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## **APPENDIX A: ONLINE COURSES**

## CONFINED SPACES

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A confined space is defined as a fully or partially enclosed space that is not designed and not built for continuous human occupancy, and which may contain a hazardous atmosphere because of its construction, location, contents, or because of work that is done in it. Entry to, and exit from a confined space may be difficult or restricted. A confined space may be part of a structure, or it may be mobile or portable.

Understanding the risks is essential for any job. When working in a confined space the consequences of unsafe practices can result in serious injuries or death.

Focused on the basics of working in confined spaces this course enables workers to identify, reduce and manage potential risks and, as well as, enhance emergency response procedures.



## CONFINED SPACES FOR CONSTRUCTION

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During construction projects, confined spaces raise a unique set of continuously changing risks that develop as the project progresses.

Focused on the risks of working in confined spaces on a construction site, this course enables workers and supervisors to be prepared for potential risks and, as well as, enhance emergency response procedures.



## CONTROL OF HAZARDOUS ENERGY – LOCKOUT AND OTHER METHODS (BASED ON CSA Z460)

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The Occupational Health and Safety Act created the lockout standard to protect employees from injury due to the unexpected start-up of machines or release of stored energy during service and maintenance procedures.

The CSA Z460 standard was included in the Act in most Provinces to protect employees from injury due to the inadvertent release of hazardous energy. Understanding the duties and responsibilities of all parties during the lockout process, particularly when hazardous energy is involved, is essential to a safe and healthy work environment.

Designed for anyone working with hazardous energy, this course reviews the basic components of the lockout process and the requirements of those involved. Workers and managers will gain a deeper understanding of the process, their roles and tools for maintaining a safe and healthy workplace containing hazardous energy.



## CRANE SAFETY REFRESHER

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Crane Operators are required by the Ministry of Labour to attend and provide proof of specific and ongoing training. Intended for those already certified in crane operation, this course reviews the theoretical aspects of using a crane.

Reinforcing the basic components of safe operation, communication skills and maintenance, this course will enhance the operator's skills.

Riggers and Signalers are an essential component in the safe and complex operation of the crane.

Developed for those who work alongside crane operators, this course reviews the theoretical aspects of crane operation and communication skills as well as basic rigging theory.



## ELEVATED WORK PLATFORMS

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Scissor lifts, man-lifts and aerial lifts were all created to increase productivity, reduce the need for excessive work force and to make manual work a lot easier!

These elevated work platforms are an essential part of the warehousing and manufacturing processes but they do pose significant risks to their operators.

Proper training on safe operating practices, maintenance and injury prevention are required by the Ministry of Labour for all workers using elevated work platforms.

Focusing on proper use, associated risks of injury to workers and potential damage to equipment and property, this course will enhance the operator's skill and emergency preparedness. Using the Canadian Standards Association requirements as a foundation we explore best practices, personal protective equipment and emergency response.



## FALL PROTECTION

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With over 35% of deaths caused by falls, they represent the single largest cause of serious accidents in Canadian workplaces today.

In order to protect employees required to work above ground from harm, the Fall Protection Regulation requires employers and workers to follow specific standard safety precautions and procedures. Reviewing fall prevention, fall arrest systems, as well as the appropriate protocols for handling accidents, this course will enable workers to perform as safely as possible in their "elevated" roles.



## FIRE EXTINGUISHERS

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First patented by Ambrose Godfrey in England 1723, the fire extinguisher we know and use today has been around since 1818. British Captain George William Manby, created the copper vessel containing 3 gallons of pearl ash solution and compressed air, revolutionizing the extinguisher and bringing the role of firefighting to a whole new level.

A key element in an effective fire protection program is fire extinguishers, now legally required in every workplace in Canada. Fire is the cause of 8 deaths in Canada each week. Sadly, most of these fires are caused by predictable and preventable events. Fire extinguishers can help eliminate many of these senseless losses.

Designed to provide basic fire safety, this course defines the various classifications of fires, extinguishers, when and how to use extinguishers as well as proper storage, maintenance and Fire Safety Code requirements for businesses in Canada. If you are a Health and Safety Committee member, facilities or plant manager or superintendent, this is a course you'll want to take.



## FORKLIFT REFRESHER

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Forklifts as we know them today were developed in the 1960's and have since become an essential tool used in warehousing and manufacturing organizations across the globe. Operators of this innovative tool should complete refresher training at least every 18 months.

Intended for those already certified in forklift operation, this course reviews the theoretical aspects of forklift use. Reinforcing the basic components of safe operation, communication skills and maintenance, this course will enhance the operator's skills.

Please note this course does not satisfy the CSA's certification or recertification requirements required every 3 years.



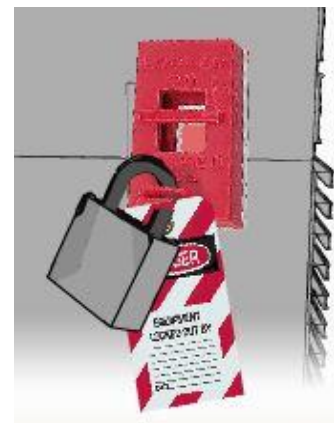
## LOCKOUT / TAGOUT

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The Occupational Health and Safety Act created the lockout standard to protect employees from injury due to the unexpected start-up of machines or release of stored energy during service and maintenance procedures.

