



eSystems

ONLINE HEALTH AND SAFETY TRAINING

THE TRAINING YOU NEED.... WHEN YOU NEED IT!

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BACKGROUND

Who We Are

F.A.S.T. Rescue Inc. was founded in 1998 by Dean Turner, a veteran with the Canadian Armed Forces. Upon retiring from the military, Dean's mission was to **make safety a way of life** for everyone he worked with. He infused F.A.S.T. Rescue with this same belief and commitment. **Making safety a way of life** is at the core of everything we do.

We are an innovative, flexible company focused on providing organizations with hands-on life- saving and injury prevention programs, products and consulting. F.A.S.T. Rescue stemmed from the idea of offering individuals and companies an affordable, personalized, quality first aid products and services so that safety is available to everyone.

Our growth has been and will always be based on the needs and requirements of our clients. We endeavor to maintain close and honest relationships with all of our clients, big or small. As a result, we are proud to say that the vast majority of our clients continue to work with us year after year.



eSystems

Are all of your employees properly trained in your company's policies, procedures and guidelines to ensure your complete legal compliance?

eSystems makes it easy! Ensuring all employees are informed and trained in your company's policies, procedures and guidelines is key to leading a successful business. Effectively training will reduce the risk of workplace injury, increase business productivity, develop positive relationships, and increase job performance.

eSystems provides customized online training profiled specifically for each individual's job roles and responsibilities. Want to use your own current training programs? Not a problem! The system will house your entire training program and deliver them in easy to use and understand modules. All e-learning is tracked for easy reporting and proof of completion.

eSystems can be used for all of your workplace programs, Safety, Environmental, Human Resources and more. All training is managed from a web-based application, regardless of business industry or training delivery method.

Training has never been so easy and affordable!



ONLINE HEALTH AND SAFETY TRAINING

eSystems Benefits

Cost: Online training is more cost effective than classroom training and allows students to learn from anywhere without any additional travel expenses or fees for hiring a trainer.

Convenience and Availability: Online training does not need taken in one single sitting. When a learner does not complete a course, the course is book-marked in the spot they left off until they return. Online courses are available 24 hours a day 7 days a week to better accommodate the learner's busy schedule. Training can take place on the road, in the café, at home or other places with internet access.

Increased Retention: By using engaging activities and tests, students are able to retain the information easier and have a stronger grasp on the content in the course.

Technology: Online training can be viewed from any internet connection. High speed internet is not required.

Consistency: All students receive the same information and so the content and delivery of the program will always remain consistent.

Pace and Reading Comprehension: Online training allows learners to have more control by allowing them to learn at their own pace and in their own time frame. With reading comprehension set at a grade six level, learners can also easily understand the language used within the program.

Time: Students advance through online training programs 50% faster than they do through a traditional classroom course.

Did you know????

E-learning results in better attitudes to the learning format, increased scores on tests or other evaluations, higher number of learner's who pass exams and an increased ability by the learner to apply the knowledge to their job.

Students advance through an e-learning program 50% faster than they do through a traditional course.

Approx. 80% of the professional workforce already uses computers on the job making e-learning easier than ever before.

Online Learning enhances retention rate by 25 – 60%. Higher retention of the material puts a higher value on every dollar spent on training.

Since students can go at their own pace and better understand the materials leads to a 60% faster learning curve compared to instructor-led training.

Distance learning courses consumes an average of 90% less energy and produces 85% fewer CO2 emissions per student than conventional face-to-face courses.

ONLINE HEALTH AND SAFETY TRAINING

System Compatibility

eSystems is available from any regular speed internet connection. Sign into the site to complete online training from your PC, laptop, tablet or phone.

The following browsers are recommended for your best viewing experience: Internet Explorer 8 or higher, Firