

# HEALTH AND SAFETY TRAINING SCHEDULE



## Scheduled Training Dates 2018

Leadership in Health and Safety	Auditor + OHS Legislation Overview (Suitable for regular and small employers)
Apr. 4-6 ..... Edmonton	Apr. 18-19 ..... Edmonton
Jun. 5-7 ..... Slave Lake	Oct. 16-17 ..... TBD
Sept. 18-20 ..... TBD	
Auditor Refresher	Incident Investigation
Apr. 20 ..... Edmonton	May 17 ..... Slave Lake
Oct. 18 ..... TBD	Oct. 31 ..... Slave Lake
Hazard Assessment	Wildlife Awareness (includes practical Bear Spray training)
May 16 ..... Slave Lake	Flexible Apr. Dates (morning & afternoon) ..... TBD
Oct. 30 ..... TBD	Flexible May Dates (morning & afternoon) ..... TBD

**Please use the AFPA Course Registration Form to register.**

Courses may be cancelled due to low enrolment. Every effort to provide alternatives will be made.

The course registration deadline is 14 days prior to the course start date.

Cancellations made AFTER the registration deadline and 7 days prior to the class start date are entitled to a refund of 50%. \*No shows and late cancellations are NOT entitled to a refund.

## Course Overviews

### Leadership in Health and Safety (3 Day) Overview

Leadership in Health and Safety (LHS) training provides oversight in developing effective Occupational Health & Safety Management Systems (OHSMS). It covers the key elements of a comprehensive program.

Leadership Commitment	Medical Examinations and Health Monitoring
Hazard Assessment	Emergency Response and First Aid Services
Hazard Control	Investigation of Incidents and Occupational Diseases
Training of Workers and Supervisors	Joint Occupational Health and Safety Committee
Supervision of Workers	Records and Statistics
Regular Inspections and Monitoring	Process Review
Hazardous Materials and Substances	Road Safety

Training is designed to assist participants in developing and maintaining an OHSMS for their workplaces, regardless of the industry sector.

Participants learn effective techniques for performing their health & safety responsibilities, and keeping health and safety in balance with production, quality and the environment.

Each participant receives a student binder for class participation and future reference. An action plan is included with each element to assist participants in implementing that particular element for their workplace. Once each element has been completed, participants will have a detailed action plan to take back to their workplace to research, confirm, develop, modify and/or implement.

An exam is given at the end of the program to confirm the participant fully understood the materials covered. Successful participants receive recognition from the AFPA.

Leadership in Health & Safety (LH&S) training is a pre-requisite for both Hazard Assessment and Health & Safety Auditor Training sessions.



## Health and Safety Auditor (includes: OHS Legislation Overview) (2 Day)

The Health and Safety Auditor Training session is a two-day course designed to assist prospective health and safety auditors to develop the skills needed to successfully complete a qualification audit and achieve AFPA Health & Safety Auditor certification. It is also designed for small employers intending to assess their own companies for SECOR certification.

This course is typically offered twice a year, with one session in the spring, and one in the fall.

The two day course covers:

Auditing fundamentals	Documentation review, interviews and observation tour completion
A breakdown of the audit process	Audit report write-up 'how to'

Note: Candidates must submit an internal Qualification Audit or SECOR Assessment that meets the established AFPA quality standard within six (6) months of passing the written Health and Safety Auditor examination.

### OHS Legislation Overview

As part of Health and Safety Auditor training, prospective auditors are required to participate in a half-day OH&S Legislation Training Session. **All participants receive a current copy of the OHS Legislation handbook.**

This program provides detailed information on Alberta's Occupational Health & Safety Act, Regulations & Code – a necessity for effective auditors.

## Health and Safety Auditor Refresher (1 Day)

To maintain certification, Health & Safety Auditors are required to refresh their auditor training at least once every 3 years.

Training includes an overview of any changes to the auditing process and/or legislation, a review of maintenance options available to qualified worksites and an analysis of auditing issues identified through AFPA's quality assurance process. This is also an opportunity for auditors to voice any concerns not previously discussed.

## Incident Investigation

Incident Investigation training provides participants with techniques and strategies for effective investigation. This course examines the steps of an incident investigation from start to finish including how to gather evidence, interview witnesses, analyze facts, determine root causes, write reports and recommend corrective actions.

Participants will learn investigation methods used in successful programs and how to apply these methods to investigations of their own.

Course Outline:

Purpose of Investigations	Cause Analysis
Getting Incidents Reported	Remedial Actions
Initial Response to Incidents	Investigation Reports
Evidence Collection	Follow-through

Effective Investigations provide opportunities to learn what is really going on in a workplace. They offer a chance to prevent needless incident recurrence, where additional, and possibly even worse losses may occur.

This course is available as a 1 Day or 2 Day training session. The 1-Day session focuses on the basics with a case study; the 2-Day session delves deeper into case studies to enrich the learning experience and promote more comprehensive understanding of the principles through practical exercises. Both are customizable.

As with all AFPA in-class training sessions, a top notch instructor leads this 2 day course – a demonstrated leader in occupational health and safety.



## Hazard Assessment

This 'NEW' course is a comprehensive, hands-on, one day Hazard Assessment and Control workshop targeting the formal hazard assessment process, control methods and practice.

Participants will learn the essentials of effective hazard assessment and will be able to apply the skills learned, to their own operations.

Course Outline:

Task vs Hazard vs Outcome Clarity – Understanding the differences
Criticality, Applying Risk Based Thinking – Use of an X/Y (consequences/severity and likelihood/probability) risk matrix
Effective Hazard Control – Effective use of the hazard control hierarchy and immediate vs. long term hazard controls

Leadership in Health and Safety is a pre-requisite for Hazard Assessment and Hazard Assessment will be a pre-requisite for Auditor Training in 2018. All PIR participants are encouraged to complete Hazard Assessment training now.

## Wildlife Awareness

This 4-hour course is intended for anyone who works in close proximity to wildlife habitat areas.

Participants will learn how to avoid bear and other wildlife encounters, and what to do should an encounter occur. It also provides practical training in the use of bear spray.

Course Outline:

<b>Theory</b>		
Bear ecology	Bear identification	Signs of a bear in the area
Avoiding human-wildlife conflict	Avoiding bear encounters	Types of bear attacks
What to do in a bear attack	Other species (wolf, fox, coyote, cougar, moose)	Review of best practices
Policies and procedures for site		
<b>Practical</b>		
Bear spray research	Bear spray myths	Tips on storage and use
First aid for exposure	Use inert bear spray with bear target	

Additional training session may be offered throughout the year – notifications will be sent.

Organizations preferring personalized in-house training sessions should contact AFPA's Carrie Kent for details. [ckent@albertaforestproducts.ca](mailto:ckent@albertaforestproducts.ca) or 780.452.2841.