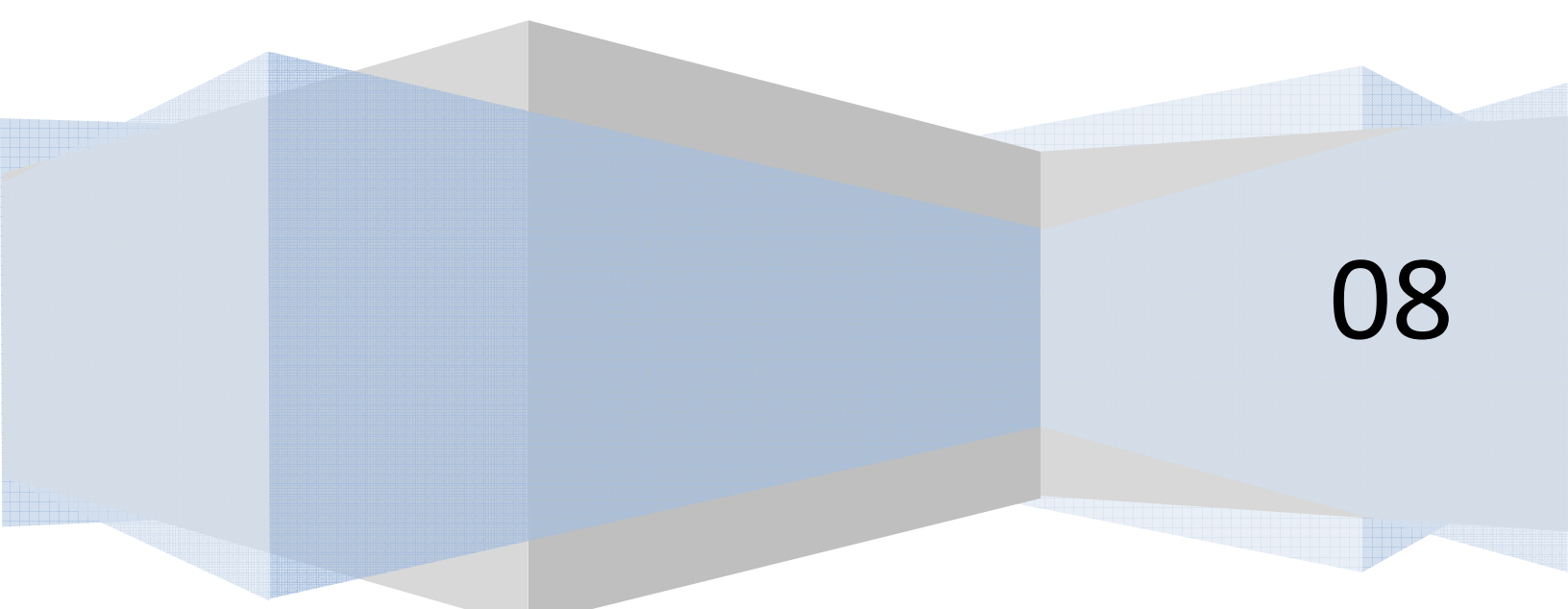


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# Health and Safety Course Catalogue

Web Based Training



08

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## Ladder Safety (0482EN)

Learn how to use ladders safely in the workplace.

### Module Outline

Every year, a significant number of injuries are sustained from improper use of ladders, both at work and at home. Half of all ladder accidents are directly related to work performed from the ladder. And about 30% to 40% of ladder accidents involve loss of footing. In this module, we will review what you should know about safe use of ladders in the workplace.

### Learning Objectives

On completion of this 0.25 hour module you should be able to:

- Identify features and safety tips for ladders made of wood, aluminium and fibreglass.
- Identify safe set-up and placement procedures for different types of ladders.
- Identify guidelines for safe use of ladders.
- List key ladder inspection and maintenance activities.
- Identify the role of the employee and the manager/supervisor in maintaining ladder safety.

## Office Safety (0483EN)

Learn how to make the office a safe working environment.

### Module Outline

Office workers do not usually think of filing cabinets, shelving, storage lockers, bookcases and desks as being dangerous pieces of equipment. However, occasionally these familiar fixtures can be the source of injuries ranging from minor cuts to broken bones. This module will help you reduce the risk of injury by showing you how to manage common office hazards.

