

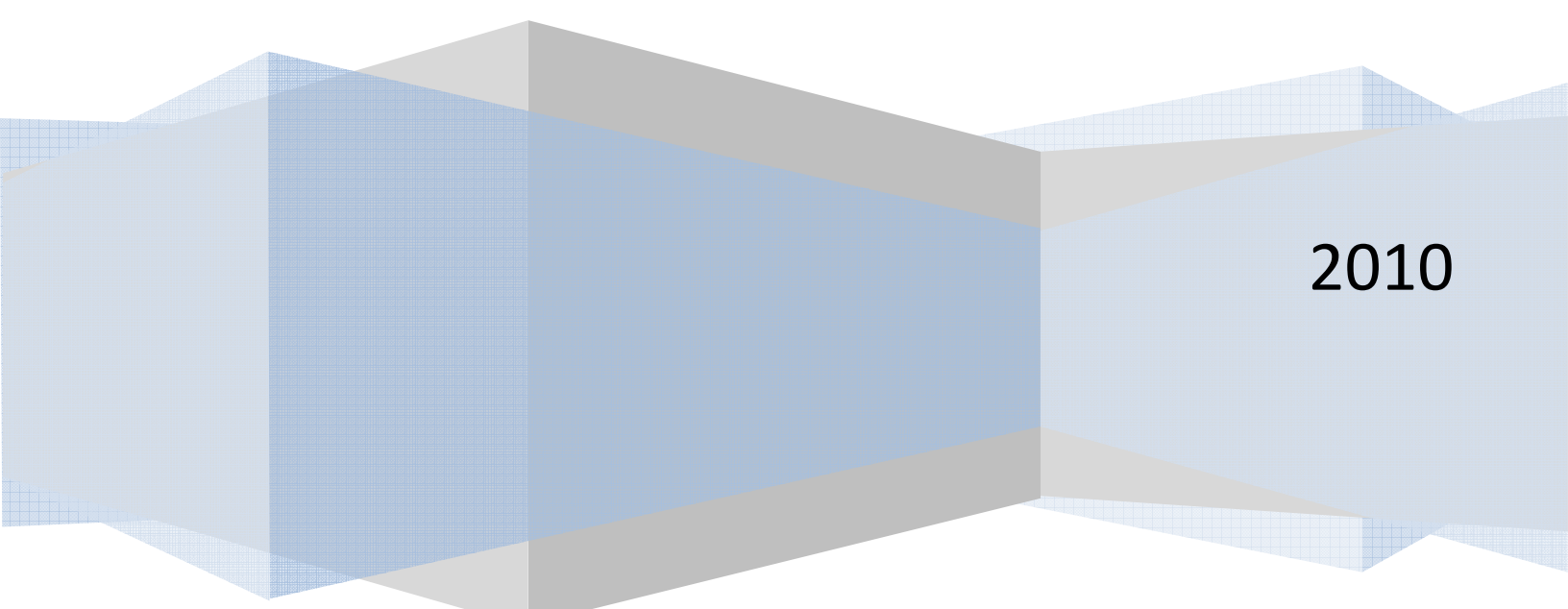
The logo for Levitt Training & Consulting features the company name in a blue, sans-serif font. The word "levitt" is in a bold, lowercase font, while "Training" is in a regular, lowercase font. Below "levitt Training" is the text "& CONSULTING" in a smaller, all-caps font. A large, blue, curved swoosh element arches over the right side of the text.

levittTraining
& CONSULTING

Health & Safety Catalogue

Instructor Led Training and Consulting

M. Douglas

A decorative graphic at the bottom of the page consists of several overlapping, semi-transparent rectangular blocks in shades of blue and grey, creating a 3D effect. The blocks are arranged in a way that suggests depth and movement.

2010

Table of Contents

| | |
|---|----|
| Training Services..... | 3 |
| WHMIS | 3 |
| Chemical Spill Response | 4 |
| Confined Space..... | 6 |
| Fall Protection | 9 |
| Office Ergonomics | 11 |
| Ergonomics & Manual Material Handling | 12 |
| Basic Electrical Safety | 14 |
| Arc Flash Awareness..... | 14 |
| Lockout Training..... | 15 |
| Asbestos Awareness..... | 15 |
| Occupational Health & Safety Act / Due Diligence..... | 16 |
| Incident Investigation & Reporting | 17 |
| Respirator Fit Testing | 19 |
| Respiratory – SCBA/SAR | 20 |
| Portable Gas Detection | 21 |
| Propane (LPG) Handling | 21 |
| Fire Safety Training..... | 22 |
| Fire Extinguisher Maintenance..... | 23 |
| Vehicle Fire Suppression System..... | 24 |
| Adult Learning Principles..... | 25 |
| Custom Training Programs | 25 |
| Consulting Services..... | 26 |
| Environmental Services | 26 |
| Pre-WorkWell Auditing | 26 |
| Health & Safety Auditing..... | 26 |
| Confined Space & Fall Protection..... | 26 |
| Ergonomics (Office & Industrial) | 26 |
| Industrial Hygiene | 26 |

