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Safety Talk

Lift trucks in the warehouse

List lift truck hazards on site:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Explain the dangers
• Many workers are injured by lift trucks in situations like the following.
  • A lift truck is unintentionally driven off a loading dock.
  • A lift truck falls between a dock and an unsecured trailer.
  • A worker is struck by a lift truck when it is backing up or when the worker cannot be seen by the operator.
  • A lift truck tips over and crushes the operator or a worker.
  • The load on a lift truck falls off the forks because it was not loaded or secured properly.
  • The operator did not keep his or her hands and feet inside the cab. The operator slips or falls when getting in or out of the cab.

• Many incidents also involve property damage, including damage to overhead sprinklers, racking, pipes, walls, and machinery.

• Most injuries and property damage are caused by
  • lack of safe operating procedures
  • lack of safety-rule enforcement
  • insufficient or inadequate training.

Identify controls
• Always wear suitable clothing and safety shoes or boots when you are working in a warehouse. Take off any jewellery, and keep long hair tied back to prevent it from being caught in machinery or equipment.
• Watch out for other workers and vehicles, especially near doorways and ends of aisles.
• When backing up, always look in the direction that you are travelling. Watch for people, equipment, or anything else in your path of travel.
• Don’t be afraid to use your horn. It’s better to make too much noise than not enough.
• Secure the load properly to prevent it from falling onto equipment or pedestrians.
• When you are stacking something on high shelves, make sure the lift truck can stack at the proper heights and manoeuvre in aisles without becoming unstable.
• Always fasten your seatbelt when driving a lift truck.
• Always use three-point contact when getting in and out of the cab.
• Review the manufacturer’s instructions and keep the manual with the equipment for quick reference.

Demonstrate
• Ask the crew to show that they understand the load chart.
• Ask forklift operators if they can remember the speed limits and warning signs located at your facility.
• Ask the operators to show that they understand all the warnings and precautions for the type of forklifts they will be allowed to use.
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On the cover...
IHSA’s Skills Development Centre is just one of the association’s training facilities. It features indoor and outdoor learning spaces and state-of-the-art trade-specific equipment.

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As Canada’s mining and oil companies look further afield for resources, they find themselves in ever more remote places, often far from paved roads. But thanks to the bitter winter weather in the north, it is possible to build seasonal ice roads across lakes and rivers and overland. Companies with remote work sites can use those ice roads to transport supplies that are too large or heavy to move economically by air.

The construction of these types of roads is not like building a rink in the backyard. In order to get through a season without lost goods or injured drivers, careful planning, building, and maintenance are essential, along with strict safety rules. The companies that build and maintain these roads have a responsibility to ensure that the roads are safe to use and that the rules are followed.

IHSA’s Marc Faubert knows about ice roads. He spent time this past year in Northern Ontario driving materials over the James Bay winter road to a remote mine site near Attawapiskat. The 360-kilometre journey took about 12 hours. After making the trip, drivers would rest for 12 hours and then make the return trip to their base. There they would have another 12-hour rest and start the journey again.

Since ice roads can only be built and used safely in extremely cold weather, no one can be sure how long one will be open. Last year, the road that Marc Faubert was driving on was open for only about a month.

Ice roads must be flooded regularly to ensure the base is thick enough. Speed limits are strictly enforced and are determined by whether they are on a lake or river, or simply icy land.

Marc says safety must be the top priority for drivers as well as maintenance crews. Drivers who use the ice roads have a responsibility to do their work safely and responsibly, to follow the rules that have been established to ensure their safety, to tell their supervisors about any unsafe practices or conditions, and to promote safety among their co-workers.

That includes clear communication with the drivers and workers about weather and ice conditions, as well as a thorough knowledge of the terrain. The following factors are just a few of the things that companies should consider when they are building or using ice roads.

**Cold weather**

Working in cold weather is nothing new to most of us, but it’s always an important factor to consider. Frostbite and hypothermia can pose a threat to unprepared drivers. To prevent them, it’s important to carry warm clothes and emergency supplies.

You should also take food with you. “It’s better to throw food away at the end than not have enough to last through a breakdown. There is no service centre out there,” says Marc. He remembers a nine-hour breakdown in a remote area where his supplies came in handy.

**Communication with workers working alone**

A person working alone or driving on a winter road must be able to contact another person by radio or...
telephone on an open channel at all times. Before work begins, supervisors need to set up a plan for communication with the worker. The plan should also include emergency procedures. No one who works on river or lake ice should ever work alone.

Ice conditions
It is also important that no one be on the road unless it is safe to be there. Before going on any winter road or ice road, get approval from the work crew supervisor. Drivers must have a good understanding of the local conditions and know how thick the ice needs to be for his or her vehicle.

Ice is very easily affected by air temperature, sun, wind, water on the ice, and the driving of a truck on the ice—that shouldn’t be forgotten by those who are building or driving on an ice road.

Ice roads are delicate and are easily damaged where the ice meets the land. Speed will create waves that can lift the ice, decreasing its integrity and strength.

Emergency procedures
Emergency procedures should be carefully outlined by supervisors and understood by employees. They should be reviewed regularly, and any new employees should be given the necessary training.

Other remote roads
It isn’t just ice roads that can be dangerous, but remote winter roads in general. Many construction sites and hydroelectric dams can be reached only by remote roads that are not maintained or used regularly in the winter. A lot of the safety rules for ice roads also apply to these roads. It’s always important for drivers to have enough fuel, food, and emergency supplies, whether they are transporting goods or travelling in a pickup truck to visit a site. Just a reminder that even if the winter road is not an “ice road” does not mean it is any safer. Most incidents occur because of “going too fast for the conditions.”

For more info...
IHSA provides a series of information pamphlets on driving on our website (www.ihsa.ca). For details, visit the Road Safety Program web page under Topics and Hazards.

To learn more about winter driving, visit the Ministry of Transportation website at http://www.mto.gov.on.ca/english/safety/winterdrive/winterdrive.shtml

For more information you can also read the Best Practices for Building and Working Safely on Ice Covers in Alberta (2009), http://employment.alberta.ca/documents/WHS/WHS-PUB_sh010.pdf
Have you ever broken through a painted wall, removed some brake pads, welded or cut some unknown metal, or spliced some electrical cable? Before doing so, did you ask yourself if any of these things could contain hazardous materials? It is important to remember that not all dangers are out in the open—some may be hidden. In fact, we can come into contact with dangerous substances every day without even realizing it.

