

# Transportation Courses FOR THE UTILITY SECTOR

- ▶ Transportation of Dangerous Goods
- ▶ Lift Truck Operator
- ▶ Defensive Driving *and more...*



Returning home safe to your loved ones is a promise you make everyday.  
**Keep your promise.**

Tragically in Ontario a worker dies almost every day from either a workplace injury or illness. They will not be able to keep the promise they made to friends and family to come home safely.

In every workplace, hazards need to be respected, controlled, and if possible, eliminated. Getting home safely each day requires respect for the hazards that can occur, no matter how remote the possibility. Learn how IHSA can help. Visit [ihsa.ca](http://ihsa.ca)

***Work Safe for Life***

**ihsa.ca**



# Transportation Courses FOR THE UTILITY SECTOR

The membership of the Infrastructure Health & Safety Association includes seven major industries: construction, transportation, electrical, utilities, aggregates, natural gas, and ready-mix concrete.

## Infrastructure Health & Safety Association (IHSA)

### Mississauga Office

5110 Creekbank Road, Suite 400  
Mississauga, Ontario L4W 0A1 Canada  
Tel: 1-800-263-5024 • Fax: 905-625-8998

### Voyager Training Centre

21 Voyager Court South  
Etobicoke, Ontario M9W 5M7 Canada  
Tel: 1-800-263-5024 • Fax: 416-674-8866

### Skills Development Centre

5345 Creekbank Road, Mississauga, ON L4W 5L5  
Tel: 1-800-263-5024

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Electrical utilities need to rely on a variety of vehicles in order for employees to get their work completed safely. That means they need to have a strong understanding of their vehicles and the safe work procedures needed to operate them.

The knowledge, training, and experience of the three organizations that came together to form IHSA in 2010 are now available to your utility or utility-contracting firm. We are now able to serve you better. That includes making the courses in this specialty catalogue—courses that focus directly on transportation safety issues—available to you.

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# General Information

## Custom Programs

IHSA will custom-design and conduct programs to suit specific requirements. If a course you want is not in this catalogue, contact IHSA.

IHSA also makes courses available where and when you need them. Contact us to discuss your training needs.

## Fees

IHSA members\* receive discounted rates on training courses and products, while non-members must pay the full price. Course fees vary depending on whether it takes place at an IHSA facility or at your facility (within Ontario).

Please contact an IHSA customer service representative for rates outside Ontario.

## Payment

Course fees are due upon registration for in-house programs, or upon receipt of invoice for field courses. Payment can be made by VISA, MasterCard, or American Express.

All prices are subject to applicable taxes.  
All prices are subject to change without notice.

## Program Registration

**Online**—You may register for training programs online. Simply go to [ihsa.ca](http://ihsa.ca).  
A credit card may be required.

**Phone**—You may register for training programs and order products by calling 1-800-263-5024.

**Fax or Mail**—You may register for training programs by using the Training Registration Form in this catalogue. You can also download it from [ihsa.ca](http://ihsa.ca).  
Once completed, simply mail or fax it to:

## Infrastructure Health & Safety Association

5110 Creebank Road  
Mississauga, ON L4W 0A1  
Tel: 1-800-263-5024 or 905-625-0100  
Fax: 905-625-8998 • Email: [info@ihsa.ca](mailto:info@ihsa.ca)

All registrations for training will be confirmed in writing by an IHSA customer service representative.

## Proof of Insurance

A WSIB Clearance Certificate is required for non-members to attend hands-on training programs. Contact the WSIB Clearance Department at 416-344-1012 or toll free at 1-800-387-8638 for your most recent copy.

## Replacement Records of Training

IHSA will provide replacement records of training upon request. Contact a customer service representative for details.

## Training Cancellation Policy

IHSA reserves the right to cancel any program due to insufficient enrollment or other causes.

Clients who cancel programs scheduled at their facility will receive a full refund if written notification of the cancellation is received no later than ten business days prior to the program. No refunds will be made after that time.

Participants who are registered in an IHSA-facility training program but who do not attend or do not provide written notification of the cancellation at least ten business days prior to the program are responsible for the full fee. Participant substitutions may be made up until the program commences.

