

# Environment, Health & Safety Resource List

April 2005

**Manitoba Quality Network**



**Manitoba  
Advanced  
Education  
and Training**  
Industry Training  
Partnerships



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

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**BOOKS / REFERENCES / MAGAZINES**

- A RESOURCE GUIDE TO POLLUTION PREVENTION IN THE HEALTH CARE SECTOR – 2001** 149 Pages  
CANADIAN CENTRE FOR POLLUTION PREVENTION  
The purpose of this guide is to summarize the key materials from the 2001 Pollution Prevention Training Workshop offered to hospitals and health care facilities in Ontario and to provide hospital and health care staff the basics of pollution prevention to reinforce the potential for applications in their normal activities.
- A RIGHT TO KNOW AND A DUTY TO TELL** 56 Pages  
D. ROBERTSON AND N. MCCORMICK, CORPORATE HEALTH WORKS  
(two copies donated by Corporate Health Works).  
This book is a plain language guide to the legal provisions of the various pieces of Provincial and Federal legislation which make up the WHMIS system.
- COLD WEATHER WORKERS SAFETY GUIDE** 106Pages  
Don't work in the COLD without one! This practical reference tool provides information to workers exposed to cold temperatures and outdoor weather including use of outdoor machinery and equipment; cold weather safety tips; outdoor concerns such as UV radiation, noise, vibration and dust. This guide enables workers and supervisors to: recognize workplace hazards; prevent accidents and injuries by safe work practices and use of personal protective equipment; deal with accidents and emergencies; understand duties and rights as outlined in US and Canadian OHS legislation; contact relevant government departments to find health and safety information and advice.
- CANADIAN HEALTHY WORKPLACE CRITERIA AND ASSESSMENT GUIDE** 61 Pages  
NATIONAL QUALITY INSTITUTE  
The Canadian Healthy Workplace Criteria addresses a broad-based approach to health and wellness issues in the workplace. The Criteria brings together environmental, physical, mental, safety and social issues into a strategic model that helps organizations set goals and manage their wellness programs. The Workplace Health Self-Assessment Workbook is the companion piece to NQI's Canadian Healthy Workplace Criteria. Filled with advice, tools and tips, this Workbook is a quick and easy way to evaluate your organization's progress towards developing a healthy workplace for your employees.
- ELEMENTS OF A WORKPLACE SAFETY AND HEALTH PROGRAM** 37 Pages  
MANITOBA LABOUR AND IMMIGRATION WORKPLACE SAFETY AND HEALTH DIVISION  
This publication identifies the elements of a workplace safety and health program. Employers must establish a written workplace safety and health program for each workplace where 20 or more workers of the employer are regularly employed, as required by Section 7.4 of the Workplace Safety and Health Act.
- ENVIRONMENTAL CODE OF MANAGEMENT PRACTICE (CMP) FOR TEXTILE CARE OPERATIONS IN CANADA** 53 Pages  
ENVIRONMENT CANADA  
This 1998 manual will assist textile care specialists across Canada in creating more environmentally conscious processes in their plants. The focus of the CMP is to assist dry cleaners in creating management systems that identify opportunities for reducing the potential occurrence of environmentally damaging incidents, and the prevention of discharges of cleaning solvents and process waste products into the environment.
- ENVIRONMENTAL CODE OF MANAGEMENT PRACTICE FOR LAUNDRY OPERATIONS** 44 Pages  
ONTARIO LAUNDRY INDUSTRY TASK FORCE  
This 1996 document provides laundries with the information and tools necessary to implement a site-specific Environmental Code of Management Practice (CMP). Topics include CMP committee responsibilities, risk identification, pollution prevention planning, housekeeping, preventative maintenance, inspections and records, employee training and more.
- ENVIRONMENTAL MANAGEMENT SYSTEMS TRAINING MANUAL** 79 Pages  
CANADIAN CENTRE FOR POLLUTION PREVENTION  
This manual includes practical P2 concepts, an ISO 14000 workbook, and information regarding Environmental Management Systems for Small and Medium sized enterprises.

**ERGONOMICS: A GUIDE TO PROGRAM DEVELOPMENT AND IMPLEMENTATION**

166 Pages

MANITOBA LABOUR WORKPLACE SAFETY AND HEALTH DIVISION

This guideline provides practical guidance in the prevention of work related musculoskeletal disorders (WMSDs). These WMSDs are often called cumulative trauma disorders (CTDs), repetitive strain injuries (RSIs), repetitive motion injuries, and many other descriptive names. The guide contains the basic information required to set up an ergonomics program that can help prevent or reduce these kinds of injuries to workers, and how to manage injuries if they occur. Sections describe each element of the program, how the elements work together, and why each is important. For more in-depth information, the guide includes an appendix of technical information, a glossary of terms, and a list of reference materials.

**EMERGENCY RESPONSE PLANNING GUIDE**

155 Pages

The Emergency Response Planning Guide contains 150-pages of information for developing a comprehensive emergency response plan, filled with sample checklists, charts, and easy-to-understand diagrams. This handbook addresses the concerns of all workplace parties including management, non-management employees, as well as health and safety committees. It offers guidance on how to conduct risk assessments, evaluate potential losses, identify potential emergencies, develop emergency policies and programs, and conduct effective emergency drills. It also deals with follow-up issues such as business continuity and recovery plans

**GLOBAL GREEN STANDARDS: ISO 14000 AND SUSTAINABLE DEVELOPMENT**

100 Pages

INTERNATIONAL INSTITUTE FOR SUSTAINABLE DEVELOPMENT

This report is a heads-up analysis about ISO 14000 standards. A decade from now we may recognize these standards as one of the most significant international initiatives for sustainable development. ISO 14000 defines a voluntary environmental management system. Used in conjunction with appropriate goals, and with management commitment, the standards will help improve corporate performance. They will provide an objective basis for verifying a company's claims about its performance.

