

National Health and Safety Administrator Checklist

Applicant Name _____

Date Submitted _____

Please ensure that all supporting documents are valid (check if there is an expiry date), and include with application. It is incumbent on the applicant to submit all documents. If the applicant is using an equivalent program from another institution all supporting documents and course outline **MUST** be submitted.

**NOTE: All certificates must be valid for a minimum period of six months from the date of the application*

CHECKLIST

1. Basics of Supervising
2. Basic Auditing Principles
3. COR® Internal Auditor
4. COR® Essentials
5. Defensive Driving - G Class Driver
6. Standard First Aid / CPR (by a recognized provider) (3-year expiry)
7. Introduction to Hazard and Risk Management
8. Investigating and Reporting Incidents training program
9. Joint Health and Safety Committee (JHSC) Level 1
10. JHSC Level 2 or Refresher (3-year expiry) - Construction Specific
11. WHMIS 2015
12. Working at Heights - Completed after April 1, 2015 (3-year expiry)
(Must submit WAHRE as well if WAH was taken more than 3 years ago.)
13. Preventative Maintenance webinar
14. Health and Safety Policies, Procedures, and Practices webinar
15. Course credit forms for any non-IHSA programs, excluding WAH, JHSC Part 2 and First aid
16. Code of Ethics
17. Two documented safety talks

INTERNAL USE ONLY

Name of person reviewing documentation _____

Date Received MONTH DATE YEAR Complete Incomplete

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Comments: _____