Training Services

WHMIS

| | |
|------------------------------|---|
| Course Title | WHMIS Review – Workplace Hazardous Materials Information System |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Two (2) hours |
| Course Objectives | The objective of this WHMIS Review Program is to provide participants with a review of basic WHMIS legislation and related sections of the Occupational Health & Safety Act. |
| Topics Covered | Legislated key elements of WHMIS are discussed with active class participation. A WHMIS quiz is also part of the in-class learning process. The participants receive a hard copy of the WHMIS presentation for in-class and future reference. |
| Who Should Attend | All employees regardless of their position or function within an organization should attend WHMIS training. |
| Record of Training | All participants who successfully complete this program will receive a “Certificate of Attendance”. The employer will receive a “Record of Training” that they can keep on file. |

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|------------------------------|--|
| Course Title | WHMIS – Workplace Hazardous Materials Information System |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this half-day WHMIS Program is to provide participants with fundamental knowledge of WHMIS legislation and related sections of the Occupational Health & Safety Act. In addition, it provides the opportunity for the participants to work through the information in order to better understand how to use, read, and interpret MSDS’ and other related information. |
| Topics Covered | Legislated key elements of WHMIS are discussed with active class participation with a close look at MSDS content and an accompanying MSDS practical exercise. The participants receive a hard copy of the WHMIS presentation for in-class and future reference. Levitt Training encourages the use of an MSDS product that the participant’s use in their workplace to incorporate into the sessions. A WHMIS DVD and quiz are also part of the in-class learning process. |
| Who Should Attend | All employees regardless of their position or function within an organization should attend WHMIS training. |
| Record of Training | This 4-hour WHMIS program provides a more practical approach to the training. All participants who successfully complete this program will receive a “Certificate of Achievement”. The employer will receive a “Record of Training” that they can keep on file. |

Chemical Spill Response

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|------------------------------|--|
| Course Title | Chemical Spill Response (in-class) |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this half-day Chemical Spill Response Program is to provide participants with the basics of workplace chemical small spill response procedures. In addition, it provides the opportunity for the participants to work in groups, create a chemical spill scenario and work through the process. The work groups also have the option of presenting their findings to the class via written/oral presentation or testing their acting skills in the form of a skit. The participants should have their on-site chemical spill response kits and PPE for the presentations but this is not mandatory. |
| Topics Covered | The following topics are discussed with active class participation: Recognition of Hazards, Key definitions, Health & Safety requirements and other related legislation, codes or standards, Protective Equipment & Chemical Spill Kits, Steps to Chemical Spill Response, Control, Containment & Decontamination/Neutralize, and Response Evaluation & Follow-up. The participants receive a hard copy of the Chemical Spill response presentation for in-class use and future reference. |
| Who Should Attend | All persons with direct responsibilities for Spill Control; Plant Managers, J.H.S.C, H&S Reps, Maintenance, Spill Response Teams, Loss Control Managers, Human Resource Managers, and Safety Co-ordinators should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

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|------------------------------|---|
| Course Title | Chemical Spill Response (in-class and practical drill) |
| Max # of Participants | 12 |
| Prerequisites | The participant's will require on-site chemical spill response kits and all associated PPE for the spill scenarios. This practical training will require the co-operation of surrounding departments at the workplace in order to carry out the spill drill. It will also require that the employer has site-specific chemical spill procedures written and ready for use. |
| Duration | Full Day |
| Course Objectives | The objective of this Chemical Spill Response Program is to provide participants with the basics of workplace chemical small spill response in addition to providing the opportunity for the participant's to have a workplace chemical spill drill. This will be achieved through the work groups creating a chemical spill scenario and work through the process on-site via a chemical spill drill. |
| Topics Covered | The following topics are discussed in class prior to the chemical spill drill: Recognition of Hazards, Key Definitions, Health & Safety requirements and other related legislation, codes or standards, Protective Equipment & Chemical Spill Kits, Steps to Chemical Spill Response, Control, Containment & Decontamination/Neutralize, Response Evaluation , Follow-up and the site-specific Chemical Spill procedures. The participants receive a hard copy of the Chemical Spill Response presentation for in-class use and future reference. |
| Who Should Attend | All persons with direct responsibilities for Spill Control and that would be part of a response team; Plant Managers, J.H.S.C, H&S Reps, Maintenance, Spill Response Teams, Loss Control Managers, Human Resource Managers, and Safety Co-ordinators should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement". The employer will receive a "Record of Training" that they can keep on file. |