**A GUIDE TO SETTING UP A WORKPLACE SAFETY AND HEALTH PROGRAM**

115 Pages

MANITOBA LABOUR AND IMMIGRATION WORKPLACE SAFETY AND HEALTH DIVISION

This publication outlines how to develop and implement a workplace safety and health program to meet the regulatory requirements of Section 7.4 of the Workplace Safety and Health Act - employers must establish a written workplace safety and health program for each workplace where 20 or more workers of the employer are regularly employed. The guide supports developing a systematic plan to identify and control hazards and respond to emergencies, as well as lay out responsibilities, resources and procedures for keeping the workplace safe and healthy, with the objective of integrating safety and health into all work practices and conditions.

**HUMAN RESOURCES IN THE CANADIAN ENVIRONMENTAL SECTORS**

15 Pages

**Survey Summary Report 1999**

CANADIAN COUNCIL FOR HUMAN RESOURCES IN THE ENVIRONMENT INDUSTRY

This report provides a summary of the results from a 1998 survey. The survey was designed to increase the understanding of the environmental labour market and to provide the information required to more effectively deal with its human resources, training and employment issues.

**HEALTH & SAFETY COMMITTEES REFERENCE GUIDE**

179 Pages

Providing practical guidance for the formation and effective functioning of health and safety committees, this guide can help you to understand your roles and responsibilities as a committee member; investigate accidents; review an OH&S program; conduct workplace inspections; identify and take steps to control work hazards.

**IDENTIFYING ENVIRONMENTAL ASPECTS AND IMPACTS**

145 Pages

MARILYN R. BLOCK

Does your organization need to identify aspects and impact in order to conform to the requirements imposed by an environmental management system (EMS) standard or industry code of practice? Are you simply seeking a better understanding of the effect that your organization's activities will have on the environment? Bypassing the usual theory discussions, this book gets directly to the how-to instructions.

**ISO 14000: QUESTIONS AND ANSWERS, SIXTH EDITION**

52 Pages

EDITED BY JASON HART

This new edition offers a convenient, easy-to-read reference on the ISO 14000 environmental management standards. Questions regarding the history, status, and future applications of this vital standard are answered by today's leading ISO 14000 authorities. Find out how these standards will determine the way your company manages its environmental efforts. Environmental acronyms, terminology, and ISO 14000 accreditation and certification bodies are also included.

**IMPLEMENTING ISO 14001**

247 Pages

MARILYN R. BLOCK

Organized into three sections, this book identifies the ways in which ISO 14001 can be implemented within the constraints of business strategies, environmental imperatives, and regulatory requirements. Section I is written for those not familiar with the ISO standards – setting process in general and ISO 14000 in particular. Section II is designed to assist those who are familiar with ISO 14001 to better understand implementation in their own organizations, and Section III compares ISO 14001 to other standards.

**INTEGRATING ISO 14001 INTO A QUALITY MANAGEMENT SYSTEM**

282 Pages

MARILYN R. BLOCK AND I. ROBERT MARASH

This book examines quality and environmental management and explains how any organization can integrate these requirements into one cohesive system. It reviews the ISO 9001 and ISO 14001 standards and delineates which requirements have a direct or partial overlap and which requirements are unique. The advantages and disadvantages of obtaining registration for an integrated system and what you can expect from the audit process are discussed. An actual ISO 9002 quality manual is presented and then offered again after a revision integrating ISO 14001 requirements. The book's step-by-step sequence makes it easy to integrate environmental requirements into your current quality system.

**ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEMS:  
SPECIFICATION WITH GUIDANCE FOR USE**

14 Pages

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

This publication contains the ISO 14001 International Standard.

**ISO 14010 GUIDELINES FOR ENVIRONMENTAL AUDITING: GENERAL PRINCIPLES**

6 Pages

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

This publication contains the ISO 14010 International Standard.

**THE ISO 14000 ESSENTIALS:  
A PRACTICAL GUIDE TO IMPLEMENTING THE ISO 14000 STANDARDS**

97 Pages

CANADIAN STANDARDS ASSOCIATION (CSA)

The objective of this handbook is to provide environmental management practitioners with a concise, user-friendly guide for understanding and implementing the requirements of CAN/CSA-ISO 14001, Environmental management systems – Specification with guidance for use. The handbook also provides one-stop, concise guidance for establishing and improving an environmental management system (EMS), using existing documents published by CSA.

**THE ISO 14000 HANDBOOK**

754 Pages

EDITED BY JOSEPH CASCIO

The handbook contains the actual full-text versions of the adopted ANSI/ISO 14001 – 1996 and 14004 – 1996 standards as well as minor changes. This groundbreaking handbook contains the work of today's top ISO 14000 experts, many of whom assisted in developing the standards. The book provides specific, practical, and authoritative guidance on documenting and identifying the right time to begin ISO 14000 implementation, full versus partial implementation, and how the ISO 14000 process fits into a corporate culture.

**INSIDE ISO 14000: THE COMPETITIVE ADVANTAGE OF ENVIRONMENTAL MANAGEMENT**

231 Pages

DON SAYRE

Everything you need to know in order to comply with the ISO 14000 series and create and implement a successful environmental management system for a competitive advantage is detailed in this volume. If you are truly looking for that advantage to edge out your competition, this guide will take you through the language, prepare you for meeting the requirements, and show you how to implement each with ease, while optimizing available resources.

**NOISE CONTROL IN INDUSTRY : A BASIC GUIDE**

131 Pages

If you're a worker, supervisor, employer, health and safety committee member or industrial hygienist, our practical pocket guide will help you recognize noise problems, take steps to control occupational noise exposure and develop a hearing conservation program.

