



# 2024 AFPA TRAINING SCHEDULE

## HEALTH AND SAFETY TRAINING COURSES

HEALTH AND SAFETY TRAINING COURSES	TRAINING DATES	TRAINING DATES	TRAINING DATES
LEADERSHIP IN HEALTH AND SAFETY	March 25-27 (Virtual)	June 24-26 (In-Class)	October 2-4 (Virtual)
AUDITOR TRAINING	April 22-23 (In Class)	November 6-7 (In-Class)	N/A
HAZARD ASSESSMENT & CONTROL	May 6 (Virtual)	October 21 (Virtual)	N/A
INCIDENT INVESTIGATION	May 7 (Virtual)	October 22 (Virtual)	N/A
JOINT HEALTH AND SAFETY COMMITTEES & REPRESENTATIVES	May 8 (Virtual)	October 23 (Virtual)	N/A
SUPERVISOR TRAINING - 2024 PILOT	June 20 (Virtual)	October 24 (Virtual)	N/A
AUDITOR/SECOR REFRESHER	April 24 (Virtual)	November 8 (Virtual)	N/A

\* FOR WILDLIFE AWARENESS TRAINING - PLEASE BOOK WITH BEAR SAFETY & MORE DIRECTLY (Contact Kim Titchener as follows: [KIM@BEARSAFETY.CA](mailto:KIM@BEARSAFETY.CA))

\* FOR WCB INFORMATION SEMINARS - PLEASE BOOK WITH WCB DIRECTLY (Book through WCB as follows: [WCB SEMINARS AND WORKSHOPS](#))

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6							1							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														31																				30							

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5					1	2	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

Please use the AFPA Course Registration Form to enroll. Courses might be canceled for low enrollment, but alternatives will be offered when possible. Registration closes 14 days before the course begins. Late sign-ups might be accepted for in-person training, while virtual sessions need time for mailing course materials. Cancellations after the deadline but 7 days before the class starts will receive a 50% refund. No refunds for no-shows or late cancellations.

## COURSE OVERVIEWS

	TRAINING DATES	TRAINING DATES	TRAINING DATES
LEADERSHIP IN HEALTH AND SAFETY (LHS) - 3 DAY	March 25-27 (Virtual)	June 24-26 (In-Class)	October 2-4 (Virtual)
LHS training provides oversight in developing effective Occupational Health & Safety Management Systems (OHSMS). It covers the key elements of a comprehensive program, as follows:			
Leadership Commitment	Works Site and Other Parties	Joint Health and Safety Committee/Representative	
Hazard Assessment	Regular Inspections and Monitoring		
Hazard Control	Emergency Response and First Aid Services	System Review	
Qualifications, Orientation and Training	Incident Investigation		
Training is designed to assist participants in developing and maintaining an OHSMS for their workplace. Participants learn effective techniques to fulfill 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 involvement and future reference. An action plan accompanies each element to guide implementation in their workplace. By completing each element, participants develop a comprehensive action plan to take back, research, confirm, and implement in their workplace. **LHS is a pre-requisite for Auditor training.			

	TRAINING DATES	TRAINING DATES	TRAINING DATES
AUDITOR TRAINING	April 22-23 (In Class)	November 6-7 (In-Class)	N/A
Health and Safety Auditor Training is a two-day course designed to assist prospective health and safety auditors in developing the necessary skills to successfully complete a qualification audit and achieve AFPA Health and Safety Auditor certification. It is also designed for small employers intending to assess their own companies for SECOR certification. Auditor training covers:			
Auditing fundamentals	Documentation review, interviews and observation tour completion		
A breakdown of the audit process	Audit report write-up 'how to'		
* Leadership in Health and Safety is a pre-requisite for auditor training. Course equivalencies may be considered.			
After successful course completion, auditor/assessor candidates must submit a qualification audit or SECOR assessment, that meets the established AFPA quality standard, within six (6) months.			

	TRAINING DATES	TRAINING DATES	TRAINING DATES
<b>HAZARD ASSESSMENT &amp; CONTROL</b>	May 6 (Virtual)	October 21 (Virtual)	N/A
This one-day workshop focuses on Hazard Assessment and Control. Participants gain hands-on experience in the formal hazard assessment process and control methods. They'll grasp essential skills for effective hazard assessment and application to their operations. The course covers:			
Understanding Task, Hazard, and Outcome Clarity			
Applying Risk Based Thinking using an X/Y risk matrix			
Effective Hazard Control through hierarchy and immediate vs. long-term measures			
* Hazard Assessment training is a requirement for all AFPA COR/SECOR holders and should be completed prior to Auditor Training when possible.			

	TRAINING DATES	TRAINING DATES	TRAINING DATES
<b>INCIDENT INVESTIGATION</b>	May 7 (Virtual)	October 22 (Virtual)	N/A

The Incident Investigation training equips participants with effective techniques for investigating incidents. Covering the entire process, from evidence gathering to recommending corrective actions, the course emphasizes:

Steps in an investigation, including evidence collection and cause analysis
Encouraging incident reporting and ensuring remedial actions
Writing investigation reports and follow-through for effective outcomes

Participants will learn successful investigation methods applicable to their own work scenarios. The course, available as either a 1-Day or 2-Day session, offers customizable training. The 1-Day session focuses on fundamentals with a case study, while the 2-Day session delves deeper into case studies through practical exercises for a comprehensive understanding. Both sessions are led by top-notch instructors known for their expertise in occupational health and safety, ensuring quality training.

	TRAINING DATES	TRAINING DATES	TRAINING DATES
<b>JOINT HEALTH AND SAFETY COMMITTEES &amp; REPRESENTATIVES</b>	May 8 (Virtual)	October 23 (Virtual)	N/A

AFPA's Joint Health and Safety Committee (HSC) and Health and Safety Representative (HSR) training provides participants with an understanding of their legislated duties and functions. The course covers:

Alberta's health and safety legislation	HSC composition, training requirements, etc.	Incident investigation
Internal responsibility system (IRS)	Hazard ID, assessment and control	Supporting OHS in the workplace
Determining requirements for your workplace	Work site inspections	Effective HSC characteristics and evaluation

Participants are introduced to their responsibilities and learn effective techniques for performing their duties onsite.

	TRAINING DATES	TRAINING DATES	TRAINING DATES
<b>SUPERVISOR TRAINING - 2024 PILOT</b>	June 20 (Virtual)	October 24 (Virtual)	N/A

The Supervisor Training, condensed into a comprehensive 1-day session, immerses participants in leadership essentials, communication skills, conflict resolution, team management, performance evaluation, and legal and ethical responsibilities. Through interactive lectures, discussions, case studies, and practical exercises, supervisors will gain vital skills to lead effectively, communicate clearly, resolve conflicts, manage teams efficiently, conduct fair evaluations, and navigate legal and ethical considerations in their roles. This course is currently under development – final content may need to be adjusted.

	TRAINING DATES	TRAINING DATES	TRAINING DATES
<b>AUDITOR/SECOR REFRESHER</b>	April 24 (Virtual)	November 8 (Virtual)	N/A

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.

# FUNDING OPPORTUNITIES

## CANADA-ALBERTA JOB GRANT

Eligible employers can get government funding to help employees and unemployed Albertans access training opportunities.

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.

Funding is provided by the Government of Canada through the Workforce Development Agreement. For more information, download the grant application guide as follows:

- [Canada-Alberta Job Grant Applicant Guide](#)