Some workers encounter hazardous substances by surprise when performing routine tasks. To protect workers from that kind of unexpected exposure, regulations have been made under the Occupational Health and Safety Act (OHSA). Most hazardous substances are covered by the WHMIS Regulation (Reg. 860) or the Control of Exposure to Biological or Chemical Agents Regulation (Reg. 833). However, there is a separate regulation for 11 chemical agents that have been classified as “designated substances.” The Designated Substances Regulation (Reg. 490) regulates exposure to designated substances in the workplace and outlines different ways to control the hazards posed by those substances. The designated substances most likely to be encountered on construction projects and their locations are listed on the following page.

**What is a designated substance?**
A designated substance is defined by the OHSA as “a biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled.”

**Did you know?**
Regulation 490 - Designated Substances does not apply to asbestos on construction and demolition projects. Instead, Regulation 278 - Asbestos on Construction Projects and in Buildings and Repair Operations comes into effect. It significantly increases safety requirements for the handling of asbestos.
Asbestos insulation, wallboard, asphalt, adhesives, caulking, ceiling and floor tiles, gaskets, drywall compound, plaster, and roofing shingles

Isocyanates spray foam insulation, sealants, finishes, paint, and auto-body materials

Lead old paint, old mortar, old water pipes, lead sheeting, and contaminated soil

Mercury fluorescent lights, switches, pressure gauges, electrodes, and contaminated soil

Silica bricks and blocks, granite, abrasives, concrete, sandstone, cement, and mortar

**Identifying designated substances**

Designated substances are especially dangerous when adequate controls are not put in place to protect workers. On a construction site, the project owner is legally required to identify any designated substances and make a list of them. This list must be given to contractors as part of the bidding process and before any contracts are finalized.

To help owners meet this requirement, IHSA has developed the guide *Owner’s Duties: Designated Substances on Construction Projects (W130)*, which outlines the owner’s duties under the OHSA and explains how to identify designated substances before a project goes to tender.

For workplaces other than construction sites, the employer must perform an assessment to determine if workers are likely to be exposed to any designated substances. If the chances are high, the employer must set up a control program to reduce the risks.

**Dangers of exposure**

Exposure to designated substances can cause cancer, strong allergic reactions, liver and lung disorders, and damage to the nervous system. However, the signs are not always immediate or obvious. Sometimes it can take years or even decades before the symptoms of a disease or disorder appear. And keep in mind that some people are more sensitive to chemicals than others. Factors such as genetics, allergies, pre-existing conditions, lifestyle, and age can affect how quickly the effects of exposure can be seen or felt.

So give some thought to any hidden health hazards that may be present at your work site. And remember—if you think your health might be in danger, you have the right to know. Don’t be afraid to ask questions.
Are you qualified to handle propane?

As the cold weather approaches and the days get shorter, propane-powered equipment will be used to provide temporary heat. Propane is a reliable and efficient fuel, but it can be dangerous and even deadly when it’s misused. Propane is stored at high pressures and is flammable. If the proper precautions aren’t taken, damage to life and property can result. So, it’s important to understand the hazards of propane and to implement controls to minimize them.

**Propane hazards**

Propane can be pose a danger when cylinders are being transported, stored, or connected, when propane equipment is being lighted, and when people are working in areas with propane heaters and torches. Here are the most common propane hazards.

- **Fire or explosion**
  Propane is flammable. An explosion can result from the accumulation of gas due to leaks at connections, ruptured lines, incorrect lighting procedures, or inadequate ventilation around stored cylinders.

- **Asphyxiation due to displacement of breathable air**
  Propane gas is heavier than air, so it can accumulate in low-lying areas and confined spaces.

- **Frostbite**
  Liquid propane absorbs heat quickly from the body. If it touches the skin or eyes, it can cause frostbite.

- **Cylinder pressure**
  If the pressure in a propane cylinder is too high, the cylinder’s relief valve can go off and release large amounts of gas into the air. At 18° C (65° F) the pressure will be about 100 psi.

- **Cylinder weight**
  Workers may injure themselves if they don’t use proper ergonomic techniques when lifting or moving heavy cylinders.

- **Carbon monoxide**
  When propane burns, it releases carbon monoxide (CO). CO is a colourless gas—you can’t see it, taste it, or smell it. But even in small amounts, it can
harm or kill you. It is essential to have plenty of ventilation where propane is being burned.

**Safety standards**

In Ontario, safety standards for fuel are overseen by the Technical Standards and Safety Authority (TSSA). Due to a number of serious accidents over the last few years, the TSSA has stepped up its enforcement of the law as it applies to compressed gases such as propane. Workers who handle propane and propane equipment must either be competent through specific training related to their task, or hold a Record of Training (ROT) certificate. (For more info on activities that require an ROT certificate, see Regulation 215/01 “Fuel Industry Certificates.”) Everyone else at the work site should at least be aware of the hazards of propane and contact their supervisor if they suspect a problem.

There are also legal requirements for the approval of equipment, the use of gas-fired equipment, and the storage and transportation of gas cylinders. The rules and regulations can be found in three different Acts:

- **Technical Standards and Safety Act, 2000**
- “Gaseous Fuels” (Reg. 212/01)
- “Propane Storage and Handling” (Reg. 211/01)
- “Fuel Industry Certificates” (Reg. 215/01)
- **Occupational Health and Safety Act**
- “Construction Projects” (Reg. 213/91)
- “Workplace Hazardous Material Information System” (Reg. 860)
- **Transportation of Dangerous Goods Act**

**How IHSA can help**

IHSA offers two courses that meet TSSA requirements:

**Propane in Construction**
This course provides the information and hands-on practice that construction workers need in order to safely connect, activate, and disconnect heaters, torches, and propane-powered equipment of less than 400,000 Btu/h.

**Propane in Roofing**
This course covers the specific hazards related to the use of propane in roofing. It provides information on how to safely connect, disconnect, and activate propane torches and kettles.

Note that the ROT for propane has to be renewed every three years.

IHSA also offers a course on transporting dangerous goods such as propane that meets federal legislative requirements.

**Transportation of Dangerous Goods**
This course teaches participants their responsibilities under the law as they apply to the safe handling, storing and transporting of nine classes of dangerous goods. Class 2 is compressed gases, which includes propane.

