

Supervisor Safety Familiarization Course

Company Name: Northern Safety Association

COURSE DESCRIPTION

This course is essential for all supervisors working in the NWT and Nunavut. It not only meets the WSCC requirements for proper safety training of all supervisors in the north, but also prepares your supervisors to understand how a safety management system works and makes them an effective instrument to help your company implement a strong safety culture. The two components of this two-day course are recognized across Canada as standard material to help companies build effective Health and Safety Programs and to provide Supervisors and Managers with the abilities and knowledge to meet the heavy safety demands of the 21st century. The highlight of this course is the interactive discussion with a trained and certified safety professional and trainer who focuses on helping participants to learn how to effect change of behavior and building of a strong safety culture.

LEARNING OUTCOME (COURSE OBJECTIVES)

- Understand what goes into developing a Health and Safety Management System (Program)
- A thorough understanding of how to use the OH&S Act, Regulations and Codes of Practice
- A review of many critical OH&S legislative elements that all Supervisors should be aware of
- Supervisors will learn how to effectively conduct Inspections of the work site and Investigations of both Loss and No-los Incidents
- Understand the building blocks of Training and how to effectively train workers to be safe

On completion of this course, participants will

1. Be able to...

- Meet the Requirements of the NWT and Nunavut Legislation to have their supervisors trained on applicable OH&S legislation
- Find applicable legislation for all work performed on work sites
- Conduct effective and documented hazard assessments
- Conduct a thorough Work Site Inspection at appropriate intervals
- Conduct effective Investigations for all Loss Incidents and, more importantly, No Loss Incidents as a means of preventing future incidents and property loss
- Create a H&S program and manual that meets legislative requirements as a means to protect their employees and the company from legal liability
- Supervisors and managers will learn how to lead safety by example at all times while on work sites

2. Gain an understanding of...

- The OH&S Act, Regulations and appropriate Codes of Practice
- Communication requirements between employer and WSCC as well as the Chief Safety Officer
- Supervisor/manager responsibilities and accountabilities

- How a Joint OH&S Committee functions and how an Internal Responsibility System works, as well as how to get employee ownership of the H&S program
- Employer, Supervisor and Worker responsibilities for safety as per the legislation
- Hazard Assessment process and how to take corrective action to prevent injury to employees
- Contractor safety management processes to follow and how to limit liability
- Reporting process to WSCC Prevention division and to Claims division
- Return to work process to reduce lost time claims

3. Know how to develop...

A H&S manual including Policies, Safe Job Procedures, Safe Work Practices, Hazard Assessment Process, Rules, Preventative Maintenance, Training and Communication processes, Inspections, Investigations, Emergency Response Plan, Records and Statistics, Legislation and Substance Abuse sections of the manual.

4. Have the tools to...

- Reduce risk of injury to employees
- Reduce WSCC claims costs
- Lead organization to a higher level of safety and build a positive safety culture
- Reduce legislative liability to personnel and the company
- Promote a higher level of safety on all work sites and with sub contractors

COURSE CONTENT

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> NWT Legislation <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Safety Act <input checked="" type="checkbox"/> Occupational Health and Safety Regulations <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Codes of Practice <input checked="" type="checkbox"/> Joint OHS Committees <input checked="" type="checkbox"/> Occupational Health and Safety Program <input checked="" type="checkbox"/> Internal Responsibility System (IRS) <input checked="" type="checkbox"/> Worker Rights <input checked="" type="checkbox"/> Offences & Punishments <input checked="" type="checkbox"/> Employer Responsibilities <input checked="" type="checkbox"/> Supervisor Responsibilities <input checked="" type="checkbox"/> Worker Responsibilities <input checked="" type="checkbox"/> Hazard and Risk Management <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hazard Assessment <input checked="" type="checkbox"/> Hazard Identification Methods <input checked="" type="checkbox"/> Hazard Prevention <input checked="" type="checkbox"/> Monitoring and Reporting | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contractor Safety Management <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contractors and Subcontractors <input checked="" type="checkbox"/> Project Safety Planning <input checked="" type="checkbox"/> Reporting <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Notices to the Chief Safety Officer <input checked="" type="checkbox"/> Incident Reporting <input checked="" type="checkbox"/> Record Keeping <input checked="" type="checkbox"/> Documentation <input checked="" type="checkbox"/> Worksite Accident/Incident Investigation <input checked="" type="checkbox"/> Work site Inspections <input checked="" type="checkbox"/> Safety Leadership <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure workers understand their role in safety <input checked="" type="checkbox"/> Lead by example <input checked="" type="checkbox"/> Direct and manage workers |
|---|--|

COURSE MATERIALS

- Workbook
- Presentations (PPT)
- Handouts
- Learning Assessment Tool
- Participant Evaluation Sheet
- Loan copy of the NWT and Nunavut OH&S Act, Regulations and Pertinent Codes of Practice

DELIVERY METHOD

- Facilitated group learning, lecture, Q and A, Discussions (60 %)
- Group exercises and skills practice in teams (25 %)
- Videos (10 %)
- Individual Learning Experiences (2 Tests) (5 %)