



Training

IHSA courses range from short general awareness sessions to highly technical hands-on instruction. Take a look and determine what training provides the best options for you.

- Training
- Certification Training
- Home Study
- Online Training
- Webinars and Seminars
- Contractor Essentials

Delivery Options

For your convenience, IHSA offers a variety of delivery options for training courses.

In-Class Training

We offer in-class training courses at locations across the province with qualified IHSA instructors. These courses range in length from half a day to several weeks. All materials are provided at the start of the course.

For details about when courses are offered, check IHSA's training calendar. You can also visit www.ihsa.ca and go to the Training section to find out when and where specific courses are offered and to print an up-to-date schedule. Use the convenient Search function to look for a specific course or download and print a regional schedule listing all the training in your area.

To register for an in-class training course use the form at the end of the section or contact IHSA at 1-800-781-2726. You can also register online at www.ihsa.ca.

Industry-Delivered Training

Industry-delivered training kits allow a competent person to deliver certain courses without having to take an instructor workshop. The trainer's guides and user's guides in the kits provide a competent person with the material and information needed to administer the course successfully.

IHSA offers the following industry-delivered training packages. Turn to the pages specified for details.

Elevating Work Platforms, page 57

Propane in Construction Review, page 58

Home-Study Training

Home-study kits include everything you need to teach yourself certain courses. You control the learning process and the pace.

After completing the assigned readings and exercises, you register for a Home-Study Review and Exam. Dates for the exams have been scheduled throughout the province. Visit www.ihsa.ca and go to the Training section to search for scheduled dates and locations. If you don't find something scheduled for your area, contact IHSA at 1-800-781-2726.

IHSA offers the following home-study training kits. Turn to the specified pages for course descriptions.

Basics of Supervising, page 16

Construction Health and Safety—Basic, page 19

Construction Health and Safety Representative, page 20

Trade-Specific Training

With assistance from labour-management health and safety committees, certain trade groups working with IHSA staff have developed training specifically tailored to their trade. These multi-level programs are generally taken one level per year. The first two levels can be done through IHSA, while the third level is usually completed on site or at a hands-on training facility. Contact IHSA for details.

Online Training

IHSA's website presents several e-learning programs, as well as videos you can use as safety talks. Some of the programs available online are *Electrical Safety and Awareness*, *Fire Safety*, *Transportation of Dangerous Goods*, *WHMIS*, and many more. Check them out at www.ihsa.ca.

Instructor Courses and Workshops

IHSA offers instructor workshops for some programs to help ensure that everyone has access to training. Instructor workshops provide individuals with the knowledge and materials to become trainers, so that they can train others within their company or industry. Look for IHSA's brochure on instructor workshops for more information.

Hazard Awareness Courses



This symbol means the course is a hazard awareness course. Hazard awareness courses are classroom based and provide an overview of task-specific hazards. They help to improve your awareness of hazards, but do not include a hands-on component. Participants will receive a record of training. You can also take hazard awareness courses as introductions to the more comprehensive courses that IHSA offers (certificates of training are provided for comprehensive courses).



Course Descriptions

Advanced Fall Protection 2 Days

This program reviews the basics of fall protection and then leads you through several rescue scenarios. You will work toward developing rescue procedures and practical applications.

Program Content

- Occupational Health and Safety Act
- Fall protection review
- Risk assessment
- Rescue equipment
- Proper anchorage and connectors
- Rescue procedure development
- Rescue procedure practical

Prerequisites

There is a one-day pre-course site inspection.

Who Should Attend?

Personnel who have completed basic fall protection and who may be required to perform a rescue from heights.

Maximum number of participants: 8



Air Break Switch/Load Interrupter Maintenance 2 Days

This program introduces or reinforces the proper isolating and maintenance procedures of air break switches and load interrupters using rubber and fibre protective equipment and live line tools.

Program Content

- Detailed study of applicable IHSA *Safe Practice Guides*
- Hydraulic equipment—stability and safe operation
- Job planning/tailboard talk
- *Utility Work Protection Code*
- By-pass jumpers (ratings, proper installation)
- Cleaning and adjustment of air break switches
- Field practice (hands-on practical session)

Who Should Attend?

Personnel performing this type of work (including supervisors).

Maximum number of participants: 6

Arc Flash Risk Assessment ½ Day

This program will provide insight and information on the technology, formulas, regulatory standards, and other considerations needed when dealing with arc flash assessment.

Program Content

- Legislation and rules review
- Risk assessment (risk categories)
- Arc current calculations
- Incident energy calculation
- Analysis of software available such as Arcpro and Duke Heat Flux Calculator
- What APTV really means
- Ways of reducing arc flash hazards
- Determining the level of personal protective equipment (PPE) required when in proximity to arc flash hazards

Who Should Attend?

Line supervisors, lead hands, and purchasing and engineering personnel.

Maximum number of participants: 20



Asbestos Abatement Supervisor 1 Day

Supervisors of Type-3 asbestos-abatement work are required to be certified to perform their supervisory role. They must successfully complete the in-school training component of the Ministry of Training, Colleges, and Universities (MTCU)-approved Asbestos Abatement Supervisor Training Program 253S and pass the MTCU Asbestos Abatement Supervisor test.

Program Content

This IHSA course covers the mandatory in-school component of the program requirements. Upon successful completion of the course, supervisors will be able to write the MTCU Asbestos Abatement Supervisor test administered by an MTCU-recognized test administrator.

Prerequisites

Mandatory prerequisites for the in-school training component of the Asbestos Abatement Supervisor program are:

- certification in the MTCU Asbestos Abatement Worker program 253W
- completion of IHSA's *Basics of Supervising* course or proof of completion of an equivalent formal construction supervisor course having a minimum duration of 16 hours of lesson time.

Who Should Attend?

Anyone who supervises asbestos abatement work.

Maximum number of participants: 20

Asbestos Abatement Worker 3 Days

All workers, including construction tradespeople, who perform Type 3 asbestos work as defined in Regulation 278/05 under the *Occupational Health and Safety Act* must successfully complete the in-school training component of the Ministry of Training, Colleges, and Universities (MTCU)-approved Asbestos Abatement Worker (AAW) training program.

Program Content

This IHSA course covers the mandatory in-school component of the program. Upon completion of the course, workers will be able to write the MTCU Asbestos Abatement Worker test administered by an MTCU-recognized test administrator.

All participants will be provided with a full-facepiece air-purifying respirator as part of the course fee.



Who Should Attend?

Asbestos removal workers.

Maximum number of participants: 12

NOTE: People who enter a Type 3 work area but do not perform Type 3 work are not required to complete the MTCU-approved Asbestos Abatement Program, but employers are required by the Ministry of Labour to provide such individuals with asbestos hazard-awareness training.

Asbestos Work in Construction ½ Day



This program teaches participants how to identify locations where asbestos may be present and find sections of the asbestos regulation which deal with the classification of asbestos work.

The program involves a slide presentation and video review. Each participant will complete classroom exercises and reviews. Full attendance is mandatory.

Program Content

- Asbestos uses and locations in construction
- Health hazards and controls
- Legislative requirements

Who Should Attend?

All workers on projects where asbestos may be present. A record of completion will be provided to successful participants.

Maximum number of participants: 20

NOTE: This course does not qualify participants for Type 3 asbestos removal. Every worker and supervisor involved in Type 3 operations must successfully complete the Asbestos Abatement Training Program approved by the Ministry of Training, Colleges and Universities (see courses at left).

Bare Hand Techniques 4 Days

Although the bare hand method may be limited in scope, this technique affords line maintenance personnel another option to consider for specific tasks. The program concentrates on the procedures and basic philosophy involved with this technique.

Program Content

- Thorough review of the bare hand technique
- Basic hydraulics
- Review of applicable IHSA *Safe Practice Guides*
- Emergency plan
- Job planning/tailboard talk
- Field practice—bare hand live line technique

Who Should Attend?

Personnel who perform this type of work (including supervisors).

Maximum number of participants: 6

Basic Auditing Principles 1 Day

This course is an introduction to the principles of health and safety auditing. It provides participants with the basic information about what an organizational audit is and describes some techniques used in carrying out an audit. This course is not meant to train the participant as an auditor. It is intended to familiarize participants with the audit process.

Program Content

- Audit definition and purpose
- Benefits of performing an audit
- Audit standards
- Auditing phases
- The auditor
- Handling problems

Who Should Attend?

Personnel who are new to health and safety and have little or no auditing experience. It is one of the requirements for the Construction Health and Safety Officer certificate. (See page 45 for details about the certificate).

Maximum number of participants: 20

Basics of Supervising 3 Days

Often workers are promoted to a supervisory position because of their high-quality work and experience. This program teaches those workers how to be an effective supervisor by explaining their role and responsibilities.

Program Content

- Elements of supervision
- Motivation and communication
- Legal responsibilities
- Health and safety programs
- Site emergencies and incident investigation
- Construction injuries and fatalities.

Who Should Attend?

Crew-level construction supervisors—especially those who have never received any training in supervisory skills or in their health and safety responsibilities under Ontario law.

A record of completion will be given to successful participants.

Maximum number of participants: 20

Brush Chippers—Safe Operation and Maintenance 1 Day

This program provides safe operating procedures and practices to workers who use brush chippers.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Protection of self and others
- Working in a safe environment
- Job planning
- Maintenance and operation of a chipper including blade replacement
- Field practice

Who Should Attend?

Personnel who use a brush chipper (including supervisors).

Maximum number of participants: 8



Cable Locating 1 Day

As underground space becomes more and more congested, the need for accurate tracing and locating of underground plant becomes increasingly important. Participants will be exposed to, and will experiment with, up-to-date methods and equipment available in the industry today.

Program Content

- Methods used in the tracing of buried pipes and cables
- Principles of operation
- Equipment set up
- Field assignments

Who Should Attend?

Personnel involved in staking (locating) existing underground plant.

Maximum number of participants: 10

Cable Splicing and Terminating

Primary 2 Days

This hands-on program provides participants with the knowledge and skills required to consistently produce top quality terminations and splices using the most current equipment and procedures.

Program Content

- Applicable safety rules and regulations
- Extruded shielded primary cable design and construction
- Cable preparation
- Review of splicing and terminating concepts, methods, and components
- Monitored hands-on splicing and terminating exercises

Who Should Attend?

Personnel involved in the installation, splicing, terminating, testing, troubleshooting, or purchasing of primary cable and associated componentry.

Maximum number of participants: 8

Secondary 1 Day

This hands-on program provides participants with the knowledge to work safely while splicing and terminating secondary cables.

Program Content

- Basic electrical theory
- Interpretation of relevant rules and regulations
- Types of underground systems and cables
- Tools and materials checks

- Meter base checks
- Hands-on cable preparation and terminations

Who Should Attend?

Personnel involved with installing secondary underground cable.

Maximum number of participants: 8

Cable Testing and Fault Locating 3 Days

This program covers various methods and equipment required while performing cable testing or fault locating. It also provides participants with an opportunity to use and compare the latest technology in cable testing and fault locating equipment.

Program Content

- Cable theory and trends
- High/low voltage potential testing instruments (e.g., Thumpers)
- Types of tests—factory, acceptance, proof, maintenance
- Cable locating
- Methods of fault locating—primary, secondary, pre-locating, and pinpoint locating
- fault analysis
- Field assignments: switching, cable locating, cable testing, and fault locating

Who Should Attend?