More info on the safe handling of propane, as well as on the courses listed above, is available on our website. You can also download a safety talk on propane, a safety talk on compressed gas cylinders, or the propane chapter of *IHSA’s Construction Health and Safety Manual* (M029) and *Construction Multi-Trades Health and Safety Manual* (M033).
Small-business owners: Improve your bottom line by investing in health and safety

Does this sound like you? You’re a small-business owner. You have fewer than 20 employees. You are concerned about the health and safety of your workers, but you don’t know what to do about it. Maybe you don’t think you have the money or staff for an effective health and safety management system. Or maybe you think the odds of one of your workers getting hurt on the job are slim, so it’s not worth the time and money.

But just because you only have a few employees, it doesn’t mean that you can afford to overlook health and safety. In fact, small-business owners must pay even more attention to safety because these businesses have a much higher injury rate than larger companies. A single workplace injury can have a devastating effect on a small business. By preventing injuries and illness, you will not only reduce suffering but will also avoid financial loss.

Think of your investment in health and safety as investments in your workers and in your company’s growth potential. Sure, you’ll have to set aside some money for equipment and to pay for some extra staff time, but the rewards will be worth it.

If you own a small business, IHSA is here to help you with health and safety. We offer several resources that cater to your unique needs.

Training
New Small Business Health and Safety Part 1 and Part 2
These free sessions will give you opportunities to network with other small businesses in your community. Participants will learn
• the benefits of having a health and safety program
• how a workplace injury will affect your business
• your legal responsibilities
• how to conduct a workplace inspection
• how to obtain information and support to keep your workplace safe

If you complete both sessions, you can receive a 5 per cent rebate on your WSIB premiums for 12 months.

Products
The publications listed below are available as free downloads from our website.

Health and Safety Guide for Owners and Managers (W004)
This guide describes some of the financial benefits of investing in health and safety. It includes tips for managing health and safety and explains the most important responsibilities of owners and managers.

Owner’s Duties: Designated Substances on Construction Projects (W130)
Project owners are legally required to identify designated substances on a project and provide a list of them to prospective constructors before any contracts are finalized. This guide provides info on preparing the owner’s report. It includes a report form, a list of locations where designated substances are commonly found, and links to helpful resources.

Auditing
Small Business Evaluation
The Small Business Evaluation involves three steps.
1. The company’s documents are reviewed to determine if they meet the proper criteria and have been tailored to meet the company’s needs.
2. Employees are interviewed to verify that written standards, policies, procedures, etc. have been adopted and are part of an overall health and safety strategy.
3. A workplace inspection is done to ensure that the work environment meets basic legal requirements.

Using the results of the evaluation, the IHSA representative will write an evaluation report that includes general observations, strengths, areas of opportunity, and an action plan. Your company will also receive a certificate to acknowledge that your evaluation has been successful.

So just remember that health and safety is good for business. And it’s not just about avoiding injuries.
You may be surprised by how staff morale and productivity increase when workers know that you care about their safety. As an owner, you have the power and, in many cases, the legal responsibility to determine how big a role safety plays in the lives of your employees. If you make it a priority, your workers and supervisors will follow your lead.
A MESSAGE FROM IHSA’S CEO

I would like to take this opportunity to express how proud I am of IHSA’s accomplishments since our inception almost two years ago. Our achievements have clearly shown that together we are stronger. The industries we serve are benefiting from the experience and expertise gained from our three legacy associations (CSAO, E&USA, and THSAO).

I am especially proud of IHSA’s readiness to lead our industries in successfully implementing the recommendations of the expert advisory panel and meeting the requirements of Bill 160. You will note that our three-year strategic plan (available on the homepage at www.ihsa.ca) aligns perfectly with these recommendations.

This plan was approved by IHSA’s bipartite Board of Directors, who represent transportation, residential, general ICI, heavy civil and aggregates, electrical, mechanical, and priority rates. The names of the board members, and the industries they represent, are listed on the front inside page of our Infrastructure Health & Safety magazine.

Mandatory training for health and safety reps
In 2010, IHSA trained 1,200 health and safety representatives through our Construction Health and Safety Representative program. This program, which teaches participants how to become effective health and safety reps, was developed and piloted in association with subject-matter experts drawn from our labour-management network. It is available to our members at no charge and can be taken as an in-class or a home-study course.

Certification training for joint health and safety committee (JHSC) members
In 2010, IHSA trained 1,400 certified members of JHSCs. IHSA provides downloadable tools that help members of JHSCs and worker trades committees comply with legislative requirements. We continue to support health and safety committees and offer training on becoming a member of a JHSC. We provide online health and safety resources such as our Policy and Program web tool. It is available at no charge and gives you all the resources you need, including downloadable templates, to create or customize your health and safety policy and program.

Mandatory training for supervisors
IHSA’s Basics of Supervising course is available in classroom or home-study format or as a download from our website. All three formats are available at no charge to our members. This training program was developed with the participation of industry stakeholders from our labour-management network.

Mandatory training for all workers
IHSA has training programs that meet mandatory training requirements. Our Construction Health and Safety – Basic course is frequently used by high school and college students, as well as by many apprentices in construction. This program is available at no charge to our industries and at a reduced (cost-recovery) price to schools and colleges. It is available in classroom format or as a home-study program.

High-risk training
IHSA is working diligently to develop solutions to reduce injuries in high-risk industries. In 2010, IHSA trained over 14,000 workers in high-risk training programs. We offer more than 75 high-risk programs, such as:

- Working at Heights
- Powerline Technician Apprenticeship (Levels 1-4)
- Structure, Climbing and Rescue Techniques
- Suspended Access Equipment
- Window Cleaning
- Confined Space
- Defensive Driving
- Hoisting and Rigging
- Lift Truck Operator (Parts I, II, and III)
- Mobile Crane Operator 0-8 Ton
• School Bus Driver  
• Traffic Control  
• Trenching  
• Utility Work Protection Code

IHSA developed the standard for *Working at Heights* training. This standard has been adopted by our industries and the program was launched by Peter Fonseca on October 21, 2010 when he was the Minister of Labour. Minister Fonseca said the program “has the potential to become the ‘gold standard’ for basic fall-prevention training in the province.”