Understanding the duties and responsibilities of all parties involved in the lockout process is essential to a safe and healthy work environment.

Designed for anyone working with industrial equipment, this course reviews the basics of the lockout process. Workers and managers will gain a deeper understanding of the process, their roles and tools for maintaining a safe and healthy workplace.



## MANUAL MATERIAL HANDLING

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Improper handling and storage of materials results in significant costs to Canadians each year and not just financial ones. The implications can be life threatening and they affect everyone in the workplace.

This course focuses on the basic elements of safe and proper manual material handling. Identifying and reducing the risk of workplace injury due to improper handling of materials has never been more important. Manual material handling training will help develop an understanding of the basic elements of safe handling, back care, and the tasks that can potentially cause injuries.

Understanding the long and short term health and financial risks are essential in planning effective workplace injury prevention programs.



## TRANSPORTATION OF DANGEROUS GOODS

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Transportation of Dangerous Goods is big business and it comes with big risks. Many products are extremely vulnerable during shipping - some can become highly toxic and even cause death.

Intended for workers handling the transportation of dangerous goods, this course defines the various classifications, labeling guidelines, shipping requirements and the responsibilities of each person involved in the process.

Designed to increase risk awareness and enhance emergency protocols, this course will be beneficial to everyone involved in transporting dangerous goods.



## **APPENDIX B: BLENDED COURSES**

## **AERIAL PLATFORM – BOOM / SCISSOR LIFTS**

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This course is for both new and experienced operators. The topics that will be covered include the safe use of aerial work platforms, fall protection requirements, inspections and government regulations.

This training is composed of 2 modules, Part 1 theory and Part 2 practical.

The theory module, approximately 3.5 hrs, will cover the below topics:

- Occupational Health and Safety Act & Employers and Employees Responsibilities
- Safe Operating Procedures
- Emergency Procedures
- Fall Safety Training and Requirements
- Scissor Lift Inspection
- Discussion on causes of accidents
- Responsibilities of the operator, owner and the dealer
- Applicable topics from the Occupational Health and Safety Act
- Battery Care and Maintenance
- Written test

The practical module\*, approximately 20 mins, will cover the below topics:

- Hands on practical training and application
- Inspections prior to operations
- Safe operation procedures
- Battery Care and Maintenance
- Student Evaluation

## **WORKING AT HEIGHTS**

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Under O. Reg. 213/91: Construction Projects, you need to take this training if you work on a construction project and are required to use any of the following methods of fall protection: travel restraint system, fall restricting system, fall arrest system, safety net, work belt and safety belt.

This training is composed of 2 modules, Part 1 theory and Part 2 practical.

The theory module provides the basic concepts and knowledge the worker requires working at heights, as below:

- Identification of the Hazards of Working at Heights
- Rights and Responsibilities
- Eliminating or Controlling the Hazards of Working at Heights
- Warning Methods and Physical Barriers
- Ladders and Similar Equipment
- Personal Fall Protection Equipment
- Barriers and Other Fixed Equipment
- Personal Fall Protection Equipment
- Anchor Points
- Work Access Equipment, and Platforms
- Rescue Planning

There will be a practical assessment that includes hands-on learning, scenarios given by visual illustrations, and written practices.\*



## WORKING AT HEIGHTS REFRESHER

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Refresher training consists of a practical module\* of the WAH training program as per section 9.2 of the WAH Training Program Standard. Refresher training covers the following topics:

- Barriers and safety nets
- Personal fall protection equipment
- Anchor points
- Work positioning systems, work access, and platforms
- Rescue planning

## FORKLIFT CERTIFICATION / RECERTIFICATION

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The lift truck is an important piece of equipment for any company that needs to move large loads. The forklift allows the operator to precisely move and lift heavy loads with little effort. By using lift trucks, it decreases the amount of manual labour and the potential for injuries that would have resulted from lifting and carrying products. Lift trucks are tremendous assets to any company, but if used improperly by an untrained operator, they have caused a great deal of damage to products, facilities and even result in serious human injury. Certified operators have the knowledge and skills to use equipment safely, thus resulting in lower risk of accidents.

This training is composed of 2 modules, Part 1 theory and Part 2 practical and meets CSA's training requirements.

The theory module will cover the following topics:

- Legal Requirements
- Inspections
- Stability Triangle
- Centre of Gravity
- Fulcrum Point
- Load Capacity
- Tilting the Forks
- Attachments
- Rear Wheel Steering
- Forklift Operations
- Safe Operating Practices
- Risks and Hazards

The practical\* part of the course will give all potential operators an opportunity to apply the skills learned. The workplace health and safety regulations require operators to be competent, by possessing knowledge, experience and training in their operations.