Confined Space

| | |
|------------------------------|---|
| Course Title | Confined Space Awareness (in-class) (Course available for Industrial, Construction or Healthcare workplaces) |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this half-day Confined Space Awareness Program is to provide participants with the fundamental knowledge of Confined Space legislation and awareness to the hazards that exist in confined spaces. |
| Topics Covered | The following topics are discussed: Definitions, legislation, Code/Standards, examples of Confined Spaces, Confined Space Assessments, Entry Permits, Confined Space hazards & controls, Personal protective equipment, Air monitoring in confined spaces, Ventilation, Communications, Rescue procedures and equipment, and general Confined Space procedures. A Confined Space quiz is also part of the learning process. The participants receive a hard copy of the Confined Space Awareness presentation for in-class use and future reference. |
| Who Should Attend | Supervisors, JHSC, H&S Reps, Maintenance/Engineering personnel and anyone, who as part of their job, need to be aware of Confined Spaces should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

| | |
|------------------------------|---|
| Course Title | Confined Space (in-class with practical component) (Course available for Industrial, Construction or Healthcare workplaces) |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Full Day |
| Course Objectives | The objective of this 1-Day Confined Space Program is to provide participants with knowledge of Confined Space legislation, hazards, & controls surrounding confined spaces. A review of PPE, Confined Space equipment, and Instrumentation used at the workplace will be conducted. The participant's should have their on-site Confined Space PPE, equipment and instrumentation available in class for the practical review. |
| Topics Covered | The following topics are discussed with practical class participation: Confined Space Regulation, applicable Codes/Standards, definitions that relate to confined spaces, Confined Spaces examples, completion of Confined Space Assessment and Entry Permit forms, review hazards, controls, personal protective equipment, on-site PPE, CONFINED SPACE ENTRY equipment & instrumentation, ventilation, atmospheric hazards - air monitoring in confined spaces, requirement for Rescue procedures and equipment, Confined Space Plans/Procedures. A Confined Space case scenario and quiz are also part of the learning process. The participants receive a hard copy of the Confined Space presentation for in-class use and future reference. |
| Who Should Attend | Supervisors, JHSC, H&S Reps, Maintenance/Engineering personnel and anyone, who as part of their job, require more in-depth knowledge and administrative information about Confined Spaces should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement". The employer will receive a "Record of Training" that they can keep on file. |

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|------------------------------|--|
| Course Title | Confined Space (in-class with practical entry/exit) (Course available for Industrial, Construction or Healthcare workplaces) |
| Max # of Participants | 12 |
| Prerequisites | Participants should have completed Day 1 of the 2-Day Confined Space Course and have knowledge of working in Confined Spaces. Facility will need to provide appropriate equipment to perform a Confined space entry. The employer requires site-specific confined space procedures written and ready for use. |
| Duration | Two Day |
| Course Objectives | The objective of this 2-Day Confined Space Program is to provide participants with practical knowledge of Confined Space legislation, hazards, & controls surrounding confined spaces. A practical confined space entry and exit exercise will be conducted at the workplace. The participant's require on-site Confined Space PPE, equipment, instrumentation and procedures. |
| Topics Covered | The following topics are discussed with active practical participation: Day 1: Confined Space Regulation, applicable Codes/Standards, definitions that relate to confined spaces, Confined Spaces examples, complete Assessment and Entry Permit forms, review hazards, controls, personal protective equipment, on-site PPE, CONFINED SPACE ENTRY equipment & instrumentation, atmospheric hazards - air monitoring in confined spaces, requirement for Rescue procedures and equipment, Confined Space Plans/Procedures. A Confined Space case scenario and quiz are also part of the learning process. The participants receive a hard copy of the Confined Space presentation for in-class use and future reference. Day 2: CONFINED SPACE ENTRY Hazard Assessment for one entry is conducted using appropriate documentation, equipment etc. A CONFINED SPACE ENTRY is performed using appropriate assessment and permit documentation, equipment, PPE etc. |
| Who Should Attend | Supervisors, JHSC, H&S Reps, Maintenance/Engineering personnel and anyone, who as part of their job, that are required to enter a Confined Space should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement". The employer will receive a "Record of Training" that they can keep on file. |