You'll find practical guidelines to measure workplace and personal noise exposure levels; assess risk of hearing loss; determine the need for a hearing conservation program; identify practical methods of controlling noise exposure; health and safety professionals will find the guide useful as a handout during training sessions and employee orientation

**OHS CANADA – Canada's Occupational Health and Safety Magazine**

Every issue of OHS CANADA includes feature stories dealing with trends, new developments and emerging issues in health and safety, as well as case studies and profiles of innovative and successful programs. Published 8 times a year. Regular 'department' articles deal with specific issues in the following areas:

- \* Accident prevention
- \* Health and safety law
- \* Occupational hygiene
- \* Safety purchasing
- \* Ergonomics
- \* Workers' compensation
- \* Health
- \* Training

**OFFICE ERGONOMICS SAFETY GUIDE**

119 Pages

Don't go to the office without one! This guide helps office employees to identify ergonomic hazards and take remedial action. Topics include: criteria for job design and adequate office environment; details on workstation layout and design; how to select and adjust an office chair; organization of tasks to prevent work-related injuries

The guide is designed for office workers, managers, occupational health nurses, health care providers and human resource personnel. It would

**POLLUTION PREVENTION TRAINING GUIDE**

135 Pages

CANADIAN CENTRE FOR POLLUTION PREVENTION

This guide summarises key workshop materials and provides the basics of P2 as applied to typical operating activities of municipal and business activities.

**POLLUTION PREVENTION PROGRAM MANUAL: P2 PLANNING AND BEYOND**

284 Pages

CANADIAN CENTRE FOR POLLUTION PREVENTION

In 2000, the Canadian Centre for Pollution Prevention began to develop a course directed towards pollution prevention practitioners - professionals who are responsible for designing, implementing and maintaining pollution prevention programs. This manual is intended to serve as the core text for that training course - a course which will help professionals launch and sustain a successful pollution prevention program.

**QUALITY, SAFETY AND ENVIRONMENT: SYNERGY IN THE 21<sup>ST</sup> CENTURY**

213 Pages

PASCAL DENNIS

This book applies quality management principles to safety and environment, strategically important fields that have often been considered unrelated. It demonstrates that problems in all three fields share the same root cause and respond to the same remedies. Learn how to integrate your management systems and apply quality management principles to release this powerful synergy and propel the organization to new performance levels.

**THE VIOLENCE-PRONE WORKPLACE:**

271 Pages

**A NEW APPROACH TO DEALING WITH HOSTILE, THREATENING, AND UNCIVIL BEHAVIOUR**

RICHARD V. DENENBERG AND MARK BRAVERMAN

This book allows readers to benefit from the experiences of others by using case studies of actual incidents in which there was violence, a threat of violence, or at least a perception that violence had been threatened. The incidents are analyzed and the findings integrated with practical strategies for transforming a crisis-prone organization into one that is crisis-prepared. The book also includes sample violence prevention policies and guidelines that can serve as starting points for policy development and modifications in the reader's workplace.

**VIOLENCE IN THE WORKPLACE PREVENTION GUIDE**

172 Pages

This guide is an essential resource for anyone who wants to learn about workplace violence and its prevention. Detailed advice describes how to develop a workplace violence prevention program. Specific prevention tips on a multitude of workplace and work-related travel situations, as well as practical advice on how to respond to specific violent situations, are provided

**WASTE MANAGEMENT & POLLUTION PREVENTION IN THE PRINTING COMMUNITY**

43 Pages

CANADIAN CENTRE FOR POLLUTION PREVENTION

Designed for staff, management and/or owners, and suppliers, the guides summarise key workshop materials and provide the basics of practical pollution prevention as applied to typical operating activities of industrial and institutional sectors.

**WASTE MANAGEMENT & POLLUTION PREVENTION IN THE HOSPITAL COMMUNITY**

97 Pages

CANADIAN CENTRE FOR POLLUTION PREVENTION

Designed for staff, management and/or owners, and suppliers, the guides summarise key workshop materials and provide the basics of practical pollution prevention as applied to typical operating activities of industrial and institutional sectors.

**WHMIS TRAINER MANUAL**

73 Pages

A complete WHMIS training manual divided into five modules and a glossary of terms. Module 1 – History of WHMIS; Module 2 - Hazardous Materials Classifications, How Hazardous Materials Enter the Body; Module 3 – Duties under WHMIS; Module 4 – The WHMIS Labeling System; Module 5 – Material Safety Data Sheets. Each module is accompanied by material for making overheads to use in classroom sessions. Also includes the following:

**WHMIS ANNUAL TRAINING REVIEW WORKBOOK**

8 Pages

All your employees have been trained in WHMIS. But, how much do they remember? This Review Workbook will tell you. Each employee completes the "Review Workbook" which covers both generic and job specific WHMIS. Your WHMIS trainer or co-ordinator then checks the answers. The results will tell you immediately what retraining, if any, is required for your employees.

**WHMIS EMPLOYEE MANUAL**

27 Pages

An accompaniment to the Trainer Manual and a training tool to be used during employee training sessions. The Employee Manual is divided into the same 5 modules and Glossary of Terms as the Trainer Manual. Each module is followed by a "Review" to be used to check on the trainees understanding of the WHMIS information being covered.

**WORKPLACE SAFETY AND HEALTH PROGRAM COMMITTEE MANUAL**

124 pages

MANITOBA LABOUR AND IMMIGRATION WORKPLACE SAFETY AND HEALTH DIVISION

This guide is intended to help committees and employers understand their responsibilities for establishing and maintaining safe and healthy workplaces. The manual covers topics of: maintaining a safe workplace; identifying, assessing and controlling hazards; the committee's role in injury prevention; responsibilities of employers and workers towards the committee; holding effective committee meetings; maintaining committee effectiveness; inspections; investigating incidents and dangerous occurrences; and legislation.