Our training centres provide us with unique capabilities to offer hands-on and skills-based training using high-risk scenarios and heavy equipment. They include:

• Skills Development Centre (SDC)
• Voyager Court Training Centre
• Mobile Classroom

### Injury performance in our sectors

IHSA member firms experienced significant injury reductions in 2010. The table below outlines the performance of the member firms (all IHSA rate groups) in comparison to 2009. Even with a 4.4 per cent increase in hours worked, the total injury count, including medical aid and lost-time injuries, was down by 7.7 per cent. The lost-time injury rate and total injury rate were both down over 2009 by 13.1 and 11.8 per cent respectively. The rates are based on the number of injuries for every 200,000+ hours worked (or per 100 full-time equivalent workers).

#### Overall Injury Performance in IHSA Rate Groups

<table>
<thead>
<tr>
<th>Performance</th>
<th>2010</th>
<th>2009</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Injury Rate</td>
<td>5.85</td>
<td>6.63</td>
<td>-11.8 %</td>
</tr>
<tr>
<td>Allowed Traumatic Fatalities</td>
<td>39</td>
<td>41</td>
<td>-4.9 %</td>
</tr>
<tr>
<td>LTI Rate</td>
<td>1.66</td>
<td>1.91</td>
<td>-13.1 %</td>
</tr>
<tr>
<td>Total Injury Count</td>
<td>33,277</td>
<td>36,061</td>
<td>-7.7 %</td>
</tr>
<tr>
<td>LTI Count</td>
<td>9,462</td>
<td>10,423</td>
<td>-9.2 %</td>
</tr>
<tr>
<td>FTE</td>
<td>568,340</td>
<td>544,261</td>
<td>+4.4 %</td>
</tr>
</tbody>
</table>

The WSIB identified three types of injuries resulting in the greatest cost to the prevention system—buries to the lower back, injuries to the shoulders, and fractures. Again, IHSA member firms experienced decreases in these injuries over the previous year. IHSA worked with its network of stakeholders to produce sector-specific prevention tools and resource material to help reduce those kinds of injuries.

#### High-Impact Claims - LTI Count

<table>
<thead>
<tr>
<th>Types of Injury</th>
<th>2010</th>
<th>2009</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Back</td>
<td>1,969</td>
<td>2,292</td>
<td>-14.1 %</td>
</tr>
<tr>
<td>Shoulder</td>
<td>613</td>
<td>678</td>
<td>-9.6 %</td>
</tr>
<tr>
<td>Fractures</td>
<td>988</td>
<td>1,045</td>
<td>-5.5 %</td>
</tr>
</tbody>
</table>

### Mandatory training for workers working at heights

IHSA has unique expertise and capability in managing the hazards of high-risk activities. Our high-risk courses are delivered by IHSA’s subject matter experts who have come from the industries we serve. Both internal and external trainers must have specified competencies before they are allowed to deliver our high-risk training programs. For example, in order to deliver our *Working at Heights* program, all trainers must have at least five years’ industry experience in working at heights. IHSA believes that this on-the-job experience plays a vital role in an instructor’s ability to teach.

It is also important for instructors to be well-versed in adult-learning principles. Our Principles of Effective Training course is a prerequisite for every instructor workshop.

IHSA-certified trainers, both internal and external, must also meet the requirements of IHSA’s competency survey. So far in 2011, IHSA has approved 99 external instructors. Each one has met the competency requirements and has been designated as IHSA training providers. IHSA’s internal staff must also meet the competency requirements. We have 41 internal instructors who are qualified to teach IHSA’s *Working at Heights* course.

### Safety Groups

IHSA currently sponsors three Safety Groups: Construction, Electrical and Utilities, and Transportation. IHSA has also joined forces with PSHSA, WSN, and WSPS to sponsor a Northern Ontario Safety Group in 2012.

In the 2010 results of the Safety Groups program, which were recently announced by the WSIB, IHSA’s-sponsored groups did particularly well. The Electrical and Utilities Safety Group reduced its injury frequency by 20 per cent and its injury severity by 30 per cent. Their total rebates amounted to $528,000. The Transportation Safety Group reduced its injury frequency by 10 per cent and its injury severity by 12 per cent. Their total rebate amounted to more than $4 million. Since this was the first year for the Construction Safety Group, the results will not be available until next year.

### Accreditation program

IHSA’s COR™ Program supports the provisions in Bill 160 for an accreditation program. COR™ is a volunteer occupational health and safety auditing program. It gives construction industry employers an effective health and safety management system for reducing the human and financial costs of workplace incidents, injuries, and illnesses.
IHSA offers a number of auditing programs, which are designed to help companies identify gaps in their health and safety system.

- ZeroQuest®
- Small Business Evaluation
- Internal Responsibility System Audit
- Pre-MTO Facility Audit
- Safety Climate Survey
- Safety Evaluation

**The underground economy**

It is our belief that all workers, whether they are registered or whether they work in the underground economy, deserve to have access to health and safety information that may prevent injuries or save their lives. Many of IHSA’s health and safety resources are available online to all workers at no charge. We offer 137 products, including manuals and guides, that are downloadable from our website. We also offer several e-learning resources on our website that can be accessed by anyone at any time.

**Vulnerable workers and small business**

IHSA is the only health and safety association that provides **22 training programs at no charge** to its membership. IHSA members are also able to order **44 of our health and safety products at no cost**. As CEO, I am committed to providing these courses and products at no charge. Not only is it important to give our industries the same service they received from our legacy associations, but this is also a way to meet the training requirements for **vulnerable workers and small business**.

IHSA offers courses in a wide variety of formats in order to make them more accessible. We offer classroom-based training, home-study courses and online programs. We also make use of a mobile classroom that travels throughout Ontario delivering training to remote—and not-so-remote—work sites.

Vulnerable workers, such as taxi drivers, can take advantage of IHSA’s **Defensive Driving** course and our MSD intervention tools, such as **Ergonomics for Transportation: How to Prevent Strains, Sprains, and Overexertion**.

Small businesses can take advantage of some of our no-cost training programs (*New Small Business Health and Safety*), our downloadable products (*Health and Safety Guide for Owners and Managers*), and our auditing tools (*Small Business Evaluation*). IHSA also provides a health and safety information package to any new firms that register with the WSIB.

