

HEALTH AND SAFETY TRAINING SCHEDULE

Scheduled Training Dates 2023

LEADERSHIP IN HEALTH AND SAFETY This course runs from 8-4:30 each day	AUDITOR TRAINING (*pre-requisites required) This course runs from 8-4:30 each day
March 21-23.....Virtual Instructor-led June 13-15.....Edmonton Sept. 12-14TBD	April 12-13..... Virtual Instructor-led Oct. 17-18 TBD
HAZARD ASSESSMENT This course runs from 8-4:30	AUDITOR / SECOR REFRESHER This course runs from 8-4:30
April 20.....TBD Nov. 1.....Virtual Instructor-led	March 8 (Auditor) Virtual Instructor-led May 4 (SECOR) Virtual Instructor-led Oct. 19 (Auditor)..... Virtual Instructor-led
INCIDENT INVESTIGATION This course runs from 8-4:30	WILDLIFE AWARENESS (Includes practical Bear Spray training) This course runs from 8-12:00 or 1-5:00
April 21..... TBD Nov. 2Virtual Instructor-led	Flexible Apr. Dates (morning & afternoon)..... TBD Flexible May Dates (morning & afternoon)..... TBD
JOINT HEALTH AND SAFETY COMMITTEE/REPRESENTATIVE This course runs from 8-4:30	Safeguarding, Hazardous Energy Control, and Fall Protection VR (*pre-requisites required) This course runs from 8 -12:00 or 1-5:00
March 24.....Virtual Instructor-led June 12.....Virtual Instructor-led Sept. 11.....Virtual Instructor-led	Date TBD Date TBD
WORKERS' COMPENSATION BOARD– ALBERTA SEMINARS (All WCB seminars are virtual, instructor-led using Microsoft Teams) These seminars will each run from 8:30 -12:00	
1. Employer Information March 2 2. Return to Work (<i>modified work</i>) March 9 3. Psychological Injuries in the Workplace March 28 4. Appeals System April 4	1. Employer Information Sept. 19 2. Return to Work (<i>modified work</i>) Sept. 26 3. Psychological Injuries in the Workplace..... Oct. 3 4. Appeals System Oct. 10

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. For in-class training, late registrations may be accepted. For virtual, instructor-led training, sufficient time to mail training materials is required. 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 Health and Safety Committee/Representative
Works Site and Other Parties	System Review

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. Leadership in Health and Safety is a pre-requisite for auditor training. Course equivalencies will be considered.

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

Health and Safety Auditor / SECOR Refresher Overview (1 Day)

To maintain certification, Health & Safety Auditors and SECOR Assessors are required to refresh their training at least once every 3 years. *SECOR Assessors may have other refresher options – contact AFPA for details.*

Training includes an overview of any changes to the auditing process and/or legislation, a review of maintenance options available to qualified employers and an analysis of auditing issues identified through AFPA's quality assurance process. This is also an opportunity for auditors/assessors 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.

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 members and HS representatives with an understanding of their legislated duties and functions.

Course Outline:

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 duties onsite.

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	

Safeguarding, Hazardous Energy Control, and Fall Protection Virtual Reality (VR)

This training package makes use of a flipped classroom model in which learners obtain knowledge-based and comprehension-based competencies through pre-reading (Safety Talks) and eLearning (available in MyOTF and AFPA DATS) as *pre-requisites, before proceeding to the in-class VR portion of the course. At that time, learners will be presented with immersion-based hazard identification tasks, along with hazard control planning in Safeguarding, Hazardous Energy Control, and Fall Protection. Participants will be using VR headsets for this course.

Based on the learnings identified in the Safeguarding, Hazardous Energy Control, and Fall Protection Safety Talks and e-Learning modules:

Safeguarding VR Objectives:

1. Identify and list any safeguards present in the scene
2. Identify and list any workplace hazards that are not, but should be, addressed by safeguards
3. Identify the potential for injury associated with those hazards that have not been safeguarded
4. List the appropriate safeguards/controls to mitigate the hazards present in the work scenario

Hazardous Energy Control VR Objectives:

1. Identify and list any sources of hazardous energy present in the scene
2. Identify and list the controls for the sources of hazardous energy present in the scene
3. Identify the potential for injury associated with those sources if they are not controlled
4. List the appropriate controls to mitigate the hazards present in the work scenario where a conveyor chain requires repair/replacement