**WORKPLACE VIOLENCE SUPERVISOR TRAINING MANUAL**

120 Pages

This manual was developed to provide the tools to prevent violence from occurring in your workplace. It is a training aid designed for use in conjunction with the video, Workplace Violence: The Calm before the Storm. This manual will help the user to:

- understand the complex phenomena of workplace violence
- recognize the warning signs which typically exist prior to violence
- design and implement a Violence Prevention Program tailored to your company's needs
- assess and manage threats to a successful conclusion, assuring the safety of employees and the public.

**WELLNESS IN THE WORKPLACE**

219 Pages

This guide provides practical steps and program suggestions for workplace health and wellness programs. You will be able to create a wellness program or integrate one or more initiatives into your existing framework.

This guide covers such topics as work/life balance; stress; scents; conflict resolution; safety; ergonomics; healthy choices - eating and active living/ Also includes sample survey questions that can be customized to suit your workplace.

**VIDEOS and VIDEO TRAINING PACKAGES****5S FOR SAFETY: NEW EYES FOR THE SHOP FLOOR  
(two videos and training package)**

The 5S for Safety: New Eyes for the Shop Floor focuses on improving unsafe and hazardous conditions that exist before an accident has occurred. The program provides a complete introduction to the 5S system, shows how a 5S approach to safety can eliminate the competition between productivity and safety, shows the underlying causes of accidents and near misses in shop floor conditions, shows how to apply the step-by-step method and tools for focusing the 5S system for safety improvement, and shows "best practice" examples from top U.S. companies. (User guide included)

**5S: An Introduction**

TIME: 13:00

The video reviews the 5S System of principles and activities used to sustain high performance in any industry.

**5S for Safety: New Eyes for the Shop Floor**

TIME: 24:00

The video shows how to aim the basic 5S activities at safety, using "best practice" examples from U.S. companies.

**ACCIDENT INVESTIGATION: THE BIG PICTURE (video and training package)**

TIME: 19:00

This innovative program discusses unsafe working conditions and will help your workers explore creative solutions that prevent future accidents. The approach assumes that old notions of causation and blame are put aside. The process helps investigators to identify and substantiate possible causes before looking for solutions. (resource guide included)

**ANATOMY OF AN ACCIDENT (video)**

TIME: 15:00

This is a new, video-based, safety training awareness program that gets your employees thinking and actively involved in safety. It encourages them to take the initiative for on-the-job accident prevention and share their safety ideas. Innovative and dramatic, Anatomy of an Accident presents two major goals for training participants to prevent accidents.

**AND THEN THERE WAS ONE (video)**

TIME: 26:00

And Then There Was One follows four employees through a typical workday. On this particular day, each of the four employees will face a separate hazardous incident. One of the four won't be coming back. This video will keep your trainees on the edge of their seats as it drives home a powerful message of safety motivation.

**ACCIDENTS AREN'T JUST ONE OF THOSE THINGS**

TIME: 20:00

With 20 years of experience as a firefighter and paramedic, Martin Lesperance has treated thousands of injuries and medical emergencies that have resulted from the poor choices and decisions people make every day. Martin takes his experiences and molds them into entertaining and thought-provoking safety presentations. He addresses many important safety issues that all employees need to hear.

**BE S.A.F.E. (Not Sorry): PREVENTING VIOLENCE IN THE WORKPLACE**

TIME: 17:00

Keep all your employees educated on handling potentially disruptive and even dangerous threats from co-workers. In the pressure cooker of the contemporary workplace, violent behavior can erupt at any time. Terminated, overworked, or stressed employees can and will pose very real threats. You, your employees, and even visitors to your company are at risk - every day. Ensure the people within your organization truly know how to head off workplace threats and stay safe. Includes: facilitator's guide, reproducible participant handouts, and reproducible workbook

**BACK SAFETY: LIFT WELL – LIVE WELL (video)**

TIME: 15:00

Almost everyone has had back pain at one time, and sometimes it hurts a lot. But you're much better off taking care of your back before pain sets in. This video shows you how you can "head off back pain" when you use your head and remember to protect your back from pain injury. Topics: back basics, warning signs, positive steps, proper lifting, and exercise. (employee handbook included)

**CHEMICAL FIRE AND EXPLOSION (video)**

TIME: 19:00

– See WHMIS Employee Training

**CHEMICAL HANDLING (video)**

TIME: 20:00

– See WHMIS Employee Training

**COMPRESSED GAS CYLINDERS (video & training package)**

TIME: 18:00

Most of us use pressurized gases in so many ways that we take them for granted. Despite their convenience, they can be dangerous if handled improperly.

**CRANE INSPECTION (video and training package)**

TIME: 18:00

Would you bet your life that your crane is up to its job? Did your last lift stress your crane almost to the breaking point? To stay alive and keep co-workers safe, you need to make sure your crane is ready to do the job – and the best way to do that is with a crane inspection.

**DIALOGUE – NOW YOU'RE TALKING FOUR – PART SERIES**

Includes: a dramatization of how dialogue helps us communicate across job functions as well as helping to improve relations between people at different levels within the organization and between different departments or areas of expertise.

**Part 1: Communicating in a Diverse World**

TIME: 25:00

What is dialogue? How to initiate it and when. Learn the skills of dialogue including:

- Suspension of judgment, decision making and status;
- Listening with empathy, for understanding, showing you care;
- Discovery uncovering and sharing hidden assumptions in yourself and others.