**Section 21 committees**

IHSA is the secretariat for two Section 21 committees: the Provincial Labour-Management Health and Safety Committee (PLMHSC) for construction and the Provincial Labour-Management Safety Committee (PLMSC) for electrical. IHSA is also a member of the working group to establish a Small Business Section 21 Committee. Our knowledge and experience with our own Section 21 committees, dating back to 1968, will be a valuable resource for the Small Business Committee.

IHSA supports the bipartite labour-management committees, which include 23 trade health and safety committees and 16 regional health and safety committees across the province. All together, IHSA’s labour-management network has approximately 860 members.

IHSA also supports seven advisory councils, which are listed below.
1. Transportation
2. Residential
3. General ICI
4. Heavy Civil and Aggregates
5. Electrical
6. Mechanical
7. Priority Rates

In addition, we also support the Fleet Safety Council, which has 425 members.

**Work with high schools and vocational colleges**

IHSA has been working with colleges and high schools for many years. We offer training and product resources to complement their high skills major program. We work with Cambrian College to help them train their powerline apprentices and we work with union apprentices.

**Ministry of Training, Colleges, and Universities (MTCU)**

IHSA is one of a limited number of training-delivery agents designated by the MTCU to deliver all four levels of the Powerline Technician Apprenticeship Program. IHSA offers two MTCU-approved asbestos certification courses to our members. We are also working with the MTCU to help develop a Certificate of Qualification for Hazardous Materials Worker.

**Internal Responsibility System (IRS)**

IHSA is committed to the implementation and maintenance of a safe and healthy workplace. We will comply with all applicable health, safety and environmental legislation, with particular focus on...
With the exception of injuries to new workers, there were fewer lost-time injuries in all categories in 2010 compared to 2009. IHSA will make the reduction of injuries to new workers a priority for 2012. We will increase the promotion of our New on the Job video and our Help New Workers Start Right poster, which we developed earlier this year.

Unfortunately, in 2010, IHSA member firms lost 39 workers to traumatic fatalities. Although this was fewer than in 2009, every fatality is unacceptable. Motor vehicle incidents were the cause of 15 of the 39 fatalities. Falls were the cause of 12 traumatic fatalities and nine fatalities were caused by being struck by material, equipment or vehicles. Two workers were fatally injured by electrical contact and one worker died of heat stress.

IHSA launched its Working at Heights program with the aim at eliminating fall-related injuries and fatalities. IHSA also continues to promote and conduct motor-vehicle-related programs within its member firms.

Amalgamation
Bringing together three separate organizations with different unions, working conditions, business models, and so on, in order to form IHSA has been quite a challenge over the last two years. But on October 12, 2011, the first collective agreement between IHSA and CUPE 3585 was ratified. This collective agreement, which will be in effect until the end of 2014, will give us the consistency and stability we need in order to focus on our prevention work. We truly are one association now, and that cohesiveness and teamwork will prove invaluable as we face the future together and work towards accomplishing our strategic goals.

Summary
In conclusion, I would just like to say that although IHSA has accomplished a great deal in such a short time, we still have a lot to do. 2012 will be a busy and productive year for us as we take on new challenges and put new prevention solutions into practice. We cannot rest on our laurels because there is still so much work to be done. It is my promise to you that in the coming year we will work even harder to accomplish IHSA’s vision: “Workplaces without injuries, illnesses or fatalities.”

Al Beattie
President and CEO, IHSA

For more information on our accomplishments so far, download the IHSA fact sheet from our website.
It is common knowledge that smoking is bad for your health. In fact, smoking costs the Ontario economy about $2 billion in health care costs each year. Workers who smoke are also at higher risk of contracting diseases from exposure to various substances in the workplace. Of course there’s also the risk of a fire. And because of the health effects, smoking has also been blamed for lost productivity that costs Ontario’s economy about $6 billion a year. That means there is a very real cost to your company if you have smokers on the payroll.

In Ontario, smoking at work is governed by the Smoke-Free Ontario Act. This Act bans smoking in enclosed workplaces, including the inside of a building or structure, construction-site trailer offices, loading docks, and delivery trucks or other work vehicles. An individual who does not comply with the Act could face a fine of up to $5,000; for corporations there is no maximum fine.

Quitting is not easy, especially for workers who are frequently reminded of the habit by working with others who smoke. As an employer you can play an important role in helping the workers who want to quit smoking. Here are just some of the ways:

- Find out if your workplace employee-assistance program offers counselling for smokers wanting to quit. If it does, let your employees know about it.
- Hold a “quit smoking” contest.
- Host a health fair or “lunch and learn” where workers can learn about support services.
- Figure out how to subsidize or share the cost of aids to quitting smoking.
- Adopt a smoke-free policy at work, and tell the workers about the resources that are available to help them stop smoking.

Workers who want to stop smoking may also find help and resources from the Smokers’ Helpline and the Ministry of Health.

A wide range of quitting resources are available through the Ministry of Health Promotion and Sport on its website: www.mhp.gov.on.ca/en/smoke-free/quitting-resources-consumer.asp
As the winter season approaches, it’s time to rethink our driving habits. Winter driving is about planning, preparation, and patience.

Planning
A bit of simple planning can make a trip, even a short one, go more smoothly. Before you leave, ask yourself a few questions: Which route will I be taking? Do I have an alternative route just in case? Should I leave a little earlier? Does my family know where I am going and which route I’m taking? Do they know when I am leaving and when I should arrive? Did I check the weather forecast and road reports? Do I have a cell phone available?

Preparation
First and foremost, your vehicle should be ready for winter driving conditions. It seems that every year many people find out the hard way by having their truck or car break down due to lack of proper winter maintenance. At minimum, the following should be checked:

Radiators must have proper winter coolant. And be sure there are no leaks.

Tires should be rated for winter use and have treads that are deep enough to handle snow buildup. All-season tires are not designed for severe winter driving. Tires must also be properly inflated.

Wipers must be in good condition in order to clear snow and sleet off the windshield. Special winter wipers can also help prevent ice from building up. You also need winter-rated windshield-washer solution.

Heaters and defrosters that are working properly will keep your windshield clear and your passengers warm.

Lights are particularly important in winter so that other drivers can see you clearly. Be sure the headlights work on both high and low beams and are adjusted correctly. Check that the stop, tail, and clearance lights and the turn signals are clean and are working properly.

Brakes must be in the best of condition and balanced for uniform braking.