Personnel who perform this type of work (including supervisors).

Maximum number of participants: 10

Canada Labour Code Part II 1 Day

This is an introduction to federal health and safety legislation, including the responsibilities of employers and employees. Participants are provided with a copy of the *Canada Labour Code Part II, Regulations Respecting Occupational Health and Safety made under Part II of the Canada Labour Code*, and *Health and Safety Committees and Representatives Regulations*.

In a classroom setting, using group interaction, participants will learn to reference the *Canada Labour Code Part II*, their health and safety responsibilities, and how to relate them to their specific workplace.



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Who Should Attend?

Anyone who does not already know their health and safety responsibilities under legislation.

Maximum number of participants: 15

Chainsaw Operation and Maintenance 1 Day

This program is offered for those workers who use power chainsaws for general ground use. The program is designed to help workers ensure safe and proficient operating practices.

Program Content

- Field practice (an evaluated demonstration of chainsaw operation skills)
- Protection of self and others
- Working in a safe environment
- Job planning
- Maintenance and operation of a chainsaw
- Interpretation of relevant regulations and the *Occupational Health and Safety Act*

Who Should Attend?

Personnel who use a chainsaw (including supervisors).

Maximum number of participants: 8

Collision Review Committee 1 Day

This course is designed to help people become involved in their company's collision review process. It will help you to determine preventability through practical and interactive learning. Learn the definitions of preventability and defensive driving, how to structure a collision review committee, and the standards of driving performance through the use of practical case-study applications.

A complete set of guidelines for determining preventability is provided to each participant and can be used as a reference for future job applications. The participants develop their own on-the-job action plan for preventability determination at their worksite.

Who Should Attend?

Anyone involved in their company's collision review process.

Maximum number of participants: 20

Commercial Motor Vehicle Collision Investigation 2 Days

This intensive two-day certificate course will enable participants to better determine preventability; identify retraining needs; make logical recommendations for changes necessary to ensure a safer operation; and build a database to understand how, where, and why collisions are happening. Participants will be exposed to the concepts and necessary information required to competently investigate a motor vehicle collision.

Program Content

- Introduction to collision investigation
- Elements of an investigator's kit
- The traffic collision template
- Scale drawings
- Drag factors determining speed, time, and distance
- Chain of events
- Primary activities involved in a complete collision investigation
- Preventability discussion
- Practical case studies and presentations

Who Should Attend?

Safety officers, driver trainers, joint health and safety committee members, managers, and anyone involved in their company's collision investigation program.

Maximum number of participants: 12

Conductor Stringing 3 Days

This program acquaints individuals with conductor stringing methods (tension or conventional), safe work practices, proper operation of pullers and tensioners, and the necessary equipment to carry out a stringing operation in a safe manner.

Program Content

- Review of applicable IHSA *Safe Practice Guides*
- Step and touch potentials
- Proper set up of ground gradient mats and grounding techniques
- Proper operation of tensioners and pullers
- Work area protection
- Communication and team work

Who Should Attend?

Personnel involved in conductor stringing operations in electric utility or telecommunications operations.

Maximum number of participants: 8

Confined Space Entry 1 Day

This program blends in-class learning with a practical training component. Upon course completion, participants will be knowledgeable about confined space requirements under the *Occupational Health and Safety Act*, will be able to recognize confined spaces and describe the major hazards, will be able to identify controls, and will be able to perform a confined-space rescue.

Program Content

- Potential hazards of confined spaces
- How to recognize a confined space as defined by the *Occupational Health and Safety Act*
- Employer programs for confined-space entry
- Hazards and their assessment
- Plans for controlling hazards of confined-space activity
- Training and entry permits
- Confined-space rescue

Who Should Attend?

Personnel who are required to enter confined spaces.

Maximum number of participants: 8

Confined Space Hazard Awareness for Construction ½ Day

This program shows participants how to identify confined spaces and demonstrate knowledge of legislative requirements and general procedures for confined-space entry.

Program Content

- Definition of confined space
- Hazards related to confined spaces
- Types of dangerous atmospheres
- Legal requirements
- Assessment and control options
- Monitoring strategies
- Entry permits and procedures

Who Should Attend?

Anyone who will be working near confined spaces. See *Confined-Space Entry* (above) for more in-depth training.

Maximum number of participants: 20

NOTE: This is an awareness program only. There is no hands-on component to this program. Workers should receive additional training on the actual procedures they will use.

Contractor Safety Essentials 1 Day

This new program demonstrates to owners and senior managers of construction firms that making more time for safety will not only prevent workplace injuries, but will also improve their bottom line and reduce their liabilities. It is aimed at owners and senior managers of small- to medium-sized construction firms. Successful contractors know that safety is much more than a legal obligation. This program will help contractors learn the value of investing in health and safety.

Program Content

- Improve your bottom line (hidden costs of an injury, rebates and surcharges, and the health and safety payoff)
- Reduce your liabilities (contractor pre-qualification; every reasonable precaution; actions, documents, and safety culture)
- Control your jobsite hazards (foreseeable hazards, are you doing enough?, and making time for safety)

Who Should Attend?

Anyone in a management position at a construction firm who is not familiar with their legal health and safety responsibilities or how to save money through health and safety management.

Maximum number of participants: 20

Construction Health and Safety—Basic 3 Days

This program shows participants how to recognize and identify the basic requirements for health and safety, including both equipment and procedures.

Program Content

- Hazard recognition
- Personal protective equipment
- Electrical safety
- Access equipment
- Back care and material handling
- Legislation

Who Should Attend?

Workers with no previous training in health and safety.

A record of completion will be issued to successful participants.

Maximum number of participants: 20

Construction Health and Safety Multi-Level Training 3-5 Days

The Basic and Intermediate components of this program form the first two levels of trade-specific safety training. See page 13 for details about trade-specific training.

Construction Health and Safety—Basic Level

This first level of trade-specific multi-level training provides a foundation. See above for a complete description of the *Construction Health and Safety—Basic* course.

Construction Health and Safety—Intermediate Level

This second level of trade-specific multi-level training builds upon the basic level and prepares participants to complete the third level in their specific trade. The following are some examples of modules for specific sectors.

Mechanical:

- Confined spaces
- Asbestos hazards
- Lockout and tagging
- Welding
- Rigging basics

Civil:

- Confined spaces
- Asbestos hazards
- Lockout and tagging
- Propane
- Trenching
- Fall protection
- Powered elevating work platforms

Construction Health and Safety Representative (Part I Certification) 5 Days

This course covers general health and safety for all types of workplaces. Participants will learn how to act effectively as construction health and safety representatives, identify hazards, and take action to protect themselves and others in the workplace.

Program Content

- *Occupational Health and Safety Act*
- Safety and health hazards
- Health and safety representative's role
- Jobsite inspection
- Communication
- Incident investigation

Who Should Attend?

Members of joint health and safety committees, health and safety representatives, supervisors, and employers. IHSA will record participant attendance. A record of completion will be given to those who successfully complete the course and performance review.

Maximum number of participants: 20

NOTE: See page 44 for details about certification.

CVOR Facility Audit Overview 1 Day

IHSA has prepared a special one-day session which covers all aspects of the Ministry of Transportation (MTO) legislative responsibilities for carriers and those who are responsible for trucks and buses within their fleet.

Program Content

- A review of the *Highway Traffic Act* including basic purpose, intent, definitions, and specific commercial applications and requirements such as the classified driver licence system, time records, and vehicle maintenance
- The CVOR process including basic elements, thresholds, and violation rates
- MTO Facility Audit process including training, monitoring, and driver and maintenance files required to be maintained
- Hours of Service and *Pre-Trip/Vehicle Maintenance Regulations 555/06 and 199/07* overview from an operator's (company) perspective

Who Should Attend?

Individuals and/or owners of small-to medium-sized fleets of vehicle who are responsible for maintaining spare vehicle- and/or driver-related files. Those who want to upgrade or attain knowledge of the legislative responsibilities related to vehicle or driver files and those who have received a "Warning Letter" from the MTO in reference to an increasing violation rate should also attend.

Participants will receive a certificate from IHSA recognizing their participation in this session.

Maximum number of participants: 20

Defensive Driving—Commercial 1 Day

In a classroom setting, defensive driving techniques are presented with the aid of various audio-visual means. These courses are designed to involve participants in group discussions of common driving problems that are encountered by drivers each day.

Program Content

Module 1—The Law (Legal Element)

- Rules and regulations that apply to commercial motor vehicle operation

Module 2—The Driver (Human Element)

- The human elements which affect our ability to drive safely, including attitude, mental/emotional state, complacency, physical well being, nutrition, sleep, vision, and knowledge.



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**Module 3**—The Vehicle (Mechanical Element)

- Vehicle inspection; basic vehicle control; and factors that affect steering, stopping, and handling

Module 4—The Environment

- Inside the vehicle, road surface conditions, traffic conditions, and weather conditions

Module 5—Driving Defensively

- Collision prevention; use of mirrors, signs, and signals; passing; intersections; turning procedures; expressway driving; and backing procedures

Who Should Attend?

Drivers of commercial vehicles who want to improve their on-road knowledge and learn defensive driving techniques.

Maximum number of participants: 20

Defensive Driving—Emergency Response Personnel 1 Day

This is a specialist training program that provides the necessary knowledge and understanding for emergency response drivers to ensure that they are able to safely drive an emergency vehicle under emergency conditions to the scene of an incident. In a classroom setting, defensive driving techniques are presented with the aid of various audio-visual means. This course is designed to involve participants in group discussions of driving problems encountered by emergency vehicle drivers each day.

Program Content**Module 1 - The Law (Legal Element)**

- The legal requirements and exemptions within the *Highway Traffic Act* and related regulations

Module 2 - The Driver (Human Element)

- The human elements which affect our ability to drive safely, including attitude, mental/emotional state, complacency, physical well-being, nutrition, sleep, vision, and knowledge

Module 3 - The Vehicle (Mechanical Element)

- Vehicle inspection; basic vehicle control; and factors that affect steering, stopping, and handling

Module 4 - The Environment

- Inside the vehicle, road surface conditions, traffic conditions, and weather conditions

Module 5 - Driving Defensively

- Collision prevention; use of mirrors, signs, and signals; passing; intersections; turning procedures; and backing procedures

Who Should Attend?

All personnel who operate emergency response vehicles.

Maximum number of participants: 20

Defensive Driving—G Class Driver ½ Day

In a classroom setting, defensive driving techniques are presented with the aid of various audio-visual means. These courses are designed to involve participants in group discussions of common driving problems that are encountered by drivers each day.

Program Content**Module 1**—The Law (Legal Element)

- Rules and regulations that apply to personal vehicle operation

Module 2—The Driver (Human Element)

- The human elements which affect our ability to drive safely, including attitude, mental/emotional state, complacency, physical well being, nutrition, sleep, vision, and knowledge

Module 3—The Vehicle (Mechanical Element)

- Vehicle inspection; basic vehicle control; and factors that affect steering, stopping, and handling

Module 4—The Environment

- Inside the vehicle, road surface conditions, traffic conditions, and weather conditions

Module 5—Driving Defensively

- Collision prevention; use of mirrors, signs, and signals; passing; intersections; turning procedures; expressway driving; and backing procedures

Who Should Attend?

Any driver of a light-duty vehicle who wants to improve their on-road knowledge and learn defensive driving techniques.