**Part 2: Dialogue for Cultural Understanding**

TIME: 25:00

Apply the skills of dialogue outlined in Part 1 to challenges faced in culturally diverse work environments. Includes a dramatization demonstrating how dialogue can be used to open communication, uncover hidden assumptions, break down stereotypes and facilitate more productive relationships.

**Part 3: Dialogue Between Genders**

TIME: 25:00

A dramatized dialogue shows how the skills of dialogue learned in Part 1 can be used to overcome misunderstandings, break down gender stereotypes and improve communications between men and women at work.

**Part 4: Dialogue Among Generations**

TIME: 25:00

A demonstration on how the skills of dialogue can be used to bridge the personal and professional style differences that exist between employees of different ages. Uncover how divergent personal and world views common to people of different generations can lead to misunderstandings and distrust and how dialogue can help overcome age barriers and build more productive workplace relationships

**ERGONOMICS: A WEIGHT OFF YOUR SHOULDERS (video and training package)**

TIME: 13:00

Most shoulder, neck and backaches are not caused by a single traumatic event, but by an accumulation of physical stress. This video program will help workers understand how to reduce the strains and stresses they encounter on a daily basis. (manual included)

**ERGONOMICS: SOLVING THE PUZZLE (video and training package)**

TIME: 15:00

This new Trainer's Toolkit will help you create an ergonomic work environment for your employees that will help reduce injuries, workers' compensation costs and lost workdays. (manual, employee handbook, leaders guide and overhead transparencies included)

**ERGONOMICS: TAKING MATTERS INTO YOUR OWN HANDS (video and training package)**

TIME: 14:00

This video program teaches that using your arms, wrists and hands doesn't always have to be uncomfortable. You can take matters into your own hands and determine the best possible approach to eliminate risk factors that cause discomfort and pain. (manual included)

**FORKLIFT FUNDAMENTALS: GET THE FACTS (video and training package)**

TIME: 18:00

- \* Powered industrial trucks
- \* Power plant inspections
- \* Controls and instrumentation
- \* Equipment inspection

**FORKLIFT OPERATIONS: CARRY THE LOAD (video and training package)**

TIME: 19:00

- \* Operating conditions
- \* Vehicle and pedestrian traffic
- \* Special hazards
- \* Proper load manipulation

**HAZARD RECOGNITION AND CONTROL**(CHECK TIME ON THIS VIDEO: RUNNING TIME: 10:30 Minutes) TIME: 18:00

Using hazard scenarios to point out the direct, indirect and root causes of accidents this training video will teach workers to recognize and control hazards on the job. By learning to control the potentially hazardous energy in a situation workers can protect themselves and co-workers. Subjects covered in this program include:

- How a JSA is performed
- How to break down a job into basic steps
- Hazard Identification
- Hazard Assessment
- Hazard Control

**HEALTH HAZARDS**

TIME: 20:00

– See WHMIS Employee Training

**INDOOR CRANES: SAFE LIFTING OPERATIONS (video and training package)**

TIME: 24:00

This video program is specifically designed for non-licensed operators to give them the knowledge they need to safely operate several types of cranes. (employee handbook included)

**INTRODUCTION TO BIOLOGICAL SAFETY CABINETS (video and training package)**

TIME: 36:00

Introduction to Biological Safety Cabinets is a two-part training program that introduces what biological safety cabinets are, how they function, and the different types of cabinets. You will learn the difference between fume hoods, laminar flow clean benches, and biological safety cabinets, the capabilities of HEPA filters, cabinet performance envelopes and laboratory conditions that influence cabinet performance, definitions for Class II Types A, B1, B2, and B3 cabinets, airflow patterns for each cabinet, exhaust requirements for each cabinet, and suitability of each cabinet for work with toxic chemicals or radionuclides. (two videos and trainer's guide included)

**IT'S ABOUT RESPECT: HARASSMENT IN A DIVERSE WORKPLACE**

TIME: 21:00

In today's workplace, it's more important than ever to recognize the various forms of harassment and train all employees to prevent them in your organization. In addition to sexual harassment, there are liability issues associated with harassment based on race, color, national origin, religion, gender, disability, age and other characteristics protected by law. Harassment can take the form of jokes, negative stereotyping, hostile acts or simple thoughtless comments but the ultimate outcome is the same. In addition to the costs associated with legal liability, harassment has a profound negative effect on individuals, inflicting emotional stress, lowering employee morale and reducing productivity at work. Includes: leader's guide and Powerpoint presentation on disc.

**INTRODUCTION TO WHMIS**

TIME: 15:00

– See WHMIS Employee Training

**JOB SAFETY ANALYSIS** (video and training program/guide)

A job safety analysis (JSA) is a safety tool that identifies hazards associated with a particular job or task. When hazards are identified they are able to be assessed and when necessary, determine suitable control measures. The aim of a JSA is to document how a particular job should be done - safely.

**LOST YOUTH; FOUR STORIES OF INJURED YOUNG WORKERS**

TIME: 17:00

This award-winning video tells the stories of four lives changed forever – teenage B.C. workers who suffered serious injuries that led to amputations and paralysis. None of them got the training needed to deal with the hazards of their jobs. Graphic accident recreations are inter cut with emotional interviews with the young people and their parents...talking about what went wrong, how they felt, and the steps on the road to recovery.