Muffler and exhaust systems should be in good condition and should be fitted tightly so that carbon monoxide does not seep into the vehicle, where it could lead to serious illness or death for the driver or passengers.

Batteries run down more quickly in cold weather. Make sure yours is in good condition. And in case your battery runs low, make sure you carry jumper cables and you know how to use them or use a booster battery if one is available.

Windows and mirrors need to be clean to ensure good visibility. Mirrors should also be properly adjusted.

Don’t forget:
• Carry an ice scraper or a broom for brushing snow off your vehicle; a shovel for deeper snow; sand or kitty litter for traction if your wheels should get stuck in the snow; and a towel for cleaning and drying your hands.
• Put an extra vehicle key in your pocket. Many motorists have locked themselves out of their car or truck when they were warming it up.
Keep your fuel tank full. It may be necessary to change routes or turn back during a bad storm, or you may be caught in a traffic jam or a blizzard.

Patience

We have all heard that patience is a virtue. When it comes to winter driving, patience is a must.

The leading causes of winter collisions are excessive speed, following too close, slippery roads, and poor visibility. Unfortunately, many of us don’t think of those things until after a collision. The question is, why don’t we think about them before we have a collision or even before we begin the trip?

True professional drivers continually think about these factors and consider them as challenges that can be solved. Our truck or car does what we want it to do or what we allow it to do. If it goes too fast, it’s because we want it to. If it follows another vehicle too closely, it’s because we want it to. If we lose control on slippery roads, we have allowed this to happened because we haven’t adjusted our driving to the weather, road, traffic, and overall driving conditions.

For example, we may need to adjust our speed because we recognize that the conditions only allow for travel at 10 or 15 or 20 kilometres an hour even though the speed limit may be 80 or 90. Remember, snow and ice on the road can make your stopping distance three to 12 times as long as on a dry road. And don’t think because you have anti-lock brakes you will be safe. Anti-lock brakes are a great safety tool, but they don’t make your car or truck stop any faster or in a shorter distance.

Safe travel around snowplows

It is important to give snowplows room to do their job. They may be spreading sand or salt from the truck as well as plowing, or they may need to stop or drive around a stranded car.

- If you find yourself behind a snowplow, stay behind it—the road behind a plow will be safer to drive on than the road in front. If you must pass, use caution.
- Don’t crowd the plow. Snowplows clear a wide swath—sometimes very wide. The front plow extends several feet in front of the truck and may cross the centre line and shoulders during plowing operations.
- Plows often turn and leave the road. Give them plenty of room. Stay back at least 150 metres.
- On multi-lane roads, snowplows may be wider than one lane or there may be two or three plows working together.
- A plow can throw up a cloud of snow that can reduce visibility to zero in less time than you can react. Be smart. Never drive into a cloud of snow—it could be hiding a snowplow.
- A plow driver’s field of vision is very limited. You may see him, but he may not see you.

There is a lot more to winter driving than just starting the vehicle and going. Safe winter driving is a skill; it doesn’t just happen. It takes planning, preparation, and patience by the driver.

If you are trapped in a car during a blizzard

- Do not leave the car to look for help unless help is visible. You may lose your bearings and get lost in blowing and drifting snow.
- Display a trouble sign—hang a brightly coloured cloth on the radio antenna and open the hood.
- Turn on the heater occasionally to keep warm, but only when the engine is running. Don’t turn on the dome light inside the car except when the engine is running. Run the engine for about 10 minutes every hour.
- Beware of carbon monoxide poisoning. Keep the exhaust pipe clear of snow. To get fresh air, open a window slightly on the downwind side.
- Try not to stay in one position for too long. If there is more than one person in the car, take turns sleeping. Huddle together to keep warm. For added insulation, use newspapers, maps, and even the car mats.
- Avoid overexertion. Cold weather puts an added strain on the heart. Exercise that you are not used to, such as shovelling snow or pushing a car, can bring on a heart attack or make other medical conditions worse.
- To avoid dehydration, keep some bottles of water in the car and take a drink now and then.
The Infrastructure Health & Safety Association (IHSA), like its legacy associations, is structured so that its members can advise on health and safety needs for Ontario. Through the IHSA’s two provincial labour-management committees (which are called Section 21 committees), IHSA members can help shape health and safety legislation in the province—that’s something that benefits all workers.

One of the two Section 21 committees hosted by IHSA is for the construction sector; the other is for the electrical sector. Both committees consist of representatives of labour, industry, and the Ontario government, and both serve to channel information and advice from industry and labour members to the Ministry of Labour. This keeps the Ministry up-to-date about working conditions and issues in these two vital sectors.

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Provincial Labour-Management Health and Safety Committee – Construction

The Provincial Labour-Management Health and Safety Committee (PLMHSC) for construction was formed in 1968 and was given Section 21 status as an advisory committee in 1996. (Section 21 is the part of the Occupational Health and Safety Act that defines these committees.)

This Section 21 committee is also at the hub of IHSA’s network of trade and regional committees for the construction sector. These committees feed into the PLMHSC, which in turn is linked to the Ministry of Labour.

Anyone can bring an issue before the PLMHSC. Usually an issue is first discussed by the trade or regional committee, which decides whether to take it to the PLMHSC. If it does and if the PLMHSC decides the issue has merit, it may set up a subcommittee to look into the issue. And if the subcommittee recommends that changes need to be made to the regulations, the PLMHSC will send those recommendations to the Minister of Labour.

One of the two co-chairs of the construction PLMHSC is Jim LaFontaine. He says there are many benefits to this kind of committee: “The benefit of the provincial committee is, first and foremost, being recognized as an official Section 21 Advisory Committee to the Minister of Labour.”

“The committee represents over 400,000 construction workers, trade unions, and construction employers. It also has 23 trade and 16 regional committees at its disposal to do research on specific occupational health and safety issues. We can tap into this wealth of knowledge for subcommittee work and make solid recommendations to the MOL on changes to the regulations.”

LaFontaine believes that the committee system makes it possible for the various interest groups, such as employers, workers, and unions, to reach agreement as legislative changes move forward from idea to law.

