

## **Small Employer Health and Safety Management Course**

This one-day course is designed to provide small employers the knowledge to develop and maintain a simple, cost effective Health and Safety Management System (Manual). A small employer is defined as a business with no more than 10 employees.

### **Course Objectives:**

- To provide knowledge and guidance to develop a basic cost effective Health and Safety Management System
- To provide information to the small employer on the benefits of having an effective health & safety program
- To provide guidance to the owner, supervisor and workers in their assignment of responsibility and accountability for safety
- To provide instruction on “how to” complete the Evaluation Tool
- To clarify basic health and safety terminology

### **Course Content:**

- Explain the purpose and benefits of a health & safety program
- Explain Due Diligence
- Review the applicable legislation - Occupational Health & Safety Act, Regulation and Code
- The Hazard Assessment process
- How to complete the Small Employer Health & Safety Management evaluation tool and what additional documentation is required
- The requirements for obtaining and maintaining the Small Employer Certificate of Recognition (SECOR)
- How to revise, update, and maintain the health and safety manual
- What NSA resources are available

