



HEALTH AND SAFETY TRAINING SCHEDULE

Scheduled Training Dates 2021

Leadership in Health and Safety	Auditor + OHS Legislation Overview (Suitable for regular and small employers)
March 23-25..... Edmonton	Apr. 7-8 Edmonton
June 22-24 Grande Prairie	Oct. 6-7 Grande Prairie
Sept. 14-16 TBD	
Auditor Refresher	Incident Investigation
Apr. 20 Edmonton	April 22..... Edmonton
Oct. 8 Grande Prairie	Oct. 28 TBD
Hazard Assessment	Wildlife Awareness (includes practical Bear Spray training)
April 21 Edmonton	Flexible Apr. Dates (morning & afternoon) TBD
Oct. 27..... TBD	Flexible May Dates (morning & afternoon)..... TBD
Joint Work Site HSC and HSR (AFPA is a 'Government Approved', dedicated training Agency for HSC/HSR Training)	
March 26..... Edmonton	Sept. 13..... TBD
April 23 Edmonton	Oct. 29 TBD
June 25..... Grande Prairie	

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	Regular Inspections and Monitoring
Hazard Assessment	Emergency Response and First Aid Services
Hazard Control	Incident Investigation
Qualifications, Orientation and Training	Joint Work Site HSC and HSR
Works Site and Other Parties	System Review
*** Additional Optional and Replacement Elements	
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 manual 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. LHS training is a pre-requisite for Health and Safety Auditor training.	



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 successfully completing Auditor Training.

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 Overview (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 Overview

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 Overview

This 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

Hazard Assessment training is a requirement for all COR holders with AFPA and should be completed prior to Auditor Training where possible. All PIR participants are encouraged to complete Hazard Assessment training now.

Wildlife Awareness Overview

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:

Theory		
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		
Practical		
Bear spray research	Bear spray myths	Tips on storage and use
First aid for exposure	Use inert bear spray with bear target	

Joint Work Site HSC and HSR Overview

AFPA's Joint Work Site Health and Safety Committee (HSC) and Health and Safety Representative (HSR) training provides HSC co-chairs and HS representatives with an understanding of the prescribed learning objectives in the Alberta Curriculum Standard for Health and Safety Committees and Health and Safety Representatives training. It is intended to assist HSC co-chairs and HS representatives in understanding their legislated duties and functions.

THE TRAINING IS MANDATORY FOR HSC CO-CHAIRS AND HS REPRESENTATIVES, however any committee members or workers interested in health and safety, would benefit from attending the course.

It covers the prescribed learning objectives as follows:

Alberta's Health and Safety Legislation	Work Site Inspections
Internal Responsibility System (IRS)	Incident Investigation
Determining HSC/HSR Requirements for Your Workplace	Supporting OHS in the Workplace
HSC Composition, Training and Other Requirements	Effective HSC Characteristics and Evaluation
Hazard Identification, Assessment and Control	

Participants are introduced to their responsibilities and learn effective techniques for performing their joint work site HSC or HSR duties.

Each participant receives a student manual for class participation and future reference.

There is NO exam given at the end of the program, however full, active classroom participation is required for certification purposes. A minimum score of 80%, on the written test, is required to pass. Successful participants receive recognition from the AFPA.

Duration: 8 a.m. – 4:30 p.m. (with time for lunch and breaks, as needed)

Pre-requisite: There are currently no pre-requisites for this course. Part 1 CCOHS HSC/HSR training is no longer required!

Canada-Alberta Job Grant

Eligible employers can get government funding to help employees access training opportunities through the Canada-Alberta Job Grant - <https://www.alberta.ca/canada-alberta-job-grant.aspx#toc-0>.

The Canada-Alberta Job Grant is a training program where an employer applies on behalf of their employee(s) for eligible training costs. Employers decide who gets training and what type of training may be needed for their employees.

Funding is provided by the Government of Canada through the Canada Job Grant - for information see the Canada-Alberta Job Grant Application Guide as follows: <https://www.alberta.ca/assets/documents/CAJG-applicant-guide.pdf>.

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

Organizations preferring personalized in-house training sessions should contact AFPA's Carola von Sass for details. cvonsass@albertaforestproducts.ca or 780.392.0753.