“The PLMHSC represents a multitude of stakeholders and reaches decisions by consensus,” he says. “That approach strengthens the bonds of the internal responsibility system. It means that when there is a change to the Occupational Health and Safety Act and Construction Regulations (“the Green Book”), everyone supports it. The Ministry of Labour worked with the PLMHSC to form the Construction Legislative Review Committee, which is a subcommittee of the PLMHSC. This allows the PLMHSC to be part of any changes from the beginning and to comment during the drafting stage on the direction the Ministry of Labour has taken.”
Although not every member of IHSA can sit on the PLMHSC, members are needed at other levels. “The PLMHSC can’t have everyone attend their meetings, but we rely on the network membership volunteering time to work on the many subcommittees and working groups to improve occupational health and safety in Ontario.”

“Joe Redshaw (the other co-chair) and I urge all employers and trade associations to improve safety in the workplace by volunteering to help in regulation reviews or to sit on a subcommittee which reviews specific areas of the construction industry that continue to face challenges with injuries or other issues,” says LaFontaine.

Provincial Labour-Management Safety Committee - Electrical

The other Provincial Labour-Management Safety Committee hosted by IHSA is for the electrical industry. This PLMSC has a long history of bringing representatives of government, labour, and management together to improve workplace safety in Ontario’s electrical and utility sectors.

This committee was established in the 1970s by the then Minister of Labour, Betty Stevenson, to discuss occupational health and safety issues in the electrical and utilities industries in Ontario and to advise the Minister on those issues.

The electrical utility contractors are represented on the PLMSC by Dean Gatien of PowerTel, who has attended the electrical labour-management committee for many years. He believes that the committee offers its members unique opportunities: “The meetings are a place where the committee members can exchange industry knowledge and expertise and advise the Minster of Labour on issues effecting the industry, regulations, and training. In this forum, the successes and best practices of both the private and public sector are used to improve and guide the electrical industry in Ontario.”

As an official advisory committee under Section 21 of the Occupational Health and Safety Act of Ontario, the electrical labour-management committee may:

• review existing and proposed legislation that concerns the health and safety of workers in the industries represented on the committee
• make recommendations to the Ministry of Labour or other ministries and organizations
• discuss any health and safety issues in order to influence the decisions of any ministry or organization
• comment or advise on the recommendations of a coroner’s jury when they concern the electrical and utility industries.

Gatien says the greatest benefit of the committee is “the exposure to all the agencies, contractors, utilities, associations, and unions that are in the industry. The exchange of views and experiences is of great importance to our industries. The bottom line from all of this is the effect we continue to have on improving worker safety.”

In his opinion, “the relationship building on the committee enhances the ability of people to agree on solutions to issues. These solutions are usually the best-practices approach to doing things. The electrical sector has always been ahead of the wave and has acted as an industry leader. Participating in such an atmosphere is a big motivator for organizations to continue improving.”
Over the last decade, Rate Group 748 (High-rise Formwork and Demolition) has been paying the highest premiums to the WSIB. This is a high-risk rate group—its workers have lost-time injury (LTI) rates that are two or almost three times as high as the average for all other construction trades. However, in the last few years, firms in the formwork and demolition sectors have taken big strides in reducing their injury rates and protecting their workers.

Reducing LTIs in demolition
Demolition is the act of tearing down existing buildings and structures. It can be as simple as removing a portion of a house for a renovation project or as complex as demolishing a multi-storey office building.

Over the years, demolition work has evolved from a mainly manual process to a heavily mechanical one, and companies, which once used mainly unskilled labour, are now using more highly trained workers and supervisors. These types of changes have helped to lower the injury rates in this sector. From 2005 to 2010, the LTI frequency for demolition fell from 3.7 to 2.8, a 24.3 per cent decrease.

To continue this trend, demolition contractors are trying new procedures and new types of equipment. However, the reality is that some tasks have to be done manually, and this can expose workers to unsafe conditions and occupational health hazards.

The majority of LTIs in demolition are musculoskeletal disorders (MSDs). To help prevent overexertion injuries caused by manual labour, the demolition sector has worked with IHSA to develop a publication called Musculoskeletal Hazards and Controls: Demolition Trade (W319). This MSD guideline, which can be downloaded from our website, outlines simple and practical work methods that can be used on any jobsite to reduce the risk of overexertion.

Demolition firms often have to do asbestos abatement work. To help prevent exposure to hazardous substances such as asbestos, the demolition industry and several unions have teamed up with the Ministry of Training, Colleges and Universities (MTCU) to develop a Certificate of Qualification for Hazardous Materials Worker. Also available are two MTCU-approved asbestos certification courses that have been developed by IHSA. Asbestos Abatement Worker and Asbestos Abatement Supervisor are required courses for workers and supervisors who do or supervise Type-3 asbestos abatement work.

Representatives of the demolition sector are also working with IHSA to write a new health and safety manual for demolition. This manual will take the reader from the start of the bidding process through to the completion of a job.
Reducing LTIs in high-rise formwork

When it comes to worker safety, high-rise formwork is one of the riskiest areas of construction. By definition, high-rise formwork requires workers to work at heights all day long. As you would expect, the main causes of injury in this sector are falls and being struck by falling material. Formworkers create the floors and walls that everyone else on the project will work on and between. While these structural elements are being erected, it can be difficult to apply standard fall-protection controls, especially since the open edges of the building are constantly changing.

Like the demolition sector, the high-rise formwork sector has made advances in health and safety, which have resulted in lower injury rates. Injury rates have dropped in almost every category, and between 2005 and 2010, LTI frequency dropped from 7.01 to just below 4.45, a decrease of 36.5 per cent.

Part of the reason for the decrease is that formwork companies are using new procedures, increasing training, and enforcing their own health and safety policies as well as the provincial regulations.

To help reduce falls, formwork companies have implemented new measures, such as
- developing leading-edge guidelines
- using guardrails whenever possible
- installing guardrails on fly-forms before hoisting
- using forms that have pre-installed anchor points.

And it doesn’t stop there. Companies are also looking into the use of self-retracting lanyards to decrease fall distances and remove the slack from standard lifeline and rope-grab systems.

To help prevent workers from being hit by falling objects, the industry is
- installing toeboards on guardrail systems
- putting up barricades with signs to demark exclusion zones below work areas
- improving housekeeping techniques, such as not placing tools or material near edges
- using proper stacking methods to prevent materials from tipping.

Representatives of the formwork sector have also helped IHSA develop several health and safety publications, which are available on our website. One of these is the Formwork Health and Safety Manual (M064), which contains easy-to-follow safety procedures covering all aspects of forming work—from site excavation to the stripping and removal of forms. Another of these publications is the Musculoskeletal Hazards and Controls: Carpenter Trade (W316), which includes safe-work techniques for avoiding MSDs when performing tasks that are common in formwork.