Fall Protection

| | |
|------------------------------|---|
| Course Title | Fall Protection Awareness (in-class) (Course available for Industrial or Construction workplaces) |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this half-day Fall Protection awareness program is to provide participants with a basic understanding of legislative requirements, safe work practices and fall protection equipment. |
| Topics Covered | The following topics are discussed with class participation: Statistics as they relate to injuries & fatalities due to falls, legislation & standards associated with Fall Protection and Prevention, Fall Protection/Prevention equipment (i.e.: ladders, scaffolds etc), workplace controls and equipment associated with Fall Protection/Fall Prevention Program, Fall Protection equipment & their components i.e.: anchors, connectors, body harnesses, energy absorbers, applications of Fall Protection and Prevention Systems, correct procedures for inspecting, donning, doffing, caring, cleaning, and storing fall protection equipment, general requirements of Post Fall Rescue as per CSA. A Fall Protection quiz is also part of the learning process. The participant's receive a hard copy of the Fall Protection presentation for in-class use and future reference. |
| Who Should Attend | Any personnel that would require an overview of Fall Protection Systems would benefit from this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

| | |
|------------------------------|---|
| Course Title | Fall Protection (In-class & Practical Instruction) (Course available for Industrial or Construction workplaces) |
| Max # of Participants | 12 |
| Prerequisites | Participants should supply their own harnesses for inspecting, donning, and doffing during the practical instruction. |
| Duration | Full Day |
| Course Objectives | The objective of this 1-Day Fall Protection Program is to provide participants with a basic understanding of legislative requirements and safe work practices for Fall Protection and Fall Prevention Systems. Training also includes practical instruction for inspecting, donning, doffing, care, cleaning and storage of equipment. |
| Topics Covered | The following topics are discussed with active class participation and practical demonstration and application. Statistics as they relate to injuries & fatalities due to falls, legislation & standards associated with Fall Protection and Prevention, Fall Protection/Prevention equipment (i.e.: caged ladders, scaffolds), workplace controls and equipment associated with Fall Protection/Fall Prevention Program, Fall Protection equipment & their components i.e.: anchors, connectors, body harnesses, energy absorbers, applications of Fall Protection and Prevention Systems, demonstrating and applying correct procedures for inspecting, donning, doffing, caring, cleaning, storing fall protection/prevention equipment. Participant's will inspect, don, and doff equipment. Review of general requirements for Post Fall Rescue – CSA. A Fall Protection quiz is also part of the learning process. The participant's receive a hard copy of the Fall Protection presentation for in-class use and future reference. |
| Who Should Attend | Supervisors, J.H.S.C, H&S Reps, Maintenance/Engineering personnel or any worker who as part of their job, need to use, or has responsibility for Fall Protection equipment would benefit from this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement". The employer will receive a "Record of Training" that they can keep on file. |

Office Ergonomics

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|------------------------------|---|
| Course Title | Office Ergonomics – Identification, Assessment & Control of Hazards |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half-Day |
| Course Objectives | The objective of this half-day session is to teach participants how to identify, assess, and control hazards in a typical office environment. |
| Topics Covered | The following topics are discussed; legislation, statistics and standards regarding ergonomic injuries, factors associated with body posture, environment, accessories & equipment, common ergonomic hazards, methods for identifying & controlling ergonomic hazards. Identify pains, strains & injuries of wrists and hands. Recognize common causes of back injuries, explain basic anatomy & physiology of the spine & review Safe Lifting techniques. A combination of lecture, group work, and a DVD is utilized for learning. The participant's receive a hard copy of the Office Ergonomics presentation for future reference. Groups will assess an office work area for the practical component of training. |
| Who Should Attend | Supervisors, JHSC, H&S Reps, any personnel, who as part of their job, need to become acquainted with Ergonomic hazards in an office environment, should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement". The employer will receive a "Record of Training" that they can keep on file. |

Ergonomics & Manual Material Handling

| | |
|------------------------------|--|
| Course Title | Ergonomics & Manual Material Handling (in-class) |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this half-day Ergonomics & Manual Material Handling Awareness Program is to provide participants with the basic knowledge of Ergonomics and awareness to these types of hazards that exist in all workplaces. |
| Topics Covered | The following topics are discussed with active class participation and in-class group work. Legislation & standards respecting ergonomics & manual material handling, risks & health effects associated with poor ergonomic & manual material handling practices, ergonomic & manual material handling hazards, controls to reduce and/or eliminate the risks of injuries related to manual material handling and ergonomic practices, potentially hazardous ergonomic & manual material handling tasks that are present in the workplace, & risks associated with identified tasks and hazards. The participant's receive a hard copy of the Ergonomics & Manual Material Handling presentation for in-class use and future reference. |
| Who Should Attend | All employees regardless of their position or function within an organization should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