**OFFICE SAFETY: IT'S A JUNGLE IN THERE (video and training package)**

TIME: 20:00

Every year, about 400,000 office workers get hurt. This brand-new toolkit shows how working in an office is a lot like being in the jungle – the dangers are hidden and subtle. (employee handbook, leader's guide, overhead transparencies included)

**ON THE FRONT LINE: SUPERVISOR TRAINING ON MANAGING SAFETY (videos and training package)**

This training program focuses on the importance of safety accountability. See how three supervisors learn how to manage safety by successfully holding their employees accountable for safety. Supervisors learn the secrets of how to define safety activities, measure the outcomes, and follow up with appropriate actions – in order to ensure employees produce their work on time, with quality, and in a safe manner. (three videos, leader’s guide, participant’s workbook, and PowerPoint slides included)

**MODULE 1: WHY SAFETY ACCOUNTABILITY? (workbook and video)**

TIME: 17:47

The video introduces the topic of safety accountability and contrasts two organizations: one that has implemented safety accountability, and one that has not. It introduces the DEFINE – MEASURE – REWARD approach.

**MODULE 2: DEFINE (workbook and video)**

TIME: 16:23

This video explains how DEFINING specific safety behaviours is the basis for accountability. It emphasizes that safe actions are the root that create safe results.

**MODULE 3: MEASURE AND REWARD (workbook and video)**

TIME: 16:49

This video emphasizes the role MEASUREMENT and REWARD play in a system of accountability.

**POLLUTION PREVENTION: THE BOTTOM LINE (video and training package)**

TIME: 24:00

Instruct your employees how to prevent waste at its source, rather than managing waste after it is generated. This video program will help you teach pollution prevention, which will save your company time and money. (manual included)

**POLLUTION PREVENTION: REDUCING WASTE IN THE WORKPLACE (video and training package)**

TIME: 23:00

This important video program concentrates on specific procedures to help you reduce waste in your organization. (manual included)

**PRO-ACTIVE SAFETY ATTITUDES: TARGET ZERO (video and training package)**

TIME: 16:00

Zero accidents in the workplace is a possibility – and it all starts with a vision. Astronaut Buzz Aldrin helps emphasize the importance of pro-active safety by reminding us that there was a time when the possible seemed impossible. (employee handbook, leader’s guide, overhead transparencies included)

**PRO-ACTIVE SAFETY ATTITUDES: LOOKING OUT FOR NUMBER ONE (video and training package)**

TIME: 15:00

This toolkit takes a unique look at safety and safety training. It underscores the importance of safety equipment and safety habits and demands that all employees take responsibility for safety. (employee handbook, leader’s guide and overhead transparencies included)

**RECOGNITION, EVALUATION AND CONTROL OF HAZARDS TRAINING COURSE (one video and training package)**

Recognition, Evaluation and Control of Hazards TIME: 13:00 The video covers the areas of recognition, evaluation and control with detailed attention to the control measures of elimination, substitution, administrative controls, engineering controls and personal protective equipment. The Recognition, Evaluation and Control of Hazards training course focuses on involving the participants in the identification and analysis of workplace hazards and enable them to make recommendations on eliminating or reducing unacceptable risks presented by the hazards. (includes video and leader’s guide)

**SAFESTART<sup>ä</sup> ADVANCED SAFETY AWARENESS TRAINING PROGRAM**

The purpose of this safety-training program is to teach people how to prevent the mistakes or errors they never wanted to make in the first place. This five-module video/workbook course examines four states that cause four critical errors, and explains four techniques to minimize the majority of errors that increase risk of injury. The course is designed for five 60 to 90 minute meetings, with discussion, reading and video examples of situations. (includes five videos, leader's guide, training workbooks, posters, reference cards)

**MODULE 1: INTRODUCTION AND OVERVIEW  
(workbook and video)**

TIME: 9:15

An introduction and overview to SafeStart<sup>TM</sup>. It covers the concepts of safety, risk and error; critical errors or behaviors; and the states that cause errors.

**MODULE 2: EYES ON TASK, MIND ON TASK  
(workbook and video)**

TIME: 10:40

Covers the first two critical errors, eyes not on task and mind not on task, and explains how to avoid them.

**MODULE 3: LINE OF FIRE, BALANCE/TRACTION/GRIP  
(workbook and video)**

TIME: 10:15

Covers the last two critical errors, putting yourself in the line of fire and losing your balance, traction or grip. It explains how to avoid line of fire injuries and how to improve your balance, traction and grip.

**MODULE 4: RUSHING, FRUSTRATION, FATIGUE, COMPLACENCY  
(workbook and video)**

TIME: 20:10

Covers the states that cause these critical errors: rushing, frustration, fatigue and complacency. For each state, specific tips are given to prevent injuries.

**MODULE 5: PUTTING IT ALL TOGETHER (SUMMARY)  
(workbook and video)**

TIME: 11:35

Covers four techniques that you can use to prevent critical errors and explains how to use these critical error reduction techniques to prevent injuries.

**SAFETY ATTITUDES: FOOD FOR THOUGHT (video and training package)**

TIME: 15:00

This new toolkit will teach your employees about the basics of pro-active safety, and explain the importance of taking responsibility for safety on the job. Set against the backdrop of a local diner, this unique toolkit uses the conversations between the owner and his customers to emphasize the importance of following acceptable standards to prevent incidents from occurring. (employee handbook, leader's guide, overhead transparencies included)

**SAFETY AWARENESS TRAINING COURSE (video and training package)**

The Safety Awareness training course is an introduction to defining and improving safety awareness in the workplace. It addresses the fundamental issues of safety awareness to increase the participant's level of safety awareness on a personal and organizational level. The resource could be used as a general safety training program and as an induction program for new personnel to introduce safety concepts. (includes video and leader's guide)

**SAFETY AWARENESS**

TIME: 16:00

The video covers the elements of safety awareness as a starting point to accident prevention.

**SAFETY COACH: THE 7 C'S OF SAFETY (video)**

TIME: 19:00

This video uses a football reference and is packed with information showing supervisors and employers how to actively support a safe workplace. The video is based on the book, *The Safety Coach: Unleash the 7 C's for World-Class Safety Performance!* written by David Sarkus, MS, CSP. Topics: coach, confirm safe actions, correct – don't criticize, conciliation – resolve conflict, care about employees, collaboration – involve everyone in improving safety, and clarify.