Maximum number of participants: 20

Electric Power Meters 2 Days

This hands-on program provides participants with the skills and knowledge required to ensure safe, proficient methods of working with electric power meters. The basic concepts of metering and associated hazards are discussed. This program will include one day of field work scenarios.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Personal protective equipment



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- Handling and storage
- Tools, equipment, and installation
- Single phase services

Who Should Attend?

Line personnel who are required to perform this type of work and meter readers.

Maximum number of participants: 10

Electrical Safety 1 Day

This program is mainly for work groups that perform electrical work on voltages from 0 to 750 volts. The intention is to familiarize participants with electrically oriented operations and to pinpoint both general and specific electrical hazards.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Safe limits of approach
- Induction
- Effects of electric shock on the human body
- Energy flow and barriers
- Basic electrical theory
- Step and touch potentials

Who Should Attend?

Utility engineering, planning, general service, and office personnel.

Maximum number of participants: 20

Electrical Safety—High Voltage 1 Day

This program is for personnel who perform work in proximity to utility distribution systems including substations and overhead plant. Its purpose is to create an awareness of approved current safe work practices within the utility industry. This program complies with the *Electrical Utility Safety Rules*, and provincial and federal legislative requirements to provide a safe work environment for workers.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Grounding techniques
- High voltage hazards
- Limits of approach
- Potential testing
- Review of basic electrical theory
- *Utility Work Protection Code*
- Utility plant identification

Who Should Attend?

New employees and personnel working in substations or utility support personnel.

Maximum number of participants: 20

NOTE: A more intensive two-day program is available on request.

Electrical Safety—Hydrovac Operators 1 Day

This program is for personnel who perform work using hydrovac equipment. Its purpose is to create an awareness of approved current safe-work practices. This program complies with the *Electrical Utility Safety Rules*, and provincial and federal legislative requirements to provide a safe work environment for workers.

Program Content

- Interpretation of relevant regulations, *Electrical Utility Safety Rules*, and the *Occupational Health and Safety Act*
- Job planning, tailboard talks, and emergency response
- Electrical terms and basic electrical theory
- Identifying and understanding the hazards of electrical contact, step and touch potential, and flash
- Effects of electricity on the body
- The selection/application of effective barriers to eliminate/control electrical hazards using the multi-barrier principle
- The principles of equipotential grounding and bonding and their application to hydrovac excavation
- Inspection, maintenance, installation, and use of the hydrovac equipotential grounding and bonding equipment

Who Should Attend?

New employees and personnel working with hydrovac equipment.

Maximum number of participants: 10

NOTE: This program can be expanded to include a hands-on application of your hydrovac unit equipped with a full equipotential grounding and bonding system. Add a half day to the standard course duration for this additional component.

Electrical Safety— Telecommunications 1 Day

This program is for personnel who perform work in proximity to overhead utility plant. Its purpose is to create an awareness of approved current safe work practices within the utility industry. This program meets the requirement of IHSA's *Telecommunications Utility Safety Rules*, the *Electrical Utility Safety Rules*, and provincial and federal legislation.

Program Content

- Interpretation of relevant provincial and federal regulations
- Effects of electrical shock on the human body
- Grounding techniques
- Hazard and utility plant identification
- Limits of approach
- Step and touch potential
- Review of basic electrical theory
- *Utility Work Protection Code*

Who Should Attend?

New employees and personnel working in the telecommunications sector.

Maximum number of participants: 15

NOTE: This program meets the electrical requirement to access joint use structures.

Electrical Safety— Underground Workers 1 Day

This program creates an awareness of approved current work practices within the utility industry. It complies with legislative requirements to create a safe working environment for workers.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Personal protective equipment
- Underground hazards
- Trenching and shoring requirements and techniques
- Entry into confined spaces
- Use of heavy equipment/daily vehicle checks
- Work area protection/traffic control
- Effects of electric shock on the human body

Who Should Attend?

New employees and those working near utility underground plant (including supervisors).

Maximum number of participants: 20

Equipotential Grounding and Bonding 2 Days

Temporary grounding systems were developed to provide safety for those working on de-energized equipment. This program addresses the advantages of equipotential grounding and bonding over traditional methods and reviews. Discussions include the process by which a safe work environment can be created using equipotential grounding and bonding systems.

Program Content

- Electrical theory
- Permanent grounding methods
- Fault current availability
- Current capacities of temporary grounding connectors
- Potential testing
- Test and maintain grounding components, including vehicle grounds
- Demonstrate grounding methods—traditional versus equipotential
- Field practice of equipotential grounding and bonding installations

Who Should Attend?

Utility personnel who are required to construct, maintain, and operate electrical systems.

Maximum number of participants: 8

Ergonomic Change Team 4 Days

This four-day training course will help organizations develop an Ergonomic Change Team. Its mandate is to identify and work to resolve risk factors that may contribute to work-related musculoskeletal disorders.

The program will take the team through both a reactive and proactive ergonomics cycle. The reactive cycle will cover risk identification, evaluating priorities, proposing solutions, implementing and evaluating a prototype, and adopting solutions. The proactive cycle uses the feedback from the previous changes and ensures that ergonomic principles are used in the purchasing and design of new equipment.

Program Content

- Introduction to ergonomics
- Overview of the musculoskeletal system and biomechanics
- Common musculoskeletal disorders encountered in the workplace
- Risk factors for musculoskeletal disorders



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- Identifying and prioritizing ergonomic issues
- Anthropometry
- Reducing the risk—solution building
- Office ergonomics
- Implementing and evaluating change
- Summary and future direction
- Start-up of the ergonomic change team

Team Structure

The team should consist of representatives from each work group within the organization, including both management and worker representation. There should be at least one member from the joint health and safety committee to act as a liaison.

NOTE: *The content of this program can be tailored for individual firm needs.*

Ergonomics for Computer Users— Practical Guidelines and Tips $\frac{1}{2}$ Day

This course is geared toward anyone who uses a computer, even for mere portions of their day. It is delivered in an electronic presentation format and workers are provided handouts so they can apply what they have learned at their own workstations.

Program Content

- Understanding musculoskeletal disorders (MSDs) and how they develop
- Increasing worker awareness of ergonomic issues in the office
- Learning how to set up a computer workstation
- Learning good and bad work practice techniques

Who Should Attend?

Managers, supervisors, and those who work in an office environment.

Maximum number of participants: 20

NOTE: *Anyone attending this session has the option to participate in a workstation visit facilitated by one of IHSA's ergonomists immediately following the session.*

Ergonomics for Skilled Trades— Practical Guidelines and Tips $\frac{1}{2}$ Day

This course is geared toward anyone working within the skilled trades and is delivered in an electronic presentation format. Topics include musculoskeletal disorders, ideal working heights and postures, working in hot and cold environments, tool selection, and general manual material handling. Examples specific to the electrical and utilities sector are used.

Program Content

- Help workers understand what musculoskeletal disorders (MSDs) are and how they develop
- Raise awareness of common ergonomic issues that are present in work environments
- Help workers recognize and minimize the risk factors to which they may be exposed
- Encourage workers to identify and report concerns and suggest potential solutions

Who Should Attend?

Managers, supervisors, and those involved in skilled trades.

Maximum number of participants: 20

Ergonomics for Transportation: How to Prevent Strains, Sprains, and Overexertion 1 Day

In the province of Ontario, a large percentage of lost-time injuries is attributable to strains, sprains, and overexertion. As well, the *Canada Labour Code Part II* refers to a future prescribed ergonomics standard for federally regulated workplaces. Many companies in the transportation sector experience lost-time injuries resulting from overexertion, strains, and sprains that hinder safe productivity and lead to increased costs. If you want to make a bottom-line, fundamental difference in your health and safety program, attend this training program.

Program Content

- Determine how pervasive the ergonomics problem is in the industry
- Identify ergonomic issues that relate to driving, loading and unloading, and tarping
- Learn to identify ergonomic issues
- Implement ergonomic interventions to improve health and safety performance
- Obtain ergonomic resources
- Develop an ergonomic action plan for your workplace.

Who Should Attend?

Workers and employers from the transportation sector who want to learn and identify causes of MSDs.

Maximum number of participants: 20

Ergonomics: Implementing into the Workplace **2 Days**

This two-day training course is designed to assist supervisors, health and safety managers, and others who are responsible for implementing ergonomic principles into the electrical and utilities workplaces. It will help them reduce the risk factors associated with the development of musculoskeletal disorders. Participants will develop an understanding of the process of designing, modifying, or organizing tools, materials, equipment, workspaces, tasks, jobs, products, systems, and environments to match mental and physical abilities and limitations and social needs of all people in their work environments.

The aim of the training is to provide participants with the knowledge and skills needed to implement safe improvements in quality, productivity, usability, and profitability of the services that the utilities provide to their customers and the work processes conducted by the workers.

Program Content

- Introduction to ergonomics
- Overview of the musculoskeletal system and biomechanics
- Understanding risk factors associated with musculoskeletal disorder development
- Assessing and prioritizing identified musculoskeletal risk factors
- Developing potential solutions to minimize risk
- Implementing solutions and evaluating change
- How to make ergonomic implementation successful and sustainable

Who Should Attend?

Supervisors, health and safety managers, and others.

Maximum number of participants: 10

Ergonomics: Manual Material Handling Workshop **½ Day**

MSDs account for 42 per cent of all lost-time claims within our members' industries and manual material handling activities are commonly cited for this cause. This half-day workshop is designed to help reduce the risk of developing musculoskeletal disorders (MSDs) associated with manual material handling (lifting, pushing, pulling, and carrying). The workshop moves the workplace away from awareness and into action. Using the tools provided in the training, participants will identify activities in which manual-material-handling hazards are present in the job, conduct a brief assessment to calculate the level of risk involved, and start to develop potential solutions to reduce the level of risk.

Program Content

- Awareness of MSDs and MSD hazards
- Recognition of MSD hazards associated with manual material handling
- Training on simple tools to assess MSD risk
- Training on tools to help determine root cause
- Developing solutions to reduce or eliminate MSD hazards associated with manual material handling
- Training to help implement and evaluate solutions

Who Should Attend?

Anyone whose work involves manual material handling. It is important that supervisors and management participate in the workshop.

Maximum number of participants: 20

Federal Health and Safety Competency Training (Federal Core) **3 Days**

The *Canada Labour Code Part II* defines the employer's obligation to adequately train supervisors and managers in health and safety responsibilities. IHSA can help through this three-day, leading-edge course. This interactive program contains fundamental health and safety courses that will support supervisors and managers in acquiring the necessary knowledge to meet their statutory obligations.

IHSA's unique training package is aimed at meeting legislative requirements to properly manage health and safety in the workplace. This type of training is a necessary component of the competent supervisor/manager and would benefit any employee looking for training to support a company's health and safety program.

Program Content

- *Canada Labour Code Part II*
- Hazard recognition and workplace inspections
- Personal injury investigation
- Legislative duties of supervisors and managers when assisting workplace and policy committees
- How to avoid sprains and strains—ergonomic awareness
- Due diligence and Bill C-45

Who Should Attend?

Managers, supervisors, lead hands, workplace committee members, safety co-ordinators, and health and safety representatives who would like to increase their health and safety knowledge.

Maximum number of participants: 15

Fleet Driver Trainer's Course 4 Weeks

The Ontario Driver Certification Program (DCP) under authority of the Ministry of Transportation (MTO) allows companies to train, test, and recommend their employees for licence upgrades. The current process requires that an individual delivering this training and performing the testing must be approved by the MTO as a signing authority.