| | |
|------------------------------|---|
| Course Title | Ergonomics & Manual Material Handling (In-class & Practical Instruction) |
| Max # of Participants | 12 |
| Prerequisites | None – The practical training will require the co-operation of surrounding departments at the workplace in order for participants to evaluate the workstations. |
| Duration | Full Day |
| Course Objectives | <p>The objective of this 1-Day Ergonomics & Manual Material Handling Program is to provide participants with a basic understanding of proper manual material handling techniques, the principles of Ergonomics, & practical instruction for evaluating these types of hazards.</p> <p>Training includes practical instruction for identifying, assessing and recommending controls for manual material handling & ergonomic hazards in the workplace. Participants will evaluate workstations and problem-solve in groups.</p> |
| Topics Covered | <p>The following topics are discussed with active class participation and practical application. A review of legislation & standards respecting ergonomics & manual material handling, identification of risks & health effects associated with poor ergonomic & manual material handling practices, learn to assess identified ergonomic & manual material handling hazards, discuss methods of implementing controls to reduce and/or eliminate the risks of injuries related to manual material handling and ergonomic practices.</p> <p>Identification of potentially hazardous ergonomic & manual material handling tasks that are present in the workplace, assess the risks associated with identified tasks and hazards, & make recommendations to reduce or eliminate the risk of injuries resulting from poor ergonomic & manual material handling activities. Work Groups will deliver an in-class presentation based upon their evaluations of a workstation.</p> <p>The participant's receive a hard copy of the Ergonomics & Manual Material Handling presentation for in-class use and future reference.</p> |
| Who Should Attend | Supervisors, JHSC, H&S Reps, any personnel, who as part of their job require more in-depth knowledge of Ergonomic hazards, should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement". The employer will receive a "Record of Training" that they can keep on file. |

Basic Electrical Safety

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|------------------------------|--|
| Course Title | Basic Electrical Safety (in-class) |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this half-day Basic Electrical Safety training is to provide participant's with a basic understanding of the principles of electricity. This Program is NOT a Lockout training program. |
| Topics Covered | The following topics are discussed with active class participation: Review of electrical safety basics and energy flow, fundamental electrical theory, physical effects of electricity on the body, and a brief overview of electrical lockout. A Basic Electricity DVD and quiz are also part of the learning process. The participants receive a hard copy of the Basic Electrical Safety presentation for in-class use and future reference. |
| Who Should Attend | Supervisors, JHSC, H&S Reps, Maintenance/Engineering personnel and any worker who as part of their job, need to be aware of the basics of electrical safety should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

Arc Flash Awareness

| | |
|------------------------------|---|
| Course Title | Arc Flash Awareness |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objectives of this half day training are to provide the participants with an understanding of the hazards involved while working on energized electrical components and equipment, including the types of electrical injuries. In addition this training will also provide an overview of the limits of approach-both electric shock and arc flash and appropriate personal protective equipment and other safety equipment. This training is based on NFPA 70E The Standard for Electrical Safety in the Workplace |
| Topics Covered | The following topics are discussed with active class participation: Hazards while working on electrical equipment, Prevent injury by being aware of Limits of Approach and appropriate Personal Protective Equipment. In addition to common terms and their definition used in electrical safety in the workplace. |
| Who Should Attend | Electricians, Supervisors, JHSC, H&S Reps, Maintenance/Engineering personnel and any worker who as part of their job, need to be aware of the basics of Arc Flash safety should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

Lockout Training

| | |
|------------------------------|---|
| Course Title | Lockout Training |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this half-day Lockout training is to provide participant's with a basic understanding of the principles of Lockout safety and the related legislative requirements. |
| Topics Covered | The following topics are discussed with active class participation: Legislative requirements, CSA standard review, statistics, definitions and lockout devices. The participants receive a hard copy of the presentation for in-class use and future reference. |
| Who Should Attend | Supervisors, JHSC, H&S Reps, Maintenance/Engineering personnel and any worker who as part of their job, need to be aware of the basics of hazardous energy sources should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

Asbestos Awareness

| | |
|------------------------------|--|
| Course Title | Asbestos Awareness |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half-Day |
| Course Objectives | At the conclusion of this training, participants will have fundamental knowledge of regulations pertaining to Asbestos, associated hazards and controls. |
| Topics Covered | The history of asbestos is discussed, types of asbestos, introduction to Asbestos regulation highlights and definitions. Occupations are identified that are at most risk for exposure and typical areas containing asbestos are explored. The difference between Type 1, 2, and 3 Operations are explained, the risks and health effects of working with asbestos, asbestos hazards and controls are recognized, and the requirement for an Asbestos Management Plan is reviewed. General procedures for containment, decontamination and disposal of asbestos are reviewed. The participants receive a hard copy of the presentation for in-class and future reference. A quiz is also part of the learning process. |
| Who Should Attend | Supervisors, JHSC, H&S Reps, Maintenance/Engineering personnel and anyone, who as part of their job, need to be aware of Asbestos in the workplace. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance." |