**SAFETY MEETINGS: GIVE 'EM WHAT THEY WANT (video)**

TIME: 16:00

This video is a valuable resource for managers seeking to improve the effectiveness of their safety meetings. The informative program covers topics that will help you conduct safety meetings that are productive and hassle-free – maximizing the benefits to you and your employees. (employee handbook included)

- SAFETY ORIENTATION: IT TAKES A WINNING ATTITUDE (video and training package)** TIME: 18:00  
Using a sporty soccer introduction, this informative and upbeat video program gives employees an overview of workplace safety. Having a winning attitude and taking the necessary steps to protect themselves will ensure that your workers score points in the game of safety. (employee handbook included)
- SAFE USE OF BIOLOGICAL SAFETY CABINETS OR THE CASE OF THE CONTAMINATED CULTURE (video and training package)** TIME: 22:00  
Safe Use of Biological Safety Cabinets is a dramatization of a typical lab where contaminated cultures have just been discovered. The researchers team up to find the source of the contamination, scrutinizing their procedures for working in biological safety cabinets. You will learn how biological safety cabinets function, rules and guidelines for work preparation, cabinet procedures and cleanup operations, and how to improve techniques to avoid contaminating experiments and maximize safety. (video and trainer's guide included)
- SPEAK UP! COMMIT TO GIVE FEEDBACK (video and training package)** TIME: 10:00  
Giving effective feedback doesn't happen automatically. People are often afraid to speak up and they worry about how the other person will respond. Or, they may think that it's not their place to say something. This program emphasizes that every person has the right and responsibility to give feedback when they see someone doing something that isn't safe. Then, it shows how to follow three simple steps to give feedback – ask, get commitment, and follow-up. (leader's guide and PowerPoint presentation included)
- THE SUPERVISOR** TIME: 15:00  
This video is a documentary-drama that examines issues related to supervisor responsibility for workplace health and safety. The video graphically depicts the emotional, legal, and financial consequences of a fictionalized workplace accident that leads to the death of a young worker.
- STOP FOR ERGONOMICS™ (five videos and training package)**  
The DuPont STOP Program (Safety Training Observation Program) is one of the most popular and effective safety tools ever developed, teaching safety observation and feedback for supervisors and employees in a way that brings about positive and lasting change. The STOP for Ergonomics™ program raises the awareness and value for workplace and office ergonomics, prepares participants to make ergonomic observations, and helps them identify changes that will improve their ergonomic safety. (includes CD, leaders guide, and participant workbooks)
- PREVIEW/OVERVIEW** TIME: 5:00  
The video provides program leaders with an overview of the STOP for Ergonomics™ program and its basic concepts.
- INTRODUCTION** TIME: 6:00  
The video illustrates basic ergonomics concepts in the workplace and introduces observation cards and techniques.
- UNDERSTANDING POSTURE AND FORCE** TIME: 7 :00  
The video illustrates workplace examples of posture (static and awkward) and force as unsafe ergonomic risk factors.
- UNDERSTANDING REPETITIVE MOTION, CONTACT STRESS AND VIBRATION** TIME: 6:00  
Workplace scenarios illustrate ergonomic risk factors related to repetitive motion, contact stress and vibration.
- CONDUCTING FORMAL OBSERVATIONS –THINKING ABOUT SOLUTIONS** TIME: 6:00  
Workplace scenarios illustrate how to plan and conduct a STOP for Ergonomics™ audit.

**TRANSPORTATION OF DANGEROUS GOODS (video and training package)**

TIME: 20:00

This video based training program contains information on the Transportation of Dangerous Goods to give a clear overview of the subject. It covers the purpose of the regulations, the nine classes of dangerous goods and their properties, the safety marks, containment descriptions, schedules, container labeling and placarding, and documentation requirements. (trainer's manual included)

**WHMIS CASE HISTORIES (video and training package)**

TIME: 19:00

Employees will gain a renewed respect for taking proper precautions as they review WHMIS procedures in this incredible video program. (employee handbook included)

**VIOLENCE IN THE WORKPLACE: THE TROUBLE WITH TROUBLE (video)**

TIME: 23:55

This informative video deals with the issue of violence in the workplace. Topics covered include threatening behavior, verbal abuse, verbal and written threats, and harassment based on sex, race or religion. The viewer is taken through a series of situations where various forms of violence in the workplace are highlighted. Produced by Municipal Health and Safety Association. (participant's workbook for municipal workers included)

**WHMIS EMPLOYEE TRAINING PROGRAM (4 part video series)**

**(Includes generic WHMIS leader training manual, and overhead transparencies)**

**INTRODUCTION TO WHMIS**

TIME: 15:00

This program explains the importance of reading labels and MSDS's correctly, and stresses the employee's responsibility to understand and always apply the training they received

**CHEMICAL HANDLING**

TIME: 20:00

Eight important rules for safe handling of chemical substances are explained, and the behaviour of chemical substances is explored. Material safety data sheets, labeling, and emergency procedures are outlined. Creates an awareness of potential chemical hazards.

**HEALTH HAZARDS**

TIME: 20:00

Designed to help your personnel understand the health hazards of chemical substances, this program explains how certain chemicals can affect human health, how these harmful effects can be avoided, and procedures to follow in case of accidents.

**CHEMICAL FIRE AND EXPLOSION**

TIME: 19:00

This program addresses the subjects of fire and explosion as they relate to chemical substances. The characteristics of chemicals – flashpoint, reactivity, and vapour pressure are demonstrated, along with safe handling and storage.