To get approval for a signing authority, the candidate must meet predetermined qualifications relating to:

- driving history
- licence classification
- completion of an approved driver trainer course.

IHSA's Fleet Driver Trainer program has been approved by the MTO. Completion of this course will fulfill the third part of obtaining the required qualifications for becoming a signing authority.

Many of the modules in this program have been redesigned and there is a particular emphasis on effective adult learning techniques. We believe this course is leading edge in terms of developing transportation safety professionals. The candidate must successfully complete all four weeks of the program.

Course participants who plan to apply for signing authority with the MTO must meet the following criteria:

- Must have held their current class of license for at least three years
- Must be employed by a company which has a recognized authority or is applying for one.

Program Content

- Principles of Effective Training
- *Highway Traffic Act*
- *National Safety Code*
- Air Brake Instructor Course
- Personal Injury Investigation
- Commercial Motor Vehicle Collision Investigation
- *Canada Labour Code Part II*
- Hours of Service and Fatigue Prevention
- Pre-Trip Inspection
- Defensive Driving Instructor Course
- In-Cab Evaluation Train-the-Trainer

Who Should Attend?

Individuals who have training responsibilities specific to Ontario's Class A, B, C, D, and E+ driving licences within their organization and/or those who wish to obtain ongoing recognized signing authority with the MTO.

Maximum number of participants: 10

Formwork Health and Safety 1 Day

In this course, participants will learn to recognize, assess, and control health and safety hazards in formwork. The program is intended for workers involved in the assembly, movement, inspection, and stripping of forms.

Program Content

- Regulations relating to formwork construction
- Site preparation
- Material handling
- Assembly
- Erecting formwork
- Concrete
- Stripping and removal

Who Should Attend?

Workers, supervisors, and employers involved in formwork construction.

Successful participants will receive a record of completion.

Maximum number of participants: 20

Health and Safety Policy and Program ½ Day

Upon completion of this program, participants will be able to recognize the basic components of a construction health and safety policy and program.

Program Content

- Benefits of implementing a program
- Health and safety policy
- Components of a company program
- Essentials for success
- Implementation and follow-up
- Legal requirements

Who Should Attend?

Senior management, health and safety managers, and those responsible for corporate health and safety.

Maximum number of participants: 20



Highway Traffic Act 1 Day

The purpose of this course is to teach participants to

- explain the purpose of the *Ontario Highway Traffic Act*
- identify parts of the *Ontario Highway Traffic Act* and regulations
- demonstrate an ability to locate and reference key sections of the Act and regulations
- explain the significance of Roadcheck and its relationship to the *Ontario Highway Traffic Act*
- write recommendations for improvement of their fleet safety program based on the *Ontario Highway Traffic Act* information.

Program Content

- The *Ontario Highway Traffic Act* defined and its purpose
- Identify parts of the *Ontario Highway Traffic Act* and regulations
- Parts of the Act and regulations—an in-depth examination
- Making the *Ontario Highway Traffic Act* user friendly
- Selected key definitions
- Case law interpretation of important sections
- An examination of the impact of Roadcheck and the indicators
- Roadcheck charges under the *Ontario Highway Traffic Act*—what they can tell us
- Prescribing actions for improved fleet safety

Who Should Attend?

Any employee of a company with a transportation component, including managers, compliance officers, and driver trainers responsible for the day to day training and compliance needs of a transportation operation.

Maximum number of participants: 20

Hoisting and Rigging—Basic Safety Training 2 Days

This course teaches participants a basic knowledge of the principles related to safe hoisting and rigging practices in the construction industry. Full attendance is mandatory. The passing grade is 100 per cent for hand signals, 80 per cent for knots, and 80 per cent for the performance review. Participants must bring their own calculator.

Program Content

- Hoisting and rigging hazards
- Fiber rope, knots, and hitches
- Hardware, wire rope, and slings
- Rigging tools and devices
- Hazard awareness in crane operations

Who Should Attend?

Workers who will be involved in hoisting and rigging operations. A record of completion will be issued to successful participants.

Maximum number of participants: 20

Hydraulic Aerial Equipment 2 Days

Basic hydraulic theory, coupled with a thorough understanding of safe operating practices, stability ratings, and load charts is of the utmost importance in preventing injuries, equipment damage, abuse, and subsequent lost time. Classroom and field sessions in this program increase the participants' awareness of all aspects of hydraulic equipment.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Identification of hydraulic equipment
- Stability ratings
- Introduction to the theory of hydraulics
- Overview of hydraulic systems used in utility vehicles
- Use of manufacturers' operating and maintenance manuals
- Detailed study of IHSA Safe Practice Guide, *Hydraulics*
- Field practice on insulated aerial devices

Who Should Attend?

Personnel who operate or maintain hydraulic equipment.

Maximum number of participants: 8

NOTE: A one-day overview program is available on request.

Hydraulic Material Handling Aerial Devices 2 Days

Modern technology has simplified many tasks over the years, including work in the line trade. This program provides participants with a thorough understanding of the safe practices required when operating material-handling aerial devices.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Basic hydraulic theory
- Stability ratings for hydraulic aerial devices
- Load charts
- Safe work practices for manual/hydraulic jibs and winches



Continued on next page



- Field practice—various material handling operations

Who Should Attend?

Personnel who operate or maintain hydraulic material-handling aerial devices (including supervisors).

Maximum number of participants: 8

In-Cab Coaching/Evaluation *Hourly*

The investment in vehicle equipment is a frozen asset until a driver gets behind the wheel. A professional driver evaluation is designed to determine the skill and safety performance of drivers. The evaluation process measures a driver's ability to perform a driving task while interacting with traffic and environmental conditions.

Format

An evaluation is developed consisting of all available driving environments that the driver might encounter, including rural, residential, suburban, urban, and freeway. The route is divided into evaluation and recording zones. Test sequences will be developed for each environment incorporating two to four driving tasks within each sequence. Each sequence will present the driver with a traffic problem that requires judgment and a decision to resolve.

Five steps are followed in developing the test sequence.

1. Diagram the test sequence.
2. Divide the test sequence into driving tasks.
3. List the driving tasks required.
4. Record existing hazards.
5. Record potential hazards.

Recording is done at the conclusion of each test sequence. Comments from individual test sequences are compiled and documented on the overall evaluation report.

What Is The Evaluator Looking For?

- The driver's ability to recognize hazards and to adjust to conditions
- Good vision practices
- Road management techniques
- Maintaining a safe following distance
- Defensive attitude.

The evaluation process will be customized to suit the needs of the client based on vehicle type and environments encountered.

Maximum number of participants: one on one

Incident Investigation and Reporting *½ Day*

This program shows participants how to conduct an incident investigation and prepare an incident report based on their investigation.

Program Content

- Securing and surveying the incident scene
- Finding witnesses and conducting interviews
- Information gathering and report writing
- Determining causes and making recommendations

Who Should Attend?

Supervisors, health and safety representatives, JHSC members, and anyone who could be involved in investigating an incident.

Maximum number of participants: 20

Joint Health and Safety Committee Effectiveness *½ Day*

Joint Health and Safety Committees are now commonplace in most Ontario companies. IHSA has created this half-day program to help committee members become more effective in order to influence positive, sustainable health and safety changes within the workplace. This course will provide participants with the strategies and tools necessary to re-energize, re-focus, and produce positive results.

Who Should Attend?

Managers, joint health and safety members, safety co-ordinators, safety representatives, any employees responsible for completing workplace inspections, and company representatives who want to develop or improve a company's workplace inspection program.

Maximum number of participants: 20

Ladder Handling—Hands On 1 Day

This course provides safe working knowledge for workers who handle ladders. It includes classroom and field work.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Review of *Canada Labour Code—Part II*
- Review of IHSA's *Telecommunications Utility Safety Rules*
- Review of IHSA's Safe Practice Guide *Ladder Safety*
- Ladder set-up
- Transportation and storage of ladders
- Ladder inspection and maintenance
- Review of injuries resulting from work on ladders
- Work area protection

Who Should Attend?

Personnel who use ladders.

Maximum number of participants: 10

Lift Truck Operator—Part I 1 Day

In our interactive eight-hour course, you will learn the essential principles involved in the safe operation of a lift truck. You will understand the limitations that affect truck stability and safe loading criteria. You will be able to recognize the hazards ahead of time that present a risk to yourself and those around the truck. A complete understanding of the fundamentals of handling high-risk loads as well as the legal responsibilities associated with lift trucks will also be taught.

Program Content

- Learn the principles involved in the safe operation of a lift truck
- Understand lift truck stability and safe loading criteria
- Recognize the hazards of lift truck operation for both yourself the people around you
- Learn safe re-fuelling practices
- Learn your legal responsibilities as a lift truck operator.

Who Should Attend?

Supervisors, lead hands, lift truck operators, and health and safety committee members/representatives. A wallet card will be issued to those who satisfactorily complete the course with a grade of 90 per cent or higher.

Maximum number of participants: 15

Lift Truck Operator—Part II (Experienced) 1 Day

This course is designed to complement the *Lift Truck Operator* in-class course.

Program content

Practical application of the principles taught in the *Lift Truck Operator* in-class course, which are vital components in the safe operation of a lift truck.

Prerequisites

Lift Truck Operator—Part I

Who Should Attend?

Lift truck operators who have completed *Lift Truck Operator—Part I*.

Maximum number of class participants: 10

NOTE: An in-house customized program is also available. Contact an IHSA Customer Service Representative for pricing.

Lift Truck Operator—Part II (New) 1 Day

This course is designed to complement our current *Lift Truck Operator* in-class course.

Program Content

Practical application of the principles taught in *Lift Truck Operator—Part I*, which are vital components in the safe operation of a lift truck.

Prerequisites

Lift Truck Operator—Part I

Who Should Attend?

Lift truck operators who have completed *Lift Truck Operator—Part I*

Maximum number of class participants: 5

NOTE: An in-house customized program is also available. Contact an IHSA Customer Service Representative for pricing.

Lift Truck Operator Evaluation—Part III Hourly

Based on pre-determined criteria, an IHSA consultant will evaluate the operators' working knowledge related to their equipment and environment as they demonstrate the skills learned from the theory component in their own workplace.

Who Should Attend?

Lift truck operators who have completed Part I & II.

Maximum number of participants: one on one

Lift Truck Safety for Construction— Rough Terrain Class 7 2 Days

The use of forklifts on construction sites is frequent. Rough-terrain counterbalanced forklifts are a versatile tool for a number of trades. Because they are such a commonly used and accessible piece of equipment, there is also a great potential for misuse and possible incidents by inadequately trained workers who may not recognize potential hazards. Used by well-trained workers, the machines provide a safe and efficient method of moving materials and placing them in otherwise difficult-to-access locations.

Program Content

- Types of forklifts
- Legislation
- Basic hydraulics and pre-operational checks
- Stability and tipping for counterbalanced forklifts
- Capacity and load charts
- Operating the forklift
- Load lifting and handling
- Operating hazards and precautions
- Periodic inspection, maintenance and maintenance records (logbooks)
- Practical practice session
- Practical and classroom evaluations

Prerequisites

Some construction trades may choose to include forklift training in their multi-level health and safety training program for their apprentices. If so, the prerequisites may vary from trade to trade. Participants will be asked to indicate their previous experience and any forklift training that they have received.