Looking toward the future

Judging by the efforts that demolition and formwork companies have already put towards improving health and safety over the last five years, it is expected that their injury rates will continue to decline. If the trend continues, they may be rewarded with lower insurance premiums, which will be a well-deserved bonus for their hard work and proactive approach.
There’s so much to gain by joining a Safety Group

As a business owner, you’re always looking for ways to improve your bottom line. As an employer who cares about his employees, you also want to make sure that everyone gets home safe at the end of the day. If there was a simple way to do both those things, wouldn’t you jump at the chance? If you haven’t joined one of IHSA’s Safety Groups, then you’re missing out on a great opportunity.

What is the Safety Groups program?
Safety Groups is a program administered by the Workplace Safety and Insurance Board (WSIB). Each Safety Group is made up of companies in the same industry that have joined in order to share their health and safety experience and resources and help one another improve their prevention systems. It also provides great networking opportunities.

Each Safety Group has a sponsor that oversees the group, organizes meetings and leadership workshops, offers guidance on action plans, and keeps track of the group’s achievements and goals. IHSA currently sponsors three Safety Groups: Construction Safety Group, Electrical and Utilities Safety Group, and Transportation Safety Group. IHSA has also joined forces with PSHSA, WSN, and WSPS to sponsor a Northern Ontario Safety Group, beginning in 2012.

Who should join?
If you are a new firm or a small firm that is still establishing its health and safety systems, Safety Groups is an ideal program for you. It’s an opportunity to learn from other businesses that are operating in the same industry and region. If you are a well-established company that is doing a review or audit of your current systems, Safety Groups is a great way for you to compare your operations with others in your industry and align them with the best industry practices. The end result is a safer industry overall, and that’s good for everyone.

What are the benefits?
Each Safety Group focuses on five key areas and is rewarded for making improvements in those areas. However, there are no penalties if the group does not succeed. The WSIB treats each Safety Group as one large company, and it rewards the success of the group as a whole with rebates for each member. The rebates are on top of any of the firms’ standard experience-rating rewards.

But there is more to Safety Groups than financial rebates. A survey found that participants received many other benefits from the program. They included:
- fewer lost-time injuries and a significantly lower severity rate than for firms not in the program
- the knowledge, skills, and motivation to recognize health and safety problems and initiate solutions
- improved employee perception and understanding of workplace health and safety.

What results can you expect to see?
The 2010 results of the Safety Groups program, which the WSIB recently announced, are remarkable. Forty-two Safety Groups in Ontario will share rebates of over $38 million this year.

The groups sponsored by IHSA did particularly well. The Electrical and Utilities Safety Group reduced its injury frequency by 20 per cent and its injury severity by 30 per cent. This group was 100 per cent successful in meeting the goals that it established at the beginning of the year, and thus it received the maximum rebate of six per cent, which amounted to $528,000.

The Transportation Safety Group reduced its injury frequency by 10 per cent and its injury severity by 12 per cent. These reductions, coupled with an 84 per cent success rate in meeting its goals, earned the group a 5.39 per cent rebate, which amounted to more than $4 million.

Since this was the first year for the Construction Safety Group, its results will not be available until next year.

How do you join?
For more information on Safety Groups, including how to become part of the program, visit the Safety Groups page on IHSA’s website. It doesn’t matter whether your company is large or small, or what your safety record is. What matters is your commitment to improve. Act soon because the deadline to join a Safety Group for next year is December 15. You don’t want to let an opportunity like this slip through your hands.
Free poster available now

Tie Off: It’s the Law Poster (IHSA004)
Remind workers to tie off on construction sites with this double-sided poster. One side features a low-rise residential site and the other side a high-rise residential site.

This heavy-duty poster features translations of the phrase “use fall protection” in nine languages: French, Italian, Portuguese, Spanish, Russian, Polish, Serbian, Croatian, and Turkish.

It also includes a peel-off pad featuring IHSA’s contact information that can be affixed to the poster and torn off as a take-away information piece. This 17” x 22” poster is made of weather- and UV-resistant material.

IHSA introduces COR™ Program for Ontario construction contractors

IHSA is proud to present to its membership the Certificate of Recognition program (COR™) for Ontario.

COR™ is a volunteer occupational health and safety auditing program. It provides construction industry employers with an effective health and safety management system for reducing the human and financial costs of workplace incidents, injuries, and illnesses. It is currently being used across Canada and is supported by the Canadian Federation of Construction Safety Associations. COR™ is often required for contracts with both public and private-sector construction projects.

To register for the program or find more information, visit www.ihsa.ca or contact Chris McKean at cmckean@ihsa.ca or (647) 588 2919.
Skills Development Centre

One of IHSA’s many training options

You might think IHSA’s Skills Development Centre is just another classroom. Those who have been to the Mississauga facility know that it is much more.

This outdoor site contains a variety of training areas. Both overhead and underground distribution training areas are available for utility workers to conduct such training as pole top rescue, switching and grounding, and live line work.

The Skills Development Centre has its own fleet of aerial devices, lift trucks, radial boom derricks, and equipment, such as a brush chipper and chainsaws. Confined space rescue gear is also on site.

Climbing poles, digging holes and locating cable are all options during training. It is as hands-on as it can get but with the added security of an enclosed environment so that participants can concentrate on instructions and instructors can observe participants as they conduct tasks without immediate concern for traffic or other normal issues that arise in a work environment.

A confined space demonstration area and a structure for climbing and rope access work provide options for indoor training. The building also has two classrooms, which can be configured to suit anywhere from two to 50 participants.

Some of the courses taught at the Skills Development Centre include
- Chainsaw Operation and Maintenance
- Confined Space Entry
- Lift truck training
- Line Clearing Safety and Awareness
- Mobile Crane 0-8 Ton
- Powerline Technician Apprenticeship
- Propane training

The Skills Development Centre is just one of IHSA’s training facilities. In the next issue of IHSA’s Health & Safety Magazine, watch for an overview of our Voyager Court facility, which is currently being retrofitted to include even more training opportunities than we currently offer. This site will be re-launched in early 2012.

See how IHSA can help you. Visit www.ihsa.ca