## Hands-on Training

This symbol means the course is a hands-on course. Participants are required to bring their own personal protective equipment (PPE) as noted in the course confirmation letter. Participants will not be allowed to participate in the course if they do not bring the noted personal protective equipment and the course fee will remain on the account.



\* You're automatically a member of IHSA if you or your company pays WSIB premiums in one of the rate groups covering the construction, transportation, electrical, utilities, aggregates, natural gas, or ready-mix concrete industries.





# Transportation Courses FOR THE UTILITY SECTOR

## Collision Review Committee 1 Day

This course is designed to help people become involved in their company's collision review process. It will help to determine collision preventability through practical and interactive learning. Learn the definitions of collision 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 participants and can be used as a reference for future job applications. The participants develop their own action plans for preventability determination at their worksite.

### Who Should Attend?

Anyone involved in their company's collision review process.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$160	\$160	\$1150	\$1150

**Maximum number of participants: 20**



## Commercial Motor Vehicle Collision Investigation 2 Days

This intensive certificate course will enable participants to better determine collision preventability; identify training needs; make logical recommendations for changes to ensure a safer vehicle operation; and build a database to understand how, where, and why collisions are happening. Participants will learn 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 the collision investigation program.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$320	\$320	\$2300	\$2300

**Maximum number of participants: 12**

**We'll come to you.**  
Contact your local IHSA consultant to arrange training when and where you need it.

## CVOR Facility Audit Overview 1 Day

A special one-day session that 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. Participants will receive a record of training.

### 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's 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 a small to medium-sized fleet of vehicles who are responsible for maintaining spare vehicle and/or driver-related files. Also 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 regarding increasing violation rates.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$160	\$160	\$1150	\$1150

**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 devices. 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 that 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?

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

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$85	\$85	\$1150	\$1150

**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 devices. 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 that 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.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$85	\$85	\$575	\$575

**Maximum number of participants: 20**



## 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 the individual who delivers this training and performs the testing be approved by the MTO as a signing authority.

To get approval as 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's Course* 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:

- they must have held their current class of licence for at least three years.
- they 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.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$3500	\$3500	n/a	n/a

**Maximum number of participants: 10**

## Highway Traffic Act 1 Day

The purpose of this course is to teach participants to

- Explain the purpose of the *Highway Traffic Act*.
- Identify parts of the 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 Act.
- Write recommendations for improvement of their fleet safety program based on the Act information.

### Program Content

- The *Highway Traffic Act* defined and its purpose
- Parts of the Act and regulations—an in-depth examination
- Making the 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 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.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$160	\$160	\$1150	\$1150

**Maximum number of participants: 12**

## 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.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$40	\$40	\$575	\$575

**Maximum number of participants: 15**

## In-Cab Coaching/Evaluation 2 hours

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 end of each test sequence. Comments from each test sequence 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.

At IHSA (per person)	Your Facility
	\$85/hour, minimum of 2 hours

**Maximum number of participants: one on one**

Call customer service  
at **1-800-263-5024** to  
register or visit **ihsa.ca**.



## Lift Truck Operator 2 Days\*

In our interactive two-day course, participants will learn the essential principles involved in the safe operation of a lift truck. These principles include

- Understanding the limitations that affect truck stability and safe loading criteria
- Recognizing the hazards ahead of time that present a risk to you and those around the truck
- Understanding the fundamentals of handling high-risk loads
- Knowing the legal responsibilities associated with lift trucks

### Program Content

- Classes and types of lift trucks
- Legislation
- Lift truck features and safety equipment
- Basic hydraulics
- Pre-operational inspection
- Start-up (mounting and dismounting)
- Stability principles of lift trucks
- Travelling without a load
- Travelling with a load
- Capacity and load charts
- Load handling (picking up a load)
- Load lifting and handling—elevated level—stacking
- Operating hazards and precautions
- Refueling and recharging
- Shutdown procedures (parking)