Who Should Attend?

Supervisors, lead hands, lift truck operators, and health and safety committee members/representatives.

Maximum number of participants: 20

Line Clearing— Safety and Awareness 3 Days

This program provides hazard awareness to support and apprenticeship personnel who are involved in line clearing or tree removal when working in proximity to energized electrical equipment under the direct supervision of a journeyman.

Program Content

- Interpretation of relevant legislation
- IHSA Safe Practice Guide *Line Clearing Operations*
- Basic electrical theory
- Basic hydraulics

- Aerial device and holding valve checks
- Ropes and rigging
- Personal protective equipment
- Safe limits of approach
- Utility plant identification
- Rescue/evacuation techniques
- Tree climbing techniques
- Equipment inspection

Who Should Attend?

Personnel involved in line clearing operations.

Maximum number of participants: 8

NOTE: Must show proof of fall arrest training and most recent inspection report of personal fall protection equipment to be used in the course as per Section 26 (2) of the OSHA and Regulations for Construction Projects.

Live Line Tool Techniques 4 Days

This hands-on program introduces or reinforces the concepts of selection, maintenance, testing, and use of live line tools. It provides participants with the skills and knowledge required to perform this type of work in the safest manner possible through both classroom and field work.

Program Content

- Materials (design, manufacture, and testing)
- Detailed study of IHSA Safe Practice Guide *Live Line Tool Techniques*
- Rigging procedures
- Job planning/tailboard talk
- Field practice—working from pole and aerial devices

Who Should Attend?

Personnel who perform this type of work (including supervisors).

Maximum number of participants: 6

Lockout and Tag Safety Awareness *½ Day*



This course teaches participants about the legal requirements for lockout and tagging, the devices and equipment to use, and the proper steps to take.

Program Content

- Lockout and tagging in the *Occupational Health and Safety Act* and related regulations
- Lockout and tag planning
- Electrical, hydraulic, pneumatic, and steam systems
- Gravity, momentum, and stored mechanical energy
- Lockout devices and applications
- Lockout procedures

Who Should Attend?

Supervisors, forepersons, lead hands, tradespersons, and those responsible for formulating policies and procedures.

Maximum number of participants: 20

Lockout/Tagout: Electrical/Mechanical/Gaseous *1 Day*

This program familiarizes participants with the purpose of the legislative requirements and the policies and procedures necessary for compliance. Through an injury investigation workshop, participants will research applicable regulations that, if followed, may have prevented the injury. To reinforce this newly acquired awareness, a practical lockout/tagout and troubleshooting exercise will be conducted on a demonstrator.

Program Content

- Interpretation of the construction and industrial regulations governing lockout/tagout
- Incident investigation workshop to determine which regulations were violated
- Based on the above findings, participants will formulate a policy and procedure to prevent recurrence
- Exposure to numerous lockout/tagout devices
- Hands-on lockout/tagout procedures

Who Should Attend?

Supervisors, forepersons, lead hands, tradespersons, and those responsible for formulating policies and procedures.

Maximum number of participants: 20

Mobile Crane Operator 0–8 Ton *3 or 5 Days*

The Ministry of Training, Colleges and Universities (MTCU) has developed a modular training program for persons operating any mobile crane with a lifting capacity of 0 to 8 tons including any of the following crane types: articulating (knuckle) boom, telescoping boom, radial boom derricks (RBD), sign erectors, or carry deck industrial type cranes.

This training program is a combination of on-the-job and classroom training. In order to qualify for this certificate, the operator/trainee must have passed the classroom training and must have a sign-off authority approve a completed training standard.

3 Days (24 hours)—For operators who have 100 hours of documented operating experience.

5 days (40 hours)—For operators with less than 100 hours of operating experience. This in-house program will offer participants exposure to articulated crane and RBD operation.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Manufacturers' operating manuals
- Craning and hand signals
- Work area inspection
- Pre-operational checks
- Set up and stability
- Operation of the boom
- Load charts
- Load materials and equipment relocation
- Field practice—an evaluated demonstration of operating skills

Who Should Attend?

Personnel who operate mobile-crane hoisting devices and require proof of training.

Maximum number of participants: 8

Occupational Health and Safety Act *½ Day*



This course helps participants become familiar with the *Occupational Health and Safety Act*. Participants will learn how to identify the legislative requirements that relate to their workplace.

Program Content

- Definitions and intent
- Joint health and safety committees and health and safety representatives
- Work refusals
- Workplace responsibilities



Who Should Attend?

Anyone who does not already know their health and safety responsibilities under the legislation in Ontario.

Maximum number of participants: 20

Occupational Health and Safety Act—Industrial Regulations

1 Day

This is an introduction to provincial health and safety legislation in Ontario, including the responsibilities of employers, supervisors, and workers.

In a classroom setting, using audio-visuals and group interaction, participants will learn their health and safety responsibilities under the provincial legislation and how to relate them to their specific workplace. Participants are provided with a copy of the *Occupational Health and Safety Act*.

Program Content

- The *Occupational Health and Safety Act* and how it is organized
- To whom the Act applies
- The internal responsibility system
- Duties of constructors, employers, supervisors, workers, and suppliers
- Training for safety committees and safety representatives
- Toxic substances—how they are controlled
- Refusal to work—who can refuse; procedures to follow
- Reprisals, notices, enforcement
- Offences and penalties
- Regulation 851 for Industrial Establishments

Who Should Attend?

Anyone who does not already know their health and safety responsibilities under the legislation in Ontario.

A certificate suitable for framing will be mailed to each participant who satisfactorily completes the course.

Maximum number of participants: 20

Preventing Work-Related Motor Vehicle Collisions $\frac{1}{2}$ Day

This program covers trends and other indicators in work-related motor vehicle collisions. It will help a company implement a comprehensive road safety program to reduce injuries and fatalities. It is designed to support the internal responsibility

system. Participants will learn techniques during hands-on, practical group exercises. The program concludes with an examination of best practices in road safety and action planning.

Program Content

- The consequences of a poorly managed company road safety program
- The multiple benefits of managing road safety
- Legal provisions and considerations in road safety factors that influence work-related road safety
- Applying techniques to identify hazards and assessing them
- Implementing control measures and monitoring the program

Who Should Attend?

Managers, fleet driver trainers, OH&S co-ordinators, human resources specialists, supervisors, commercial drivers, and JHSC members.

Maximum number of participants: 20

Powerline Technician Evaluation

1 to 3 Days

This program familiarizes participants with many of the basic job duties carried out by powerline technicians. It also allows employers the opportunity to observe and evaluate prospective job candidates or recent hires as they perform basic trade tasks.

This unique program is a combination of theory and practical hands-on exercises facilitated by our experienced instructors. It allows observers more time to assess the strengths and weaknesses of each participant. While there is established program material, the content of the program can be tailored for an individual firm's needs.

Program Content

- Interpretation of applicable legislation
- Overview of the *Electrical Utility Safety Rules*
- Operation of radial boom derricks and aerial devices
- Pole climbing exercises with belts and spurs
- Pole top rescue/bucket rescue evacuation
- Rigging exercises and knot tying
- Use of rubber protective equipment during simulated live line work using the bucket truck
- Switch and live line clamp operation using specialized tools of the trade
- Grounding and bonding exercises

Who Should Attend?

Firms that hire new powerline technician employees or firms wishing to provide an assessment of their skills.

Maximum number of participants: 6

Powerline Technician Interprovincial Exam Preparation 2 Days

This program will familiarize participants with the interprovincial standards Red Seal Program as it relates to powerline technicians. This unique program will help individuals prepare to write the Red Seal exam through sample questions, general knowledge evaluations, and open discussions.

Program Content

- Description and overview of the interprovincial standards Red Seal Program
- General knowledge evaluation to determine topic strengths and weaknesses
- Pinpointing areas to concentrate further study
- Study strategies for writing the exam
- Available resources for individuals

Who Should Attend?

Individuals graduating from a recognized provincial or territorial apprenticeship training program or journeyman powerline technicians who have a Certificate of Qualification from a province or territory.

Maximum number of participants: 15

Powerline Technician Proficiency 5 Days

This back-to-basics program can be used to assist those in the line trade who have been exposed to little formal training. It can also serve as an update for those who have been away from formal training for some time.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Job planning/tailboard talks
- Safe operation of hydraulic aerial equipment
- Bucket rescue
- Rigging including material handling discussion
- Care, use, and maintenance of rubber protective equipment and live line tools
- Temporary grounding techniques
- Underground switching/grounding review with field exercise
- Underground primary cable review
- Primary cable splice and terminate (hands on)
- High-voltage rubber field exercise
- 3 phase transformer review
- Troubleshooting

Who Should Attend?

Personnel who perform this type of work (including supervisors).

Maximum number of participants: 6

NOTE: The content of this program can be tailored to an individual firm's needs.

Powerline Technician Vestibule Training 5 Days

This hands-on program offers field vestibule training to provide an opportunity for apprentices to acquire the knowledge and understanding of safe work practices of the powerline worker trade. It also allows the employer an opportunity to have a formal assessment of the employee's potential to enter Level One of the Ministry of Training, Colleges and Universities (MTCU) Powerline Technician Apprentice Program. Participants receive three certificates as part of this course*.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Basic hydraulics/aerial device/RBD daily checks
- Rigging techniques
- Conductor weights and tensions
- Pole line construction
- Care and maintenance of rubber protective equipment
- *Utility Work Protection Code* overview*
- Work area protection*
- Fall protection*
- Tailboard talks/job planning
- Electrical safety awareness

Who Should Attend?

People who would like to enter the lines apprenticeship program.

Maximum number of participants: 6

Principles of Effective Training 3 Days

This course focuses on how to incorporate valid adult learning programs at the worksite. The class explores legal requirements for training under the *Occupational Health and Safety Act* and the *Canada Labour Code*, as well as the concept of due diligence in the workplace. The course also covers an effective training cycle, how to conduct a needs analysis, how to design performance-based lessons, and concludes with a practical demonstration of learned skills.

This program is a prerequisite for any train-the-trainer or instructor program.

Maximum number of participants: 12

Propane in Construction $\frac{1}{2}$ Day

Propane is widely used in construction for a variety of everyday tasks, including flame cutting, space heating, heating or melting materials, and powering internal combustion engines. It is important to understand the hazards of propane and to know the procedures and controls necessary to minimize those hazards. Special training is required to work safely with propane and propane equipment. This training program is designed to provide the information and hands-on practice necessary for construction workers to be able to safely connect, activate, and disconnect heaters, torches, and propane-powered equipment of less than 400,000 Btu/h, in accordance with Technical Standards and Safety Authority requirements.

Program Content

- Propane hazards
- Legislation and safe practice
- Connection, activation, and disconnection of propane

Who Should Attend?

Anyone who works with or around propane.

Maximum number of participants: 12

Propane in Roofing 1 Day

This program covers the specific hazards related to propane used in roofing applications. It provides participants with information on how to safely connect, disconnect, and activate propane torches and kettles in accordance with Technical Standards and Safety Authority requirements.

Program Content

- Where propane is found in construction
- Three properties of propane
- The hazards of working with propane
- The hazards of working with torches, kettles, direct-fired kettles, oil-bath kettles, and tankers

Who Should Attend?

Anyone in the roofing industry who may work with propane. Participants must wear a CSA-certified hard hat, CSA-certified safety boots, and eye protection. Long sleeves are also required.

