



Environment, Health and Safety Initiative

A training initiative of the Manitoba Quality Network Environment, Health and Safety Training Committee in partnership with Industry Training Partnerships, Manitoba Advanced Education and Training



Writing A Workplace Safety and Health Program For Your Workplace

Wednesday mornings – 8:00 a.m. to Noon – January 8 to February 26, 2003

Recent amendments to the Workplace Safety and Health Act require workplaces employing 20 or more employees to have a written workplace safety and health program to guide the company's initiatives to ensure a safe workplace.

As every workplace is unique and may have different requirements, QNET offers a series of half-day workshops to assist participants in identifying the elements of and drafting a written safety and health program specific to their workplace. Each workshop will focus on one element of a written plan, and may be attended on its own, or as part of the series.

Who should attend: CEOs; Human Resource managers; Finance managers; Environment, Health and Safety managers and supervisors; Safety and Health Committee members

Facilitator and Lead Presenter: Norma McCormick, Corporate Health Works

Norma McCormick is founder and principal of Corporate Health Works, Inc. established in 1987. She works with organizations in the private and public sectors to evaluate the impact of health and safety and environmental laws and regulations, and develops and delivers programs and services to ensure regulatory compliance in these areas.

Presenters: Grant McCaughey, Manager, Environmental Health and Safety, University of Manitoba
Laurie Todd, Occupational Health and Safety Consulting

Registration Form (fax to 949-4990 or register online at www.qnet.mb.ca):

Cancellations must be in writing and received by QNET seven full business days prior to the event (\$25 cancellation fee applies). Please note that substitutions are accepted at any time.

Please send a separate form for each registrant – make as many copies as you need.

Name _____

Title _____

Organization _____

Address _____

City/ Prov _____ Pcode _____

Phone _____ Fax _____

Email _____

****Please check the Workshops on Page 2 you will attend. ****

Fax/mail:

Manitoba Quality Network (QNET)
454 – 167 Lombard Avenue, Winnipeg, MB R3B 0T6
Ph: (204) 949-4999, Fax: (204) 949-4990
Email: mail@qnet.mb.ca Web: www.qnet.mb.ca

A registration confirmation will be faxed one week prior to the event with location details.

Individual Fees Per Workshop:

___ X \$75.00 (member fee) = _____

___ X \$85.00 (non-member fee) = _____

Group Fees Per Workshop (two or more registrations from one organization):

___ X \$65.00 (member fee) = _____

___ X \$75.00 (non-member fee) = _____

Workshop Series Discount (register for all eight workshops in the series before Wednesday, January 8, 2003):

___ X \$520.00 (8 workshops @ \$65.00) = _____

Sub-total = _____

Add: g.s.t (7%) = _____

TOTAL = _____

Method of Payment:

___ Please Invoice ___ Cheque enclosed ___ VISA ___ AMEX

Card # _____ Expiry _____

Card Holder's Name _____

Signature _____

Workshop Series Objectives:

To provide participants with a template for the safety and health program elements.
To assist the company in developing and drafting a workplace specific plan.

Safety Policy Framework – Assigning Safety Responsibilities

Wednesday, January 8, 2003 – 8:00 a.m. to Noon

An effective safety program requires the clear guidance and direction provided by relevant and specific policy and procedures, along with the active support of company management and the commitment of sufficient resources to implement the program.

Topics include:

- The concept of the Internal Responsibility System and the importance of assigning responsibility and accountability for safety in the workplace.
- Guidelines to develop clear policy statements that reflect the principles on which the safety and health program is developed.
- The concept of Due Diligence and criteria to measure the effectiveness of a workplace safety and health program.

Presenter: Norma McCormick

Workplace Safety Training Programs

Wednesday, February 5, 2003 – 8:00 a.m. to Noon

The Workplace Safety and Health Act requires a plan for training supervisors and employees in safe work practices and procedures. As well, many of the regulations of the Workplace Safety and Health Act create specific training requirements. An effective workplace safety and health program must include a training plan to ensure that training is provided as required. Maintenance of training records is essential to a due diligence defence.

Topics include:

- Identifying training requirements, assigning responsibility for developing and delivering effective training programs and monitoring their effectiveness.
- A framework for the development of a written training plan.

Presenter: Norma McCormick

Hazard Identification and Control

Wednesday, January 15, 2003 – 8:00 a.m. to Noon

The Workplace Safety and Health Act requires employers to identify existing and potential dangers, and to assess and control the risks to worker safety.

Topics include:

- The importance of a hazard identification and control system to prevent the occurrence of workplace accidents, injuries and illness.
- Methods for assessing employee exposure to safety hazards such as the moving parts of machinery, lifting and manual handling, and equipment operation, as well as health hazards including chemical or biological substances and the harmful effects of noise, vibration and radiation.
- The concept of hazard and risk, strategies for establishing priorities and choosing options for hazard control.

Presenter: Grant McCaughey

Accident Investigation

Wednesday, February 12, 2003 – 8:00 a.m. to Noon

An accident investigation system is an essential element of a workplace safety and health program. Accident investigation is the account and analysis of an accident and involves a thorough investigation of all contributing factors and causes.

Topics include:

- The concept of a five – factor analysis to determine the root cause of accidents, necessary to prevent re-occurrence.
- The requirements for the mandatory reporting of a serious accident to the Workplace Safety and Health Division.

Presenter: Grant McCaughey

Job Hazard Analysis and Developing Safe Work Procedures

Wednesday, January 22, 2003 – 8:00 a.m. to Noon

Job hazard analysis is the examination of a task or work process and the development of procedures by which it can be done safely.

Topics include:

- Techniques for conducting a job hazard analysis.
- Developing and writing safe work procedures for training and supervising.

Presenter: Laurie Todd

Emergency Response

Wednesday, February 19, 2003 – 8:00 a.m. to Noon

Another required element of a workplace safety and health program is defined in the Workplace Safety and Health Act as a plan for the identification of the internal and external resources, including personnel and equipment required to respond to an emergency.

Topics include:

- Defining a company's requirements for an Emergency Response Plan.
- Assessing emergency preparedness on an on-going basis.

Presenter: Norma McCormick

Conducting Workplace Inspections

Wednesday, January 29, 2003 – 8:00 a.m. to Noon

Workplace Inspections are important to the prevention of workplace accidents, injury and illness. As another required element of a safety and health program, the primary purpose of workplace inspections is to prevent the development of unsafe and unhealthy working conditions.

Topics include:

- Regulatory requirements for workplace inspection.
- Activities involved in workplace inspections, including the identification of hazards associated with buildings equipment, the working environment, work processes and work practices.

Presenter: Laurie Todd

Working With Contractors and Contract Workers

Wednesday, February 26, 2002 – 8:00 a.m. to Noon

When outside companies or self-employed people perform services in a workplace, the relationship and responsibilities for safety must be clearly defined as this puts the employer into the position of a contractor with defined responsibilities under the Workplace Safety and Health Act.

Topics include:

- Guidelines to establish and define a "shared responsibility system" to ensure that the health and well being of both the contract employees and those employed in the workplace are protected.
- Sample contractor safety responsibility agreements.

Presenter: Norma McCormick