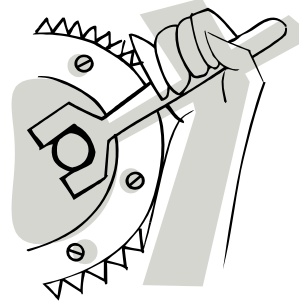


# Writing a Workplace Safety and Health Program

Thursday, June 3 & Friday, June 4, 2004  
Winnipeg



- Does your company employ **20 people** or more?
- Does your **written** Workplace Health and Safety Program meet current regulations?
- Do you have "Write a Workplace Health and Safety Program" on **your TO DO List**?

## Every workplace has unique safety requirements.

The **QNET two-day workshop** will assist participants to identify the workplace health and safety plan and program elements *specifically suited to their workplace* with an introduction to:

- the **elements** of a workplace health and safety program
- the **new requirements** of the recently amended *Workplace Safety and Health Act*
- **tools and resources** that will assist them to begin to write a plan and implement a program

- Who should attend:** Business Owners and Senior Managers; CEO's; HR and Finance Managers; Environment, Health and Safety Managers and Supervisors; and Safety and Health Committee members.

**QNET** has brought together a team of presenters working in the workplace safety and health field:

### Norma McCormick, Corporate Health Works

*Norma McCormick, founder and principal of Corporate Health Works, evaluates the impact of health and safety and environmental laws and regulations for organizations in the private and public sectors. She has developed and delivered programs and services for her clients to ensure regulatory compliance in these areas.*

### Laurie Todd, Occupational Health and Safety Consulting

*Laurie Todd is a private health and safety consultant specializing in training and program development. He is a former inspector with Workplace Safety and Health Division, and has worked in public and private sectors with unionized and non-unionized employees.*

## Topics covered:

- Safety Policy Framework
- Hazard Recognition and Control
- Job Hazard Analysis
- Workplace Safety Training Programs
- Conducting Workplace Inspections
- Working with Contractors and Contract Workers
- Accident Investigation
- Emergency Response Planning



Industry Training Partnerships  
Manitoba Advanced Education and Training

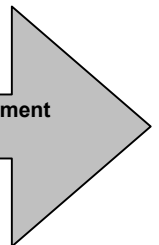


This workshop is eligible for seven credit hours through the Certificate in Applied Management: Organizational Effectiveness Program (CAM:OE) in partnership with the University of Manitoba, Continuing Education Division. Please contact QNET if you are interested in obtaining credit.

### 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.

Find Session Descriptions, Registration Form and Payment Information on the reverse...



## Writing a Workplace Safety and Health Program

June 3, 2004 8:00 a.m. to 4:30 p.m.

### ■ Safety Policy Framework

An effective safety program requires the clear guidance and direction provided by relevant, specific policy and procedures. Active management support and commitment of sufficient resources to implement the program is critical.

Concepts covered include:

- ▶ Internal Responsibility
- ▶ Policy Development
- ▶ Due Diligence
- ▶ Measurement Criteria

### ■ Hazard Recognition and Control

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

Concepts covered include:

- ▶ Four categories of hazards
- ▶ Basic hazard recognition and assessment
- ▶ Three levels of control

### ■ Job Hazard Analysis

Job Hazard Analysis examines a task/work process in order to develop Safe Work Procedures. Concepts covered include:

- ▶ Steps in Job Hazard Analysis
- ▶ Introduction to Safe Work Procedures

### ■ Workplace Safety Training Program

Required by the Workplace Health and Safety Act and many of the regulations, an effective workplace safety and health program must include a training plan. Concepts covered include:

- ▶ Identifying training requirements
- ▶ Assigning responsibility for:
  - ▶ Development
  - ▶ Delivery
  - ▶ Evaluation and Monitoring

June 4, 2004 8:00 a.m. to 4:30 p.m.

### ■ Conducting Workplace Inspections

As another required element of a workplace and safety program, the primary purpose of workplace inspections is prevention of accidents, injury, or illness from unsafe or unhealthy working conditions. Concepts covered:

- ▶ Regulatory requirements for workplace inspection
- ▶ Basic activities in workplace inspection including hazard identification relating to:
  - ▶ Building and equipment
  - ▶ Working environment
  - ▶ Work processes and practices

### ■ Working with Contractors and Contract Workers

If outside companies or self-employed people perform services in your workplace – the Workplace Safety and Health Act defines you as a “Contractor”. A Contractor has clearly stated responsibilities for safety in The Act.

Concepts covered include:

- ▶ Establishing safety guidelines
- ▶ Defining a “shared responsibility system”
- ▶ Sample contractor safety responsibility agreements

### ■ Accident Investigation

An accident investigation system, an essential element of a workplace health and safety program, is an account and analysis of an accident involving a thorough investigation of contributing factors and causes. Concepts covered include:

- ▶ Purpose of Investigation
- ▶ Accident Causation
- ▶ Five-Factor Root Cause Analysis

### ■ Emergency Response Planning

An Emergency Response Plan (ERP), a required element, identifies internal and external resources required to respond to an emergency. Concepts covered include:

- ▶ Defining requirements for an ERP
- ▶ Preparedness assessment

**Registration Form (or register online at [www.qnet.mb.ca](http://www.qnet.mb.ca)):** (Please send a separate form for each registrant – make as many copies as needed. **Cancellations** must be received in writing by Wednesday, May 26, 2004. After that time, the full registration cost will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance.)

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City/Prov \_\_\_\_\_ Pcode \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

#### Workshop Fees

\$321.00 QNET Member (includes \$21.00 g.s.t.) \_\_\_\_\_

\$374.50 Non-member (includes \$24.50 g.s.t.) \_\_\_\_\_

(Fees include resource materials, continental breakfast, light lunch and refreshments.)

GST Registration # 899755334RT

#### **Method of Payment:**

\_\_\_ Cheque enclosed \_\_\_ MasterCard \_\_\_ VISA \_\_\_ AMEX

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

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

Signature \_\_\_\_\_



**Fax/mail:**  
**Manitoba Quality Network**  
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Ph: (204) 949-4999, Fax: (204) 949-4990  
Email: [mail@qnet.mb.ca](mailto:mail@qnet.mb.ca)  
Web: [www.qnet.mb.ca](http://www.qnet.mb.ca)

➡ **A registration confirmation with location address will be faxed one week prior to the event.**