feb 3	-
Incident & Accident Investigation – 1 day	Feb 11	March 10	Feb 10	-
Internal Safety Auditor – 2 days (<u>pre-requisite OH&S System Building</u>)	TBA	TBA	-	N/A
Auditor <i>Refresher</i> – 1 day	-	-	-	March 2 Or April 15
<i>Joint H&S Committees / Representative</i> – 1 day (Classroom requirement of 6-8 hours with exam, per Ab. OHS Legislation)	Feb 25 Or March 31	March 30	Feb 24	Feb 18

⇒ **CIRCLE** the DATES you are REGISTERING for send to info@afpa.com or AFPA - 5123 Marian Road NE Calgary, AB T2A 2Y1

1 Day Class **\$450** (member)
2 Day Class **\$725** (member)

Prices do **NOT** include GST

Virtual Instructor Led – 1 day course - \$375/person – electronic manuals (+ \$25 for printed delivered version)
Virtual Instructor Led refresher training - \$300/person – electronic manual only

Cancellation policy - registration fees less \$50 will be refunded if notified 10 days prior to course. No refund will be made after that date.

Student: _____ **Email:** _____

Company: _____

Contact: _____ (if different from student)

Email _____ **Ph:** _____

Questions?, consulting, onsite training or the COR & Partnership programs? 403.201.3657 or info@afpa.com

Check One	Method of Payment	Total
	Cheque or Etransfer/EFT (payable to: Alberta Food Processors Association)	
	Visa or MasterCard #: Expiry:	
	<i>Invoice: (AFPA members only) – provide PO if required</i>	

If you do **not** receive acknowledgement of registration within a few days, resubmit.
You will be notified of course details 1 week prior to course date.

AFPA is a Certifying Partner for the food, beverage & allied industries & offers the Partners program for achieving your Certificate of Recognition (**COR**). You do not have to be registered in our Partnerships program to benefit from Health and Safety training! 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, **save money** on lost time, property damage & injuries that result from workplace incidents.



OH&S System Building - teaches how to properly build and implement your health & safety management system.

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

Internal Safety Auditor - Provides a background in the basic principles & practices in the *Partnerships* audit process. Enables you to use the *Partnerships* Audit Instrument as a base for planning, executing, & reporting on your health & safety program. Ensures participants understand their roles & the purpose of audits in general & audits within the *Partnerships* program in particular. Students **must** have successfully completed the **OH&S System Building** course as a mandatory **pre-requisite**. (**'Refresher' to be attended 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 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 and Materials

Incident & Accident Investigation* – Investigating incidents & accidents to learn from them, to make improvements and to prevent them from recurring.

- Initial response to incidents/accidents, controlling the scene, legal obligations of Supervisors to investigate
- Collecting/protecting evidence and information, interviewing witnesses, dealing 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* – learn what the key elements are to a health and safety system; 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 and the Alberta Occupational Health & Safety Act, Regulations and Code; to identify the underlying factors which affect the implementation of a health & safety management system, competency, **directing the work of others**. Management Commitment; Hazard Identification, Assessment & Control; Workplace/site Inspections; Qualifications, Orientations & Training; Emergency Response, Incident Investigation, Program Administration, and Other Affected Parties.

Part of new Supervisory competency requirements, or for anyone 'who directs the work' of others, by any title

Joint Health & Safety Committees/Rep – general guidance and best practices for the development, implementation, and maintenance of an effective JH&S Committee. Includes clearly defined roles, responsibilities, functions, and a terms of reference. This training provides participants with an insight to their duties, key industry standards, and compliance to applicable Ab. OH&S legislation. Purpose and Goals; What is a JH&S Committee; Benefits of a JH&S Committee; Committee Functions and Authorization; Sub Committees; Measuring Committee Effectiveness; What JH&S Committee members should know; Competency, Meetings and Quorum, Sample Terms of Reference. (**above also apply to an H&S Rep**)

WHMIS 2015 – use our 'free' Safety Sync online training & management system - especially for the office, sales or driver's