### Learning Objectives

On completion of this 0.5 hour module you should be able to:

- List ways to prevent office falls.
- List procedures to follow in case of a fire in the workplace.

- Identify safe handling procedures for hazardous chemicals commonly found in an office environment.
- Describe the correct technique for lifting heavy objects safely.
- Identify the three main causes of musculoskeletal injuries (M.I.s).
- Identify the components of an ergonomically correct workstation.

## **Personal Protective Equipment (PPE) – Generic (0484EN)**

Protect yourself from workplace injuries by using the correct PPE

### Module Outline

More than one-quarter of all disabling injuries involve the head, eyes, hands or feet. Personal protective equipment, or PPE, is designed to protect you from those health and safety hazards that cannot practically be removed from your immediate work environment. In this module we will review the most common types of PPE. You'll find out when and where you need PPE, how to choose the correct equipment for your work environment, and the limitations of the equipment you use. We will focus on generic PPE requirements only. A second module in this program will provide more information on Specialty Personal Protective Equipment.

### Learning Objectives

On completion of this 0.75 hour module you should be able to:

- Explain the purpose of personal protective equipment (PPE).
- Identify the most common types of PPE and give examples of each.
- Identify situations in which hard hats are required by law.
- Describe the significance of CSA patches for safety footwear.

## Slips, Trips and Falls (0485EN)

Reduce the risk of slip, trip and fall injuries in the workplace.

### Module Outline

Slips, trips and falls are a significant cause of workplace injuries. The danger of falling from a ladder or an elevated platform is obvious. However, you may be surprised to learn that about 60% of all workplace falls take place on the same level. People who work off the ground are usually aware of the risks, but those on the ground are often less cautious. And did you know that slips trips and falls are as likely to occur in an office as on the plant floor? This module will provide guidelines for avoiding slip, trip and fall accidents. It will review what employers and employees can do to reduce the risk of accidents, and look at how good housekeeping practices contribute to workplace safety.

### Learning Objectives

On completion of this 0.25 hour module you should be able to:

- Discuss the main causes of slip, trip and fall accidents in the workplace.
- Identify personal guidelines for preventing slips, trips and falls.
- List good housekeeping practices that contribute to accident prevention.
- Identify strategies for avoiding slips, trips and falls in plants, offices and outside areas.

## Fall Prevention and Fall Arrest (0486EN)

Find out how to protect yourself from, and prevent falls in the workplace.

### Module Outline

Falls account for a large number of serious construction injuries and accidental deaths. Fall prevention and fall protection control measures can greatly reduce the risk of injury or death. This module will provide guidelines for identifying fall hazards, using fall protection controls, and distinguish between fall restricting and fall arrest devices.

### Learning Objectives

On completion of this 0.5 hour module you should be able to:

- Recognize fall hazards.

- Identify and apply fall protection controls, including fall prevention and fall arrest.
- Understand the difference between fall restricting and fall arrest devices.

## Electrical Hazards (0487EN)

Find out how to protect yourself from risk of electrocution in the workplace.

### Module Outline

An electrical hazard is one in which the possibility of being injured due to contact with an electrical source is high. Hazards such as unstable scaffolds and unprotected floor openings are easily recognized however, most people do not recognize electrical hazards and therefore they do not appreciate the dangers associated with these hazards. This lack of knowledge contributes to the high accident rate. We do not recognize electrical hazards mainly due to the total acceptance and familiarity with electrical devices. As well, electricity travels unseen, unheard and rarely gives any warning of impending danger. This module will provide guidelines for identifying electrical hazards, using electrical protection devices and controls, and understanding how equipment maintenance can help prevent electrocution.

### Learning Objectives

On completion of this 0.5 hour module you should be able to:

- Recognize electrically activated equipment and associated hazards.
- Understand how fuses, circuit breakers and ground fault circuit interruptors work to avoid/reduce the risk of hazardous conditions.
- Understand the benefits of preventative maintenance in identifying faulty or hazardous equipment and tools.
- Identify and understand the hazards associated with temporary power distribution lines.

## **Lockout/Tagout 1: Electrical Sources of Energy (0488EN)**

Find out how to correctly and effectively complete electrical lockout/tagout procedures in the workplace.