Occupational Health & Safety Act / Due Diligence

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|------------------------------|---|
| Course Title | Occupational Health & Safety Act / Due Diligence (in-class) |
| Max # of Participants | 15 |
| Prerequisites | Participants will require a current version of the Occupational Health & Safety Act & Regulations for classroom exercises. Supplied by Levitt T&C. |
| Duration | Half Day |
| Course Objectives | The objective of this half-day course is to provide participants with basic knowledge of the Occupational Health & Safety Act. This course is designed to assist participants in applying the fundamental principles of Workplace Safety Due Diligence. There will be opportunity for the participants to become better acquainted with locating information in the OHS Act & Regulations. This is achieved through exercises completed either working in groups or individually. |
| Topics Covered | All parts of the OHS Act & references to the criminal code are discussed with active class participation; OHS Act structure & purpose, Regulations, Application of OHS Act & Regulations, the Internal Responsibility System, Duties of Workplace parties; Employer, JHSC, H&S Reps... A quiz is also part of the learning process. The participants receive a hard copy of OHS Act/Due Diligence presentation for in-class use and future reference. |
| Who Should Attend | Management, Supervisors, Employees, J.H.S.C, Health & Safety Reps..., all personnel should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement". The employer will receive a "Record of Training" that they can keep on file. |

Incident Investigation & Reporting

| | |
|------------------------------|---|
| Course Title | Incident Investigation and Reporting (in-class) |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this half-day Incident Investigation Program is to provide participants with the fundamental knowledge of applicable legislation and proper procedures for investigating & reporting injuries. |
| Topics Covered | The following topics are discussed with active class participation: Legal requirements for reporting and investigation of injury and illness in the workplace, procedures to follow after a fatality or critical injury, roles and responsibilities of the Ministry of Labour, Police, and workplace parties during an incident investigation, responsibilities of workplace parties at the incident scene, conducting an effective investigation and exploring the systematic causal technique to gather information. Group work and a quiz is also part of the learning process. The participants receive a hard copy of the Incident Investigation & Reporting presentation for in-class use and future reference. |
| Who Should Attend | Supervisors, JHSC, H&S Reps, & any other personnel who as part of their job, need to be aware of Incident Investigation & Reporting should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

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|------------------------------|--|
| Course Title | Incident Investigation & Reporting (in-class and practical drill) |
| Max # of Participants | 12 |
| Prerequisites | This practical training will require the co-operation of surrounding departments at the workplace in order to carry out the drill. It will also require that the employer has site-specific investigation procedures written and ready for use. |
| Duration | Full Day |
| Course Objectives | The objective of this Incident Investigation Program is to provide participants with the basics of conducting investigations and reporting incidents in addition to providing the opportunity for the participant's to have an incident investigation drill. This will be achieved through the work groups creating an incident scenario and work through the process on-site via an incident investigation drill. |
| Topics Covered | The following topics are discussed with active class participation: Legal requirements for reporting and investigation of injury and illness in the workplace, procedures to follow after a fatality or critical injury, roles and responsibilities of the Ministry of Labour, Police, and workplace parties during an incident investigation, responsibilities of workplace parties at the incident scene, conducting an effective investigation and exploring the systematic causal technique to gather information. A Practical drill, Group work and a quiz is also part of the learning process. The participants receive a hard copy of the Incident Investigation & Reporting presentation for in-class use and future reference. |
| Who Should Attend | All persons with direct responsibilities for incident investigating and reporting; Plant Managers, J.H.S.C, H&S Reps, Maintenance, Loss Control Managers, Human Resource Managers, and Safety Co-ordinators should attend this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement". The employer will receive a "Record of Training" that they can keep on file. |

Respirator Fit Testing

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|------------------------------|--|
| Course Title | Qualitative Fit Testing (QLFT) |
| Max # of Participants | 40/80 |
| Prerequisites | None |
| Duration | Half Day/Full Day |
| Course Objectives | The objective of QLFT is to ensure an effective seal when using a tight fitting face piece (respirator). |
| Topics Covered | The following topics are covered during a QLFT: proper donning and doffing of the respirator; performing seal checks; care, use and maintenance of the respirator and defining the differences between N-Series, R-Series, P-Series respirators as well as half and full face respirators. |
| Who Should Attend | Any person who is required to wear a tight fitting face piece during the course of their normal day to day duties, or any person who is required to wear a tight fitting face piece for emergency response activities. |
| Record of Training | All participants who successfully complete the fit test are provided with a wallet card indicating the respirator fitted and its size. |