Maximum number of participants: 12

Rubber Glove Techniques to 36 kV 4 Days

This program introduces or reinforces the concepts of selection, maintenance, testing, and use of rubber protective equipment at various voltage levels. Standard safe operating procedures are highlighted using IHSA's Safe Practice Guide *High Voltage Rubber Techniques up to 36 kV* and video.

Program Content

- Review of the design, manufacturing, and testing elements of rubber gloves and associated equipment
- Hydraulic equipment (stability; daily and weekly checks)
- Job planning/tailboard talks
- Rigging procedures
- Detailed study of IHSA's Safe Practice Guide *High Voltage Rubber Techniques up to 36 kV*
- *Utility Work Protection Code*
- Field practice—rubber glove techniques

Who Should Attend?

Personnel who perform this type of work (including supervisors).

Maximum number of participants: 6

Scaffold Users' Hazard Awareness $\frac{1}{2}$ Day



This program focuses on safe practices when using scaffolds as work platforms.

Program Content

- Identifying scaffolding hazards
- Recognizing safe scaffold setups
- Knowing legislative requirements
- Using safe practices

Who Should Attend?

Anyone who works on or near scaffolds. A record of completion will be issued to successful participants.

Maximum number of participants: 20

NOTE: This is an awareness session only and does not have a hands-on component.

School Bus Driver Improvement Course 1 Day

The Ontario Ministry of Transportation (MTO) is responsible for setting and maintaining the program standards for the *School Bus Driver Improvement Course* (SBDIC).

In partnership with the school bus licensing stakeholders, the MTO has made improvements to the SBDIC by introducing new minimum course content and program delivery standards, as well as a formal course provider approval process. The improvements address changes in industry practices, driver licensing requirements, vehicle standards, as well as recommendations made by the Chief Coroner of Ontario. It will help facilitate the continued safe transportation of children by ensuring that all new school bus drivers receive consistent and high-quality training.

In this course, students are provided with an understanding of the laws and regulations that apply to the school bus industry. Designed by the Infrastructure Health & Safety Association (IHSA), this course is recommended for all school bus drivers. In a classroom setting, defensive driving techniques are presented with the aid of various audio-visual means. The course is designed to involve participants in group discussions of driving problems that are encountered by drivers each day. This course is approved by the Ministry of Transportation as qualification for drivers who are required to successfully complete a Driver Improvement Course in order to obtain a classified driver's licence.

Program Content

Module 1—The Law (Legal Element)

- Rules and regulations that apply to a school bus

Module 2—The Driver (Human Element)

- The human elements which affect our ability to drive safely, including attitude, mental/emotional state, complacency, physical well being, nutrition, sleep, vision, and knowledge

Module 3—The Vehicle (Mechanical Element)

- Vehicle inspection; basic vehicle control; and factors that affect steering, stopping, and handling

Module 4—The Environment

- Inside the vehicle, road surface conditions, traffic conditions, and weather conditions

Module 5—School Bus Operations

- The operation of a school bus requires special knowledge and skills unique to school bus operations. In this module we will identify and discuss school-bus-specific issues, factors, and procedures.

Module 6—Driving Defensively

- Incident prevention; use of mirrors, signs, and signals; passing; intersections; turning procedures; expressway driving; and backing procedures

Who Should Attend?

Any driver who is obtaining a Class B or E school bus driver's licence and all school bus drivers who want to improve their on-road knowledge and learn defensive driving techniques.

Maximum number of participants: 20

Streetlight Maintainer—Level 1 10 Days

This program is geared towards personnel who work aloft or on the ground installing, maintaining, and troubleshooting various street lighting systems. Participants will learn about electrical safety and awareness, limits of approach, and safety of aerial device operations. The course assists those in the trade who have been exposed to little formal training or have been away from training for some time.

Program Content

- Electrical safety and awareness
- Interpretation of applicable legislation
- Limits of approach
- Pole top rescue
- Aerial device rescue and evacuation
- Basic hydraulics
- Radial boom derrick operations
- Introduction to electrical theory
- Street lighting
- Troubleshooting fixtures and relays

Who Should Attend?

Employees of firms that are engaged in contracts with municipalities, as well as LDC and municipal employees who install, maintain, and troubleshoot street lighting systems in the province.

Maximum number of participants: 6

Street Light Re-Lamper 4 Days

This program is geared towards personnel who work aloft or on the ground performing basic re-lamping tasks on various street lighting systems. Participants will be instructed on electrical safety and awareness topics, limits of approach, and safety of aerial device operations. The course assists those in the trade who have been exposed to little formal training or have been away from training for some time.



Continued on next page

Program Content

- Electrical safety and awareness
- Interpretation of applicable legislation
- Limits of approach
- Aerial device rescue and evacuation
- Basic hydraulics
- Introduction to electrical theory
- Street lighting
- Lamp theory

Who Should Attend?

Firms engaged in contracts with municipalities or local distribution companies and municipal employees who work in the vicinity of overhead high voltage, operate aerial devices, and re-lamp street lighting systems in the province.

Maximum Number of Participants: 8

Structure/Tower Safe Climbing/ Rescue and Working Techniques

3 Days

This program familiarizes personnel with the legislative requirements for working aloft. This program is beneficial for personnel who climb water towers, communications towers, and transmission hydro towers. It is also useful for substation construction and maintenance crews. Water tower rescue and rescue techniques from high- and low-profile steel structures are covered as well.

Program Content

- Interpretation of relevant regulations including the *Occupational Health and Safety Act* and *Canada Labour Code—Part II*
- Review of *Telecommunications Utility Safety Rules* and/or *Electrical Utility Safety Rules*
- Personal protective equipment
- Rigging, hoisting, and lowering
- Electrical hazards
- Establishing safe work zones for substation work aloft and on the ground
- Rescue techniques from high and low profile steel structures

Who Should Attend?

Personnel required to climb structures and towers.

Maximum number of participants: 6

Suspended Access Equipment

3 Days

This program teaches participants how to recognize, select, and install suspended access equipment, support systems, and fall protection.

Program Content

- Equipment

- Planning
- Fall-arrest systems
- Suspension systems
- Safe set-up

Prerequisites

Working at Heights program (see page 40).

Who Should Attend?

Workers and supervisors who rig and install suspended access equipment.

Maximum number of participants: 16

Suspended Access Equipment Users' Hazard Awareness

1 Day



This classroom-based program gives an overview of safe practices regarding suspended access equipment.

Program Content

- Requirements for safe set-up
- Rigging basics
- Using suspended access equipment
- Fall-arrest systems
- Safe loading

Who Should Attend?

Workers who use suspended access equipment, but do not rig or install it. A record of completion will be issued to successful participants.

Maximum number of participants: 20

NOTE: This program does not have a hands-on component. See *Suspended Access Equipment on this page for more in-depth training.*

Traffic Control and Backing Vehicles

½ Day



Upon completion of this course, participants will be able to demonstrate knowledge of vehicle traffic hazards, establish effective procedures, and identify control options.

Program Content

- Regulation review and compliance guidelines
- Traffic control on public ways
- Requirements for traffic control persons
- Backing vehicle procedures
- Vehicle/equipment blind spots
- Jobsite planning

Who Should Attend?

Drivers and equipment operators who back up vehicles. A record of completion will be issued to successful participants.

Maximum number of participants: 20

Traffic Control—Temporary Work Zones 1 Day

This course teaches participants how to develop an effective traffic control plan. Participants learn how to identify and control hazards related to road construction. They will use the *Ontario Traffic Manual: Book 7—Temporary Conditions (Office Edition)* as a reference in class. Participants must bring their own copy to class. Copies can be ordered from Publications Ontario: 1-800-668-9938.

Program Content

- Preparing and developing a traffic protection and control plan
- Set-up and maintenance of work zones
- Temporary work zones and hazards
- Planning basics of temporary work
- Traffic protection responsibilities
- Review of *Ontario Traffic Manual: Book 7—Temporary Conditions (Office Edition)*
- Temporary work zone layout

Who Should Attend?

Those who may be involved in planning, communicating, or implementing traffic control and protection plans for highway work zones. A record of completion will be issued to successful participants.

Maximum number of participants: 20

Traffic Signal Workers—Safety and Awareness 1 Day

This program focuses on awareness of electrical hazards that a traffic signal worker may be exposed to while working in proximity to electrical equipment.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Electrical awareness
- Electrical circuits and equipment identification
- Personal protective equipment
- Safe work procedures
- Lockout/tagout
- Basic hydraulics
- Safe operation of aerial devices and stability ratings
- Work area protection

Who Should Attend?

Those responsible for installing and maintaining traffic signals.

Maximum number of participants: 10

Transformer Operation Safety Awareness 2 Days

This program assists those in the line trade who are routinely involved in the installation, maintenance, and troubleshooting of transformers and transformer banks. Through a greater understanding of transformation, the tradesperson becomes better equipped to deal with transformers in a safe and confident manner.

Program Content

- Basic electrical theory
- Series and parallel circuits
- Alternating current fundamentals
- Single phase transformer operation
- Three phase wye and delta systems
- Three phase wye, delta, and open secondary transformer bank diagrams
- Troubleshooting transformer installations and connected equipment

Who Should Attend?

Those who install, maintain, and troubleshoot transformer installations (including supervisory staff).

Maximum number of participants: 12

Transportation of Dangerous Goods (TDG) ½ Day

This course is designed to train participants in their responsibilities under the law applicable to the safe handling, storing, and transporting of the nine classes of dangerous goods. Participants are provided with an overview of the *Dangerous Goods Act* and related regulations.

This course includes presentations, group workshops and case studies, and knowledge verification. Each participant will be issued a participant's guide to work with and make notes.

Program Content

- The nine classifications
- Documentation requirements
- Safety marks—labels/placards
- Safety requirements for transportation of dangerous goods
- Training requirements

Who Should Attend?

All personnel who administer, handle, store, or transport dangerous goods.

A wallet certificate will be issued to each participant upon completion of the course.

Maximum number of participants: 20

Tree Trimming Techniques 5 Days

Workers who are required to trim or remove trees in proximity to energized electrical apparatus will learn safe and proficient methods of performing this type of work. The hands-on tree removal portion involves tree climbing and rigging components. The program includes both classroom and field work. The skills learned in this program are transferable to any sector involved in line clearing.

Program Content

- Protection of self and others
- Personal protective equipment
- Pruning techniques
- Pole pruners and hydraulic insulated tools
- Chain/hand saw maintenance and use
- Tree/limb removal techniques
- Speed line application
- Ropes and rigging
- Field practice—live line clearing/tree removal

Prerequisites

Chainsaw Operation and Maintenance (see page 18).

Who Should Attend?

Personnel who perform this type of work.

Maximum number of participants: 6

Trenching and Shoring 1 Day

This program is primarily for firms that excavate deeper than 1.2 metres (4 ft.). Emphasis is placed on soil types, legislation, and emergency work. This program will benefit workers and supervisors.

Program Content

- Personal protective equipment
- Review of legislation
- Emergency work
- Determining soil types
- Approved shoring/trenching boxes
- Public safety
- Use of heavy equipment
- Locates
- Underground hazards
- Work area protection
- High/low pressure gas mains

Who Should Attend?

Personnel involved in trenching and shoring (including supervisors).