### Who Should Attend?

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

A detailed two-page record of training including a wallet card will be issued to those who satisfactorily complete the course with a grade of 90 per cent or higher. The record of training expires after three years.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$320*	\$320*	\$2300*	\$2300*

**Maximum number of participants: 8**

**NOTE: For courses at your facility, you will be required to provide a suitable lift truck.**

**Upon request, IHSA will offer a one-day Lift Truck Operator—Recertification course.**

\*Participants with less than 100 operating hours are considered “new or novice operators” and are required to complete a third<sup>this</sup> day of practical training and receive a practical evaluation. For additional day, there is a limit of four participants and

## Lift Truck Operator—Practical Evaluation 1 Hour†

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 the *Lift Truck Operator* course.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$85/hour	\$85/hour	\$85/hour	\$85/hour

**Maximum number of participants: one on one**

†Additional time may be required.

### Pre-MTO Facility Audit

Using a Pre-MTO Facility Audit format, a qualified IHSA auditor will diagnose transportation compliance elements for remedial action. Depending on the size of your firm and the complexity of its work activities, the audit often takes three to four days.

After the initial phase, the auditor will compose written recommendations on how to improve your firm’s existing program. Then, the auditor will schedule an in-person meeting with your firm’s representatives to review the results. You will work together to develop an action plan. Subsequent mentoring and support is provided as required.

**NOTE: The time required to conduct the survey depends on firm size and complexity.**

### Pre-Trip Inspection Training Classroom & Practical Demonstration 4 Hours

The purpose of a daily vehicle inspection is to identify 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.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
n/a	n/a	\$575	\$575

**Maximum number of participants: 15**

**Note: Also includes a 2-hour practical demonstration.**

## Traffic Control—Temporary Work Zones 1 Day

This course teaches participants how to develop an effective traffic control plan and identify and control hazards. They will use the *Ontario Traffic Manual (OTM) Book 7—Temporary Conditions* 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

- 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 *OTM Book 7*
- 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.

Participants will receive a record of completion.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$0	\$320	\$0	\$2300

**Maximum number of participants: 20**

## Transportation of Dangerous Goods (TDG) ½ Day

This program teaches participants their legal responsibilities for 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. Each participant will be issued a participant's guide to work with and make notes. The record of training expires after three years.

### Program Content

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

### Who Should Attend?

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

A wallet-sized record of training card will be issued to each participant upon completion of the course.

At IHSA (per person)		Your Facility	
Member	Non-member	Member	Non-member
\$85	\$85	\$575	\$575

**Maximum number of participants: 20**

For more information on booking one of these courses at one of IHSA's facilities or at your firm's locations, please contact IHSA customer service at **1-800-263-5024**. IHSA's team of health and safety professionals will work with you to reduce or eliminate the risk from your high-risk work. That means providing the training you need to work on and around Ontario's roads and highways through our transportation courses.







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### Skills Development Centre

5345 Creekbank Road  
Mississauga, ON L4W 5L5  
Tel: 1-800-263-5024



## Training When and Where You Need it.

### Together we're better

IHSA is the amalgamation of the Construction Health & Safety Association (CSAO), the Electrical & Utilities Safety Association (E&USA), and the Transportation Health & Safety Association (THSAO).

### About IHSA

IHSA's vision is workplaces without injuries, illnesses, or fatalities.

We engage with our member firms, workers, and other stakeholders to help them continuously improve their health and safety performance. We do this by providing effective and innovative sector-specific programs, products, and services.

### We offer

- Training programs
- Consulting services
- Health and safety audits
- Publications and e-news
- Posters and stickers
- Reference material
- A resource-rich website
- Solutions to high-risk activities
- Due diligence solutions.

Find out what we can do for you at **ihsa.ca**



## Training Catalogue *Also Available*

IHSA's *Training Catalogue* (IHSA002) includes detailed descriptions of the more than 85 courses that IHSA offers. You'll find training courses for high-risk activities, health and safety management, and certification. With hands-on skills development programs, classroom programs, online programs, and home-study programs, you're sure to find the training your company needs. If you don't, we'll customize a program just for you. Visit **ihsa.ca** to download your copy of the *Training Catalogue* today.