| | |
|------------------------------|--|
| Course Title | Quantitative Fit Testing (QNFT) |
| Max # of Participants | 16 /32 |
| Prerequisites | None |
| Duration | Half Day/Full Day |
| Course Objectives | The objective of QNFT is to ensure an effective seal when using a tight fitting face piece (respirator). |
| Topics Covered | The following topics are covered during a QNFT: proper donning and doffing of the respirator; performing seal checks; care, use and maintenance of the respirator and defining the differences between N-Series, R-Series, P-Series respirators as well as half and full face respirators. |
| Who Should Attend | Any person who is required to wear a tight fitting face piece during the course of their normal day to day duties, or any person who is required to wear a tight fitting face piece for emergency response activities. |
| Record of Training | All participants who successfully complete the fit test are provided with a wallet card indicating the respirator fitted and its size. The employer will receive a “record of training” in the form of a fit test report they can keep on file. |

Respiratory – SCBA/SAR

| | |
|------------------------------|--|
| Course Title | SCBA/SAR User Level Training (Scott – MSA – North – Survivair) |
| Max # of Participants | 12 |
| Prerequisites | None |
| Duration | Two Hours |
| Course Objectives | The objective of this course is to familiarize the SCBA/SAR user on Respirator capabilities, maintenance and basic use. |
| Topics Covered | Topics covered in this two hour review are: donning, doffing, operation, maintenance and required service work. |
| Who Should Attend | Any personnel that may need to wear an Air Supplying Respirator |
| Record of Training | All participants who successfully complete this program will receive a “Certificate of Attendance”. The employer will receive a “Record of Training” that they can keep on file. |

| | |
|------------------------------|--|
| Course Title | SCBA/SAR Service Level Maintenance SLM (Scott – Survivair*) |
| Max # of Participants | 8 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objective of this course is to teach the SCBA/SAR maintainer to repair specific parts of the reducer, regulator, face piece and cylinder. |
| Topics Covered | Topics covered in this half day, hands on service training are: repair to the reducer, regulator, face piece, cylinder and cleaning |
| Who Should Attend | Anyone that is responsible for the inspection and maintenance of the SCBA |
| Record of Training | All participants who successfully complete this program will receive a “Certificate of Attendance”. The employer will receive a “Record of Training” that they can keep on file. |

Portable Gas Detection

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|------------------------------|--|
| Course Title | Care, Use, Maintenance and Calibration |
| Max # of Participants | 6 |
| Prerequisites | None |
| Duration | Two Hours |
| Course Objectives | The objective of this course is to familiarize the gas monitor user on monitor capabilities, detection parameters and basic use. |
| Topics Covered | Topics covered in this two hour review are: sensor capabilities; basic principles of gas detection; how to use, care for and maintain the equipment, including function testing and calibration. |
| Who Should Attend | Any personnel using, maintaining or calibrating 1-5 gas monitors |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

Propane (LPG) Handling

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|------------------------------|---|
| Course Title | Propane (LPG) Training Cylinder Exchange & Handling for Liquid & CH-O2 Propane Vapour Systems |
| Max # of Participants | 15 |
| Prerequisites | None |
| Duration | Half Day |
| Course Objectives | The objectives of this training are to give the participants a good understanding of handling propane equipment safely. This is NOT a Propane Filling program. |
| Topics Covered | The following topics are discussed with active class participation in Propane use for: Lift truck & other similar equipment, Heaters, Torches, & BBQ's. |
| Who Should Attend | Supervisors, JHSC, H&S personnel and anyone who as part of their job, need to be aware of how to safely handle propane powered equipment should attend this training. |
| Record of Training | All participants who successfully complete this program will receive an "Accredited Record of Training", including wallet card to keep on their person. |

Fire Safety Training

| | |
|------------------------------|---|
| Course Title | Pyrosoft Fire Simulator Training |
| Max # of Participants | 50/100 |
| Prerequisites | None |
| Duration | Half Day/Full Day |
| Course Objectives | The objectives of this course are to familiarize user on first aid hand portable fire fighting techniques and to recognize different fire hazards associated with their workplace. |
| Topics Covered | The following topics are discussed with active class participation: Types of fire extinguishers, Classes of Fire, Different Types of Fire, Extinguishing Agents, PASS method for using a Fire Extinguisher. |
| Who Should Attend | All employees regardless of their position or function within the organization |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

| | |
|------------------------------|---|
| Course Title | Live Fire Training |
| Max # of Participants | 50/100 |
| Prerequisites | None |
| Duration | Half Day/Full Day |
| Course Objectives | The objectives of this course are to familiarize user on first aid hand portable fire fighting techniques and to recognize different fire hazards associated with their workplace. |
| Topics Covered | The following topics are discussed with active class participation: Types of fire extinguishers, Classes of Fire, Different Types of Fire, Extinguishing Agents, PASS method for using a Fire Extinguisher. |
| Who Should Attend | All employees regardless of their position or function within the organization |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