### **Module Outline**

We know that accidents involving contact with energized equipment represent the most serious accidents in the workplace. We also know that using lockout/tagout procedures is the most effective, systematic way to prevent these injuries. Lockout/tagout can involve various types of energy sources. Lockout/Tagout, module 1 looked at how to tagout equipment fed by electrical sources. This module will discuss the various other sources of energy which may be found in the workplace such as Hydraulic, Pneumatic (air), Kinetic, Potential, Thermal, Chemical, Mechanical and Radiation. The purpose of this module is to give you an understanding of the above mentioned energy sources and to help you to further understand the importance of locking out and tagging out equipment to prevent injuries in the workplace.

### **Learning Objectives**

On completion of this 0.5 hour module you should be able to:

- Explain the term lockout/tagout as a safety system and understand the importance of its use.
- Understand the basic steps of electrical lockout/tagout.
- Know many of the pitfalls and special procedures involved in lockout/tagout.
- Understand the importance of following established company policies and procedures regarding lockout/tagout.
- Know how the company can assist their workers in using lockout/tagout procedures effectively.

## **Lockout/Tagout 2: Other Sources of Energy (0489EN)**

Find out how to correctly and effectively complete lockout/tagout procedures for other sources of energy in the workplace.

### **Module Outline**

We know that accidents involving contact with energized equipment represent the most serious accidents in the workplace. We also know that using lockout/tagout procedures is the most effective,

systematic way to prevent these injuries. Lockout/tagout can involve various types of energy sources. Lockout/Tagout module 1 looked at how to tagout equipment fed by electrical sources. This module will discuss the various other sources of energy which may be found in the workplace such as Hydraulic, Pneumatic (air), Kinetic, Potential, Thermal, Chemical, Mechanical and Radiation. The purpose of this module is to give you an understanding of the above mentioned energy sources and to help you to further understand the importance of locking out and tagging out equipment to prevent injuries in the workplace.

#### Learning Objectives

On completion of this 0.5 hour module you should be able to:

- Familiarize you with other sources of energy and how to identify them.
- Provide the basic knowledge required to correctly complete lockout procedures on all identified energy sources.
- Understand the importance of following established company policies and procedures regarding lockout/tagout.

## **Mould Awareness (2261EN)**

Learn how mould has emerged as a significant occupational health and safety issue.

#### Module Outline

Mould can be a serious workplace issue and can be hazardous to our health. In this module we define moulds, examine the health effects of mould exposure, review the duties of employers under current legislation, and outline methods of mould prevention and control.

#### Learning Objectives

On completion of this 0.5 hour module you should be able to:

- Understand what moulds are.
- Be aware of the health effects of mould exposure.
- Understand the legislation concerning moulds.
- Be aware of different methods of mould prevention and mould control.

## **Asbestos Awareness (2262EN)**

Asbestos is a serious workplace issue.

### Module Outline

Asbestos is a serious workplace and health issue. In this module we look at how to define asbestos and where it can be found, including different asbestos uses. We also examine the health concerns and how to evaluate exposure to asbestos. Finally, we review the legislation concerning asbestos and provide an overview of encapsulation.

### Learning Objectives

On completion of this 0.5 hour module you should be able to:

- Understand the classification of asbestos.
- Be aware of asbestos uses.
- Understand the health effects of asbestos exposure.
- Review the legislation concerning asbestos.
- Understand an overview of encapsulation

## **Manual Material Handling and Back Safety (2263EN)**

Learn how to follow safe lifting techniques, and take care of your back.

### Module Outline

Back injury is certainly aggravating in the short term but it can also have a serious, long-term impact on a worker's quality of life. In this module we examine the back and how it works and we describe different injuries of the back and how to prevent them.

### Learning Objectives

On completion of this 0.5 hour module you should be able to:

- Understand the back and how it works.
- Be aware of musculoskeletal injuries of the back.

- Understand how to prevent back injuries.

## **Due Diligence (2264EN)**

This module provides you with a brief overview of the responsibilities of various workplace parties in order to meet due diligence requirements.

### Module Outline

It is commonly referred to as the 'General Duty' clause in all provincial Health and Safety legislation. To exercise Due Diligence means that employers must take all reasonable precautions under the circumstances to prevent injuries or accidents in the workplace. This module will provide a clear understanding of the legal requirements necessary for compliance as well as the implications of non-compliance.

### Learning Objectives

On completion of this 1 hour module you should be able to:

- Know the definition of due diligence.
- Understand an employer's responsibilities.
- Understand the steps to achieve due diligence.
- Know employee rights.