**WHMIS: YOUR SAFETY NET (video and training package)**

TIME: 15:00

If your employees are working with chemicals, WHMIS is their safety net. This important program focuses on the essentials necessary to safely work with chemicals. (employee handbook included)

**WORKING AROUND FORKLIFTS: A PROACTIVE APPROACH (video and training package)**

TIME: 16:00

Always behave as if an accident might happen...this is the key to working safely around forklifts. The video program helps motivate employees to take this lesson to heart and explains how and why special precautions are necessary.

**WORKPLACE VIOLENCE: THE CALM BEFORE THE STORM (video and training package)**

TIME: 29:00

This video program will help supervisors and employees identify the warning signs of and prevent workplace violence. It features author/expert Joseph A. Kinney and an interview with a victim of workplace violence. (leader's guide, employee handbook included)

**WOULD I WORK FOR ME?**

TIME: 20:00

Most employees will tell you that what affects their productivity more than anything else is their immediate supervisor. A good supervisor inspires people to give their all, a bad one inspires them to leave. Unfortunately, most supervisors are unaware of how the people they manage really see them. Supervisors must recognize and put into practice behaviors that inspire people, rather than alienate them. Includes: leader's guide.

**WOULD I FOLLOW ME?**

TIME: 18:00

Most people in leadership positions are unaware of how the people they lead really see them. But how a leader is perceived is crucial to the productivity of any group. This video demonstrates one leaders' behaviour and the results in two different situations: first as a newly appointed leader, and then five years later after he has learned a few lessons about leadership. Viewers will learn effective leadership behaviours and appreciate the impact those behaviours have on the success of their work group. Includes: leader guide

**THE WORKPLACE: YOUTH AT RISK?**

TIME: 90:00

A television program featuring the dramatic stories of four injured young workers and their parents whose lives have been forever altered by a workplace accident. The program was produced jointly by Shaw Cable Systems and the Workers' Compensation Board of B.C.

**ISO 14000 ARTICLES**

- ISO 900, ISO 14000 Certificates Reach Record Levels in 2001, QUALITY PROGRESS, October 2002
- ISO 9000 and 14000 Registration, CONSENSUS, Special Edition Volume 26, Number 6
- ISO 14000: A Status Report, QUALITY DIGEST, February 1998
- ISO 14000 in Japan, CONSENSUS, September/October 1999
- ISO ISO 14000 Integration Tips, QUALITY DIGEST, February 1997
- ISO 14000: Can one size fit all? CONSENSUS, November 1996
- ISO 14000 on the eve of consensus, CONSENSUS, March/April 1996
- ISO 14000: The Promise of A New Environment For Business, CONSENSUS, May 1997
- ISO 14001 Brings Change and Delivers Profits, QUALITY DIGEST, November 2000
- ISO 14001 Certification: Are You Ready? QUALITY DIGEST, July 1996
- ISO 14001 Likely to Join Regulatory Framework, QUALITY DIGEST, February 1996
- ISO 14004 to Offer Practical Guidance, QUALITY PROGRESS, April 2002
- A New Link in the Confidence Chain, CONSENSUS, September/October 1999
- A Practical Checklist for ISO 14000, QUALITY DIGEST, December 1997
- A Quality Swing with Ping: ISO 9000 and 14000 Certificates Continue a Customer Focused, Environmentally Aware Legacy, QUALITY PROGRESS, April 2002
- Environment: ISO 14000 Standards Focus On The User, ISO BULLETIN, February 1996
- Environment: ISO/TC 207 Keeps The Impetus Up, ISO BULLETIN, September 1995
- First There Was ISO 9000, Now There's ... ISO 14000! QUALITY DIGEST, July 1994
- From Cradle to Grave with ISO 14040, CONSENSUS, November 1995
- Going Green: A Step by Step Guide to ISO 14001 Compliance, QUALITY DIGEST, March 2003
- Integrating ISO 9001 and ISO 14001, QUALITY PROGRESS, February 1997
- Integration and Legal Impacts of EMS Documentation, QUALITY DIGEST, May 1997
- Leveraging ISO 9000 for Environmental Management System Documentation, QUALITY DIGEST, March 1996
- Managing Information for ISO 9000 and ISO 14000, QUALITY DIGEST, August 1997
- New Joint Auditing Standard the Centrepiece of ISO 9000/14000 Compatibility Effort, CONSENSUS, September/October 1998
- Pinch Hitting for ISO 14001, QUALITY DIGEST, May 2001
- Publicizing ISO 9000 or ISO 14000 registration, CONSENSUS, May 1997
- Ready or Not: Be Prepared for an ISO 14001 Audit, QUALITY DIGEST, April 1996
- Risky Business – Standards Like ISO 9004, ISO 140001 and OHSAS 18001 Can Help Manage Risk, QUALITY DIGEST, September 2002
- Rockwell Leverages ISO 14000 and ISO 9000 Management Systems, QUALITY DIGEST, April 1997
- Standards Outload, ISO 14001 and Regulatory Compliance, QUALITY PROGRESS, February 2001
- Status of the ISO 14000 Series, CONSENSUS, May 1997
- Tackling the Big ISO 14001 Task: Identifying Environmental Aspects, QUALITY DIGEST, June 1996
- The TQEM-ISO 14001 Connection, QUALITY PROGRESS, June 1996
- U.S. Navy Group Seeks ISO 9001 and ISO 14001 Certification, QUALITY DIGEST, June 1997
- Why You Should Integrate ISO 9000 and ISO 14000 Systems, QUALITY DIGEST, March 1997
- Will ISO 14001 Bring You More Harm Than Good? QUALITY DIGEST, January 1997

For more information on these resources, please contact the Environment, Health and Safety Initiative at:

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