Fire Extinguisher Maintenance

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|------------------------------|---|
| Course Title | Fire Extinguisher Maintenance |
| Max # of Participants | 12 |
| Prerequisites | None |
| Duration | Half Day |
| Topics Covered | At the conclusion of this training, participants will have a basic understanding of the legislative requirements for monthly fire extinguisher inspection, with an emphasis on extinguisher types, sizes and classes. Also included in the training is a review of the owner's responsibilities and requirements as well as NFPA and Fire Code requirements as they relate to hand portable fire extinguishers. |
| Who Should Attend | Supervisors, Maintenance/Engineering personnel or any worker who as part of their job, need to be aware of hand portable fire equipment would benefit from this training. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

Vehicle Fire Suppression System

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|------------------------------|---|
| Course Title | Vehicle Fire Suppression System Training |
| Max # of Participants | 12 |
| Prerequisites | None |
| Duration | Half Day (4 hours) |
| Course Objectives | The objectives of this course are to familiarize user on responsibilities, operation, inspection, maintenance and recharge of the vehicle fire suppression system. |
| Topics Covered | The following topics are discussed with active class participation: Components, responsibilities, operation, daily / shift inspection, maintenance and recharge of the vehicle fire suppression system. |
| Who Should Attend | All persons using, or responsible for operating a vehicle with fire suppression systems. |
| Record of Training | All participants who successfully complete this program will receive a "Letter of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

| | |
|------------------------------|---|
| Course Title | Vehicle Fire Suppression System Training |
| Max # of Participants | 12 |
| Prerequisites | None |
| Duration | Full Day (7.5 hours) |
| Course Objectives | The objectives of this course are to familiarize user on responsibilities, operation, inspection, maintenance and recharge of the vehicle fire suppression system. |
| Topics Covered | The following topics are discussed with active class participation: Applications, approvals, maintenance, components, inspection and recharge and an overview of design installation will be discussed in this full day course offering |
| Who Should Attend | All persons using and or responsible for maintaining vehicle fire suppression systems. |
| Record of Training | All participants who successfully complete this program will receive a "Letter of Attendance". The employer will receive a "Record of Training" that they can keep on file. |

Adult Learning Principles

| | |
|------------------------------|--|
| Course Title | Adult Learning Principles |
| Max # of Participants | 12 |
| Prerequisites | None |
| Duration | 1-Day |
| Course Objectives | At the conclusion of this training, participants will understand the basic principles of Adult Learning in order to function as an entry level trainer. |
| Topics Covered | The following topics are discussed with active class participation: Understanding the purpose for training, Reviewing learning theories, Recognizing various human behaviors and learning characteristics, Defining objectives for training programs, Consider various methods of instruction, Identifying methods for training assessment and evaluation, Learn and practice the significance of a lesson plan, Examine the variety of visual aids for training, Understand the importance of good presentation skills, Acknowledge the importance of organizing training material, and Discuss the importance of managing and motivating the participants. A combination of lecture, group work, individual practical exercises, DVD's and a quiz are utilized for learning. The participants will receive a copy of the Teaching Adult Learners presentation for future reference. |
| Who Should Attend | Anyone, who as part of their job may be involved in identifying training requirements, developing and/or delivering training programs. |
| Record of Training | All participants who successfully complete this program will receive a "Certificate of Achievement." The employer will receive a "Record of Training" to keep on file. |

Custom Training Programs

Levitt Training and Consulting has the ability to develop specialized workplace-specific training programs. Workplace-specific policies and procedures can be integrated into the training programs delivered, if requested.

Consulting Services

Environmental Services

1. Environmental Compliance Audits for Provincial & Federal Environmental Acts & Regulations
2. ISO 14001 EMS Audits for compliance with ISO 14001 Certification
 - a. One day training on starting an EMS 14001 EMS & OHSAS 18000 Registration process
 - b. GAP Analyses for EMS & OHSAS
 - c. Recommend procedures to close the GAPS
 - d. Pre-audit review

Pre-WorkWell Auditing

Health & Safety Auditing

Confined Space & Fall Protection

3. Assessments
4. Program Development
5. Procedure Writing

Ergonomics (Office & Industrial)

1. Hazard Assessments
2. Policy/Procedure Development

Industrial Hygiene

1. Noise Mapping
2. Noise Monitoring
3. Personal Sampling
4. Indoor Air Quality Monitoring/Assessments
5. Mould / Asbestos Assessments