Maximum number of participants: 20

Underground Proficiency 4 Days

With the continuing trend toward underground systems, it is important that utility personnel keep

abreast of the changing techniques and available equipment. This program helps underground construction or maintenance employees recognize and implement modern technology.

Program Content

- Review of electrical theory
- Types of underground cable
- Splicing and terminating high voltage cables
- Transformer and transformation theory
- Load-break devices
- Job planning/tailboard talk
- Entry into confined spaces
- Potential indicating devices
- Cable locating, testing, and fault locating
- Switching and grounding of underground plant

Who Should Attend?

Personnel who are involved in the design, installation, or maintenance of underground systems.

Maximum number of participants: 6

NOTE: A refresher version of this program is available on request.

Utility Line Clearing Technician Proficiency (Utility Arborist) 5 Days

This program is for experienced line clearing technicians. Work will be performed from a tree and/or aerial device in proximity to energized conductors. Equipment inspection, tool maintenance, and safety features will be reviewed for hydraulic pruners, chainsaws, and brush chippers.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Job planning/tailboard talks
- Inspection of climbing gear and harnesses
- Chainsaw maintenance and inspection
- Chipper maintenance and inspection
- Pre-trip inspection and safe operation of aerial devices
- Electrical awareness/equipment identification and use
- Review of applicable IHSA Safe Practice Guides
- Rescue/evacuation techniques
- Field practice—live line tree trimming
- Work procedure assessment
- Training gap analysis

Prerequisites

A minimum of three years of related industry experience is required.

Maximum number of participants: 6

Utility Work Protection Code **2 Days**

This two-day program is part of the implementation of a standard work protection code in Ontario. Upon successful completion of this program and examination, the participant will be certified as a holder or issuer of work protection.

Program Content

- Terminology
- Application procedures for work protection
- New Order to Operate switching procedures
- Preparation of work protection code forms
- Tags and tagging procedures
- Detailed study of the *Utility Work Protection Code*

Who Should Attend?

Personnel who construct, maintain, and operate electrical systems.

Maximum number of participants: 20

NOTE: There is a requirement for recertification every three years.

Utility Work Protection Code Overview **½ Day**

This course is for information purposes only. It acquaints participants with the fundamentals of the code.

Program Content

- Terminology
- Tags and applications
- General overview of the program

Who Should Attend?

Personnel who require general knowledge of the code but are not responsible for its application. This includes engineering and group support staff.

Maximum number of participants: 20

NOTE: This does not certify participants and does not qualify as recertification.

Utility Work Protection Code (Recertification) **1 Day**

With the introduction of the new *Utility Work Protection Code* (UWPC) in 2001, workers trained in the two-day certification program may want to start preparing for the recertification process.

A one-day recertification process is a requirement that must take place within three years and six months of the initial UWPC training and every three years following.

IHSA will soon offer an instructor workshop to help address the recertification requirement.

Who Should Attend?

Personnel who have been certified in the program and are due to be recertified.

Maximum number of participants: 15

NOTE: If you miss your recertification date you must repeat the full two-day program.

WHMIS **½ Day**

This course is a generic overview of the Workplace Hazardous Materials Information System (WHMIS).

Program Content

- Legislative requirements
- Responsibilities of workplace parties
- Information delivery
- Worker education and training
- Occupational health
- Recognition, assessment, and control options

Who Should Attend?

Anyone who may come in contact with hazardous substances. IHSA will issue a record of completion to participants who successfully complete the performance review.

Maximum number of participants: 20

Wind Turbine High Angle Rescue **3 Days**

This program is specifically designed to teach workers how to perform a rescue on a wind turbine.

Program Content

- *Occupational Health and Safety Act*
- Introduction to SPRAT principles
- Fall protection inspection
- Anchorage and connectors
- Rescue equipment
- Knots and ropes
- Packaging a suspended injured worker
- Rescue procedure development
- Rescue procedure practical

Who Should Attend?

Technicians who work in or on wind turbines.

Maximum number of participants: 6

Window Cleaning 1 Day

This course is for the benefit of window cleaners who work on suspended access equipment. It is an additional day of hands-on training after you have taken the *Suspended Access Equipment* course. Ontario law requires window cleaners to be trained in the operation of their equipment, including fall protection systems. IHSA offers this program as part of the *Suspended Access Equipment* program. Participants must wear appropriate clothing, as well as CSA-certified head, foot, and eye protection during the hands-on exercises.

Prerequisites

Within the previous year, participants must have completed the *Suspended Access Equipment* course (see page 36).

Who Should Attend?

Window cleaners

IHSA will issue a record of completion to successful participants.

Maximum number of participants: 8

Working at Heights—Fundamentals of Fall Prevention 1 Day

This course addresses the basic fall-prevention information workers need to know to work safely in areas where they may be exposed to fall hazards. After completing the program, participants will be able to recognize fall hazards and apply appropriate controls. While *Working at Heights* is a great starting point, the course material clearly states that hands-on training is also required. After the in-class session, the employer must train workers on the specific hazards and types of equipment they will face on the job. Participants must wear appropriate clothing, as well as CSA-certified head, foot, and eye protection during the hands-on exercises.

Program Content

- Common fall hazards
- Various methods of fall protection and types of equipment
- Working with ladders, scaffolds, elevating work platforms, and suspended access equipment
- Related laws and regulations

Who Should Attend?

Anyone who may be exposed to fall hazards during their work.

Maximum number of participants: 12

Working at Heights and Rescue 5 Days

This is an entry-level course designed for workers and supervisors who may work aloft where traditional fall protection is not sufficient. This may include, but is not limited to, engineered structures and natural landscapes such as trees. This program is designed in accordance with the standards of the Society of Professional Rope Access Technicians (SPRAT), which will enable participants to learn basic rope access and rescue techniques.

Program Content

- Interpretation of relevant regulations and the *Occupational Health and Safety Act*
- Legislative requirements
- Fall protection
- Work-at-height risk assessment
- Equipment inspection
- Practical work-at-height and rescue techniques
- Knots

Who Should Attend?

Personnel who may be involved in accessing work at heights and those who may be required to perform a rescue while suspended by rope.

Maximum number of participants: 6

NOTE: This program is physically demanding and successful completion involves a complete practical assessment on the final day. Those attendees who do not perform the minimum requirements will be required to repeat the course at a later date.

Workplace Inspection/Hazard Recognition ½ Day

This course is designed to help participants recognize, assess, and control both safety and health hazards in their workplace.

Program Content

Participants will learn how to develop the tools and will review the techniques required to properly conduct a workplace inspection.

Who Should Attend?

Managers, joint health and safety committee members, safety co-ordinators, safety representatives, any employees responsible for completing workplace inspections, and company representatives who want to develop or improve a company's workplace inspection program.

Maximum number of participants: 20

Seminars and Webinars

Due Diligence Seminar

2 Hours

This seminar will assist you in understanding and implementing the concept of due diligence to improve safety performance. The principal legal defence against legal action and convictions related to health and safety is “Due Diligence”. Participants are given information on recent trends in health and safety and on legal provisions.

Program Content

- Examine a due-diligence checklist
- Assist in creating an action plan for use on the job.
- Gain an understanding of the term as it applies to health and safety legislation

Who Should Attend?

Anyone who is not aware of or does not understand the concept of due diligence and how it applies to federal or provincial legislation.

Maximum number of participants: 15



Hours of Service 2 Hours

This seminar will provide the information your drivers and managers need to understand and comply with the new regulations.

The seminar covers both the federal and the Ontario Hours of Service regulations using an animated slide presentation and instructor-led discussions. All participants will receive the *Hours of Service for Commercial Drivers* guide book published by the Canadian Trucking Alliance which will help them to correctly apply the new regulations.

Who Should Attend?

All commercial drivers, driver trainers, managers, and lead hands.

Maximum number of participants: 15

Managing Health and Safety in Construction Seminar ½ Day

This program makes the case that managing health and safety is good for business. It deals with such key questions as: Why do I need to manage health and safety and how do I do it? The program will introduce the steps to set up and implement an effective health and safety program.

Who Should Attend?

Owners, senior management, and health and safety representatives or committee members.

Maximum number of participants: 20

Pre-Trip Inspection Seminar 2 Hours

The purpose of daily vehicle inspection is to ensure the early identification of vehicle problems and defects before the vehicle is driven on the highway. Inspections prevent the operation of vehicles with conditions that are likely to cause or contribute to the severity of a collision.

This seminar will provide the information your drivers and managers need to understand and comply with the regulations. All participants will receive the *Practical Vehicle Inspection* guide book published by the Canadian Trucking Alliance.

Who Should Attend?

All commercial drivers, driver trainers, managers, supervisors, and lead hands.

Maximum number of participants: 15



Musculoskeletal Disorders Prevention Webinar *½ Day*

Musculoskeletal disorders (MSDs) are considered a priority hazard by the province of Ontario. This web-based seminar will allow you to interact with a subject-matter expert while watching a pre-recorded session on MSD prevention. This presentation can be accessed from any computer, so there's no need to come to a class.

Program Content

- Injury statistics within Ontario
- Which sections of the *Occupational Health and Safety Act* the Ministry of Labour uses to issue orders, and how you can respond as an employer or supervisor
- How to use key elements from the provincial MSD Guidelines to build a successful MSD prevention program
- How to use the process of Recognize, Assess, Control, Evaluate (RACE)
- How to use appropriate risk assessment tools

Who Should Attend?

Anyone within an organization.

Ergonomics Workshops *1 Day*

The IHSA ergonomics workshops contain hands-on scenarios in which participants will learn how to use various ergonomics checklists to complete an assessment of workplace-specific situations. These tools can also be applied to any work situation.

Program Content

Office

- Conducting an assessment and making the appropriate adjustments to office equipment in order for the user to assume optimal postures
- Varying the tasks performed throughout the day for optimal postures and comfort

Trades

- Conducting an assessment and learning how to make recommendations for job-specific controls

Who Should Attend?

JHSC members, supervisors, health and safety managers, safety representatives, or anyone involved in workplace inspections.

Maximum number of participants: 15

Hiring Construction Personnel

Duration varies

This program will benefit construction management. Upon completion, participants will be familiar with the specific responsibilities of various workplace parties and the guidelines for project administration relating to subcontractor health and safety.

Program Content

- Responsibilities of workplace parties
- Contractor awareness
- CAD-7 experience rating
- Tender package information
- Safety program specifications
- Project administration
- Contract arrangement
- Client monitoring

Who Should Attend?

Employers and management personnel who have contractors.

Maximum number of participants: 20

NOTE: The duration of the program varies depending on the participants' requirements.

Powerline Technician Apprenticeship Training

Powerline technicians are responsible for the construction and maintenance of electrical transmission and distribution lines. In order to conduct this type of work, a four-year apprenticeship under the auspices of the Ministry of Training, Colleges and Universities (MTCU) is required.

The Infrastructure Health & Safety Association is one of a limited number of training delivery agents, designated by the MTCU, to provide the skills-based training for all four levels of the powerline technician apprenticeship.

Each level covers all relevant theory and practical topics required for the apprenticeship program including work techniques and the legislation regarding safe work. Apprentices will learn from highly experienced, professional trainers. Then they will demonstrate understanding of their newly acquired skills using well-tested and evaluated safe work methods through a unique transition from classroom to practical field applications.

All apprentices will receive a level-three evaluation based on the Kirkpatrick training evaluation model. All four levels of the apprenticeship are held at IHSA's Skills Development Centre in Mississauga, which features modern facilities and top-of-the-line equipment. The training centre features a confined space simulator, an energized three-phase underground yard and two energized overhead lines.