## **Young Worker Safety Orientation (2265EN)**

This training module provides young workers with a basic understanding of their responsibilities at work.

### Module Outline

Injuries sustained at work can have life-long implications. Every week 5 young workers are permanently disabled as a result of a work-place injury. Most often these injuries are sustained in the first 6 months of starting a new job. This e-learning module provides safety 'must do's' for all young workers. It also provides supervisory staff with their responsibilities. It is essential that this module is reviewed prior to the start of work for each and every young worker under the age of 24.

### Learning Objectives

On completion of this 1 hour module you should be able to:

- Understand what you can do about health and safety.
- Be aware of what you should know.
- Understand safety hazards.
- Know your rights regarding workplace health and safety.

## First Aid

This interactive training course describes the types of injuries most often encountered in the workplace and explains how to treat them. It illustrates basic first aid procedures for such things as bites and stings, burns, choking and heat stroke. The course also describes some of the serious injuries that may be encountered in the workplace and explains how to treat them. It illustrates first aid procedures for such serious conditions as broken bones, heart attacks, poisoning and seizures. Each module has a test. With successful completion of the test, you will receive a Certificate of Completion.

Estimated program length: 2 Hour(s).

[First Aid Basics \(2529EN\)](#)

### Module Outline

This interactive training course describes the types of injuries most often encountered in the workplace and explains how to treat them. It illustrates basic first aid procedures for such things as bites and stings, burns, choking and heat stroke.

[First Aid Advanced \(2530EN\)](#)

### Module Outline

This interactive training course describes some of the serious injuries that may be encountered in the workplace and explains how to treat them. It illustrates first aid procedures for such serious conditions as broken bones, heart attacks, poisoning and seizures.

## OSHA

### Module Outline

Exposure to blood borne diseases is a serious concern today. In 1991, the Occupational Safety and Health Administration (OSHA) created a regulation dealing with blood borne pathogens—the disease-

causing micro-organisms found in human blood components and products. This course will show you how exposure to blood borne pathogens occurs so that you can help protect yourself and others.

Estimated program length: 1 Hour(s).

[The OSHA Laboratory Standard \(6131EN\)](#)

[Right-to-Know: Hazardous Chemicals \(6123EN\)](#)

[Safety in Blood borne Pathogens for Employees \(2473EN\)](#)

## **Safety in Driving (2475EN)**

### Module Outline

This course provides an overview of how to drive safely. You will see how to avoid situations where a lack of focus can cause an accident. You will also get some tips on how to handle a vehicle when driving through rain or snow or when confronted with an emergency.

Estimated program length: 1 Hour(s).

## **Safety in Fire Prevention (2528EN)**

### Module Outline

This course provides basic information on the precautions and procedures necessary for fire protection and safety in the workplace. Topics covered include fire prevention techniques, the types and classes of fires and fire extinguishers, and first aid procedures for dealing with fire-related injuries.

Estimated program length: 1 Hour(s).

## **Back Safety (2474EN)**

### Module Outline

This course explains the physiology of the back and presents common types and causes of back injuries. It also describes injury prevention, safety practices, basic back exercises, and proper lifting techniques.

Estimated program length: 1 Hour(s).

## **Office Ergonomics and Office Safety**

Focusing on work performed in an office environment, the program presents the fundamentals of good ergonomic practices. It also describes safety practices, ways to avoid slips, trips, and falls, and basic procedures for working safely with office equipment. Each module has a test. With successful completion of the test, you will receive a Certificate of Completion.

Estimated program length: 3 Hour(s).

[Ergonomics Overview for the Office \(2526EN\)](#)

### Module Outline

Focusing on work performed in an office environment, this course describes ergonomic work design, the effects of poor ergonomic design, ergonomic risk factors, and the basic principles of effective ergonomic risk management.

[Ergonomics for the Office \(2527EN\)](#)

### Module Outline

Even the most safety conscious employee may not be aware of the demands that are placed on the body by a job, the work area, or by the equipment and tools they use. This course helps to remind employees of ergonomic problems that can occur in the office, and offers solutions to these problems. This course presents the fundamentals of good ergonomic practices.

## **Safety for the Office (2599EN)**

### Module Outline

This course teaches employees to recognize the many potential safety problems in an office environment, and gives practical advice to follow when they occur. It also describes safety practices, ways to avoid slips, trips, and falls, and basic procedures for working safely with office equipment.