Fall Protection VR Objectives:

1. Identify and list fall protection options available to access/repair roof in scenario
2. Identify and list any available anchor points
3. Identify and list any additional workplace hazards that should be accounted for
4. List the potential consequences for not addressing those hazards
5. Develop a list of the appropriate controls to mitigate the hazards present in the work scenario

Capstone VR Objectives

1. Identify and list all safeguards and hazardous energy control methods in this scenario.
2. Identify and list any additional workplace hazards that should be accounted for
3. List the potential consequences for not addressing those hazards
4. Develop a list of the appropriate controls to mitigate the hazards present in the work scenario

**Pre-requisites for this training include Safeguarding, Hazardous Energy Control, and Fall Protection e-Learning courses available through [MyOTF](#) and AFPA DATS. Proof of training completion is required for registration.*

Workers' Compensation Board – Alberta Seminars

The Workers' Compensation Board – Alberta seminars are designed to assist employers in managing their account, reporting an injury, or reducing their claim costs and premiums. AFPA recommends participating in all four seminars but registration in any one, or all four, is encouraged!

1. **Employer Information** seminar - This general information workshop is designed for people who are new to working within the workers' compensation system and have a position in Human Resources, Payroll or Finance within their organization.

What you will learn:

- Definition of a worker under the Workers' Compensation Act.
- Subcontractor liabilities.
- How to calculate your insurable earnings.
- How to manage your workers' compensation account.

2. **Return to Work** (modified work) seminar - When an injury happens, it's your responsibility to offer your employees modified work. Return-to-work planning helps you make sure a solid plan is in place to get your injured workers back to work safely. This program is designed for people in management, as well as people involved in health and safety coordination and claims/disability management within your organization.

What you will learn:

- WCB legislation and your responsibilities as an employer.
- Best practices for when injuries happen.
- How to identify modified work.
- Tools and resources to assist with developing your return-to-work program.
- Information about COVID-19 claims.

3. **Psychological Injuries in the Workplace** seminar - You are familiar with how best to care for your workers following a physical injury, but you may have questions on how to support a safe and timely return-to work for a worker who is coping with a psychological injury. This seminar will cover WCB policy and legislation related to psychological injuries, the claims decision making process, psychological injury treatment, and how to successfully support your workers through recovery. This seminar was created for small- to mid-size employers, or employers who are new to WCB although we welcome all employers to attend. Our aim is to increase understanding of mental health injuries in the workplace.

What you will learn:

- Common psychological diagnoses.
- Key legislation and policies.
- How to support a safe and timely return-to-work.
- Tools and best practices.
- The assistance WCB can provide.
- Where to find additional support.

4. **Appeals System** seminar - this seminar gives you a closer look at WCB review and appeal system. It's designed for people in management, and people who are involved in health & safety coordination and claims/disability management within your organization.

What you will learn:

- Key legislation and policies.
- The review and appeals process and the levels of appeal.
- How to prepare for and participate in the appeal process.

Additional training session (not listed) may be offered throughout the year – notifications will be sent. Organizations preferring personalized in-house training sessions should contact AFPA for details.

Canada-Alberta Job Grant

The [Canada Alberta Job Grant](#) is a training program where an employer applies on behalf of their present or future employees for eligible training costs. Employers decide who gets training and what type of training may be needed for their employees.

Eligible employers are required to contribute a minimum of one-third of the total training costs for existing employees. Government contributes two-thirds of the cost to a maximum of \$10,000 per trainee per fiscal year. If hiring and training an unemployed Albertan, up to 100% of training costs could be covered, up to \$15,000 per trainee.

Individual employers will have a cap of \$300,000 for the amount of grant funding they can receive per fiscal year. This ensures that funding is available for as many Alberta employers as possible.

E-Learning

Looking for eLearning solutions for WHMIS (GHS), TDG, Work Site Inspections any many more? AFPA members have access to AFPA's DATS LMS for their eLearning needs. Members are producers of forest products only.

All member contractors can **access the same eLearning training** through [MyOTF](#). It's a simple, low-cost solution for your safety training needs. **Create an account for free** using the AFPA Voucher Code: **KU6D2E**. Voucher codes give you free access to preview and complete two courses, you just won't get a certificate of completion to print. It's a great way to go for a test drive. Prices are considerably lower than other leading platforms and include live help.

My OTF can be accessed as follows: <https://www.myotf.com/>