NOTE: The apprentice's employer must register the apprentice with the MTCU and provide a completed log book for the level the apprentice is attending. For further details on this program including fees, contact IHSA at 1-800-263-5024 or 905-625-0100, or visit www.ihsa.ca

Level One 10 Days

The Level One program is a basic introduction to line work. Apprentices will cover emergency plans, basic electrical theory, job planning, manual material handling, pole line construction, rescue techniques, work area protection, stringing, terminating and splicing secondary underground cable, and much more. All lessons promote and employ the use of safe work methods.

Prerequisites

All apprentices are required to have at least three months of line experience through their employer. Apprentices are expected to complete up to five days of self-directed study prior to the session. Training manuals will be supplied prior to course commencement.

Maximum number of participants: 6

Level Two 10 Days

The Level Two program goes beyond the basics outlined in Level One with study of the *Utility Work Protection Code*, cable theory, streetlighting, installation and removal of inline switches, single phase transformer operation, basic hydraulics, and an introduction to ergonomics. All lessons promote and employ the use of safe work methods.

Prerequisites

Apprentices are expected to complete up to five days of self-directed study prior to the session. Training manuals will be supplied prior to course commencement. Apprentices must also have successfully completed Level One of the program and have approximately 2,000 hours of work experience.

Maximum number of participants: 6

Level Three 10 Days

In Level Three, apprentices are introduced to more specific work tasks such as insulator changes, ammeters, practice ties using live line tools, the use of rubber gloves and other rubber protective equipment used while changing construction configurations, changing crossarms, insulator changes on armless construction using live line tools and a jib, three-phase systems, and more. All lessons promote and employ the use of safe work methods.

Prerequisites

Apprentices are expected to complete up to five days of self-directed study prior to the session. Training manuals will be supplied prior to course commencement. Apprentices must also have successfully completed Level Two of the program and have approximately 4,000 hours of work experience.

Maximum number of participants: 6

Level Four 10 Days

In this final level, apprentices receive both a review of previously-learned knowledge as well as the final elements needed to complete their study. The course covers electrical theory, three-phase systems—wye and delta review, cable theory, underground splices and terminations, cable and fault locating, traffic protection, transformer bank connections, metering hazards, rescue techniques and the care and maintenance of rubber protective equipment. All lessons promote and employ the use of safe work methods.

Prerequisites:

Apprentices are expected to complete up to five days of self-directed study prior to the session. Training manuals will be supplied prior to course commencement.

Apprentices must also have successfully completed Level Three of the program and have approximately 6,000 hours of work experience.

Maximum number of participants: 6

Certification Training

The *Occupational Health and Safety Act* requires workplaces to have either a joint health and safety committee (JHSC) or a health and safety representative. At least two JHSC members—one management and one worker—must be certified by the Workplace Safety and Insurance Board (WSIB). If there is no JHSC, the health and safety representative should be certified.

IHSA offers two separate Certification programs: one for the electrical, utilities, and transportation sectors and one for the construction sector. Both programs are broken down into Part One and Part Two.

Electrical, Utilities, and Transportation Certification

Part One (3 Days)—This course ensures that certified members have the knowledge and skills needed to fulfill their legislated duties. It is also intended to help certified members support their internal responsibility system for preventing occupational injuries and illnesses, assessing and eliminating hazards, and enhancing health and safety performance.

This course covers the topics listed below.

- Health and safety law
- Recognizing, assessing, and controlling health and safety hazards
- Joint health and safety committees
- The certified member
- Workplace inspections
- Investigation techniques
- Research and resources
- Using health and safety statistics
- Policies and programs

Part Two (2 Days)—This course is for the electrical and utilities sector only.

Part Two for the electrical and utilities sector ensures that certified members have the knowledge and skills needed to deal with their specific workplaces when performing their duties. It is the final phase required to become fully certified in the electrical and utilities sectors.

This course covers the topics listed below.

- Electrical hazards
- Lockout/tagout
- Trenching
- Working at heights
- Manual material handling
- Heavy mobile equipment
- Noise
- Chlorine

Part Two for the transportation sector is available upon request. Contact an IHSA customer service representative for details.

Maximum number of participants: 20

NOTE: For those wishing to take both courses together, IHSA offers a special four-day combined course. See the price guide and training calendar for details.

Construction Certification

Part One (5 Days)—This course (**Construction Health and Safety Representative**) addresses general health and safety for all types of workplaces. Participants will learn how to effectively identify hazards and take action to protect themselves and others in the workplace.

This course is five days long and covers the topics listed below.

- *Occupational Health and Safety Act*
- Safety and health hazards
- Health and safety representative's role
- Jobsite inspection
- Communication
- Incident investigation

Part Two—This part consists of two courses. The first, called **Sector-Specific—Construction**, addresses specific health and safety issues that are unique to the construction sector. Building on previous health and safety training, participants will learn to recognize, assess, and control hazards. The second course, called **Simulated Hazard Analysis—Construction**, requires participants to perform a workplace hazard analysis, as well as a health and safety profile for a typical construction workplace.

Topics covered in **Sector-Specific—Construction** (5 Days) are listed below.

- Fall protection
- Formwork
- Dust
- Ladders
- Electrical hazards
- Suspended access equipment
- Material handling
- Hoisting and rigging
- Trenching

Topics covered in **Simulated Hazard Analysis—Construction** (3 Days) are listed below.

- Review of previous health and safety programs
- JHSC structures/powers
- Certified members' roles/powers
- Review of dangers and hazardous circumstances
- Jobsite inspections and recommendations

Upon successful completion of Part One and Part Two, participants will receive JHSC Certification from the WSIB.

Maximum number of participants: 20

Construction Health and Safety Officer

IHSA offers the Construction Health and Safety Officer (CHSO) certificate to recognize individuals who have practical construction knowledge and experience in a range of health and safety topics. This certificate acknowledges that the individual has completed courses that are consistent in content with Construction Safety Officer programs offered in other provinces.

In order to qualify for the Ontario CHSO certificate, you must complete eight courses and have at least five years of practical experience. Most of the courses are IHSA courses.

This certificate will also assist people who want to challenge the exam for the Construction Safety Co-ordinator (CSC) credential offered by the Canadian Construction Association's Gold Seal program. For more information, contact the Canadian Construction Association at www.goldsealcertification.com.

Course Requirements

The eight required courses are:

1. *WHMIS*, page 39
2. *Working at Heights—Fundamentals of Fall Prevention*, page 40
3. *Construction Health and Safety Representative*, page 20
4. *Sector-Specific—Construction* (Certification Part II), page 45
5. *Simulated Hazard Analysis—Construction* (Certification Part II), page 45
6. *Basics of Supervising*, page 16
7. *Basic Auditing Principles*, page 16
8. First Aid/CPR (must be taken through a WSIB-approved provider).

Experience Requirements

You must submit a statement declaring that you have a minimum of five years of practical health and safety experience. This declaration is part of the application process.

Application Process

When you have completed all eight courses listed above, you can apply for the CHSO certificate with the form on the next page. You can also go to www.ihsa.ca to download a copy of the form. You must submit copies of your training records with the completed application form to demonstrate that all the required courses have been completed. The experience declaration is at the bottom of the application form.

CONSTRUCTION HEALTH AND SAFETY OFFICER

Infrastructure Health & Safety Association
21 Voyager Court South, Etobicoke, ON M9W 5M7
Tel: 416-674-2726 Toll Free: 1-800-781-2726 Fax: 416-674-8866
Email: info@ihsa.ca

YOU MUST COMPLETE ALL REQUIRED COURSES BEFORE SUBMITTING THIS APPLICATION FORM. PLEASE INCLUDE COPIES OF PROOF OF TRAINING AND THE APPLICATION FEE WHEN SUBMITTING THIS FORM TO IHSA. MEMBERS: \$50.00 + HST NON-MEMBERS: \$150.00 + HST

Applicant Name _____ Participant Training Number _____
Date _____ Address _____
City _____ Province _____ Postal code _____
Phone _____ Fax _____ Email _____

TRADE/OCCUPATION

Please check all that apply to you Owner Consultant Worker Union Non-union
 Manager Supervisor Apprentice Other

Company Name _____ Local _____
Address _____
City _____ Province _____ Postal code _____
Phone _____ Fax _____ Email _____
 IHSA Member Non-Member

REQUIRED TRAINING PROGRAMS

1) WHMIS _____
2) Working at Heights _____
3) Construction Health and Safety Representative _____
4) Sector-Specific Training _____

DATE COMPLETED

REQUIRED TRAINING PROGRAMS

5) Simulated Hazard Analysis _____
6) Basics of Supervising _____
7) Basic Auditing Principles _____
8) First Aid/CPR _____

DATE COMPLETED

REQUIRED EXPERIENCE


Please read and sign the following declaration confirming that you have the minimum experience requirements.

I, _____, declare that I have at least five years of practical health and safety experience.

Applicant Signature _____ Date _____

PAYMENT INFORMATION (MAY REQUIRE SECURITY CODE)

Cheque enclosed
 Please charge my credit card

Method of payment:  Visa  MasterCard  American Express

Credit card # _____ Expiry date _____

Cardholder name _____ Signature _____

HST # 85609 8066 RT0001

APPLICANT CONSENT

I hereby agree to allow IHSA to collect, store, and use my name, address and purchase information in accordance with IHSA's Privacy Policy. I understand that if the personal information compiled by IHSA is incorrect, IHSA will correct the information upon my request and provide me with confirmation. I further understand that if I am not satisfied with the manner in which IHSA handles my personal information, I may contact the Privacy Commissioner for the Province of Ontario.

Applicant Signature _____ Date _____

TRAINING REGISTRATION FORM

Infrastructure Health & Safety Association

21 Voyager Court South, Etobicoke, ON M9W 5M7
Tel: 416-674-2726 Toll Free: 1-800-781-2726 Fax: 416-674-8866
Email: info@ihsa.ca

BILLING INFORMATION

Name _____

Mailing address _____

City _____ Province _____ Postal code _____

Phone _____ Fax _____ Email _____

Trade/Occupation _____

Worker Apprentice Union Non-union Manager Supervisor Other _____

Union _____ Local _____ Location _____

Company Name _____ Contact _____ WSIB firm # _____

Street address _____

City _____ Province _____ Postal code _____

Phone _____ Fax _____ Email _____

Legislated training Non-member training AO audit Other _____

Program _____ Program start date _____

Instructor's name _____ Location _____

PAYMENT INFORMATION (MAY REQUIRE SECURITY CODE)

Bill to: Firm/organization _____ Contact person _____

Street address _____

City _____ Province _____ Postal code _____

Phone _____ Fax _____ Email _____

Method of payment:  Visa  MasterCard  American Express

Credit card # _____ Expiry date _____

Cardholder name _____ Signature _____

HST # 85409 8066 KT0001

PURCHASER'S CONSENT

I hereby agree to allow IHSA to collect, store, and use my name, address and purchase information in accordance with IHSA's Privacy Policy. I understand that if the personal information compiled by IHSA is incorrect, IHSA will correct the information upon my request and provide me with confirmation. I further understand that if I am not satisfied with the manner in which IHSA handles my personal information, I may contact the Privacy Commissioner for the Province of Ontario.

Signature _____ Date _____