



Teach IHSA's *Working at Heights* program

IHSA's training programs give workers and employers the knowledge they need in order to work safely. Developed by our subject-matter experts in collaboration with industry representatives, IHSA's programs set the standard for health and safety training in Ontario. IHSA's *Working at Heights—Fundamentals of Fall Prevention* is a perfect example. Introduced in 2010, *Working at Heights* quickly became the training program that others were measured against. The Minister of Labour at the time, Peter Fonseca, said that it "has the potential to become the 'gold standard' for basic fall prevention training in the province." So it's not surprising that IHSA's *Working at Heights* program meets the Working at Heights Training Standard that was recently released by the Ministry of Labour's Prevention Office.

To help as many workers as possible receive that high-quality training, IHSA partners with other organizations to deliver the *Working at Heights* program. When a company becomes an IHSA-registered training provider, it gains access to IHSA's innovative curriculum. You can be confident that the *Working at Heights* training material you get complies with the new standard.

The three steps outlined here explain how to become an IHSA-registered training provider, how to register instructors, and how to maintain your organization's status as an IHSA-registered training provider.

STEP ONE

Become an IHSA-registered training provider

The first step toward becoming a partner and delivering *Working at Heights* is to have your company become an IHSA-registered training provider. To do this, your company signs a Registered Training Provider Agreement with IHSA. This defines your company's responsibilities as a training provider. It specifies that participants must receive training as intended by the *Working at Heights* program.

In order to ensure that quality and consistency are maintained, IHSA will periodically audit registered training providers and their instructors. The agreement also requires that instructors be qualified to teach the *Working at Heights* program. Instructors must continually improve their facilitation skills through IHSA's *Registered Instructor Continued Excellence Maintenance Program*.

You can download IHSA's Training Provider Agreement at ihsa.ca. On the home page, click the Training Provider button in the top right corner. There is an administrative fee of \$80 for members and \$320 for non-members. This fee includes one IHSA-Registered Instructor Application.



STEP TWO

You (or an employee) becomes an IHSA-registered instructor

The second step toward delivering IHSA's *Working at Heights* program is to register the instructors. To become an IHSA-registered instructor, complete an IHSA-Registered Instructor Application. To download the form, go to ihsa.ca and click on the Training Provider button in the top right corner. Instructors must have, at minimum, the following qualifications:

- proven subject-matter experience related to the program content
- successful completion within the past two years of *Working at Heights—Fundamentals of Fall Prevention*
- successful completion within the past three years of either IHSA's *Principles of Effective Training* or *Foundations of Facilitating, Training, and Learning*

You must submit at least one IHSA-Registered Instructor Application with your Registered Training Provider Agreement. The fee for the first Instructor Application is included in the Training Provider Agreement's administrative fee (see the previous step for fee details). You can register more instructors from your company at any time. For each additional application, there is an administrative fee of \$80 for members and \$320 for non-members.

If your application is approved, IHSA will send you an IHSA-Registered Instructor Number that you will need in order to register for the *Working at Heights Instructor Workshop*. Once you have successfully completed the *Working at Heights Instructor Workshop*, you can order training material from IHSA and schedule your first program session. An IHSA staff member will evaluate your first session. The evaluation fee is \$1,150. After you pass the evaluation, you will be a registered IHSA instructor for *Working at Heights*.

STEP THREE

Maintain your status as an IHSA-registered instructor by taking ongoing training

IHSA requires registered instructors to remain current with the program content. Every registered instructor is asked to deliver a minimum of three *Working at Heights* programs during a three-year period. In addition, instructors must take IHSA's Registered Instructor Continued Excellence Maintenance Program, which requires registered instructors to complete two IHSA Continuing Education Modules each year. These modules focus on facilitating, training, and learning skills.

Be proactive

The new *Working at Heights* Training Standard is going to change the way fall prevention training is delivered in Ontario. We're ready for the change. We can help you get ready too. Simply visit ihsa.ca and click the Training Provider button in the top right corner. Get started today.

Free sessions for current registered training providers

IHSA will offer free information sessions for current registered training providers of the *Working at Heights* program. These sessions will cover enhancements that allow for better hands-on evaluation. They will also discuss the Training Provider Agreement. If you are a current IHSA-registered training provider for *Working at Heights*, you will receive information about when these sessions are scheduled in your region.