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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 Workshop Series

**Tuesdays, February 3 to March 23, 2004 – 8:00 a.m. to Noon  
(Location to be announced)**

Does your **written** Workplace Health and Safety Program meet current regulations? The Workplace Safety and Health Act requires 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.

Every workplace is unique and may have different requirements. QNET again 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

**Workshop Facilitators:** Norma McCormick - Compliance Consultant, Corporate Health Works  
Grant McCaughey, P.Eng., CRSP - Manager, Environmental Health and Safety, University of Manitoba  
Laurie Todd - Occupational Health and Safety Consulting

Each facilitator has worked with a variety of private and public organizations to assess health and safety situations and programs. They bring a variety of experiences to share in the workshops to help participants meet the regulatory requirements of their specific workplace.

*These half-day workshops (when two or more of the workshops are completed) are eligible for credit through the Certificate in Applied Management: Organizational Effectiveness Program (CAM:OE) in partnership with the University of Manitoba, Continuing Education Division. Please contact QNET if you are interested in obtaining credit.*

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## Registration Form (Please fax to 949-4990 or register online at [www.qnet.mb.ca](http://www.qnet.mb.ca)):

Cancellations must be received in writing five business days prior to the start of each event. After that time, the full registration cost will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance. \*\*\*A registration confirmation will be faxed one week prior to the event with location details.\*\*\* **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 \_\_\_\_\_

### Fees Per Workshop:

GST Registration # 899755334RT

X Member \$69.55 (includes \$4.55 g.s.t.) = \_\_\_\_\_

Please check:  QNET member  CME member

X Non-Member \$80.25 (includes \$5.25 g.s.t.) = \_\_\_\_\_

### Method of Payment:

Cheque enclosed  VISA  MasterCard  AMEX

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Card Holder's Name \_\_\_\_\_

Signature \_\_\_\_\_

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

**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**

**Tuesday, February 3, 2004 – 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**

**Tuesday, March 2, 2004 – 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**

**Tuesday, February 10, 2004 – 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**

**Tuesday, March 9, 2004 – 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**

**Tuesday, February 17, 2004 – 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**

**Tuesday, March 16, 2004 – 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**

**Tuesday, February 24, 2004 – 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**

**Tuesday, March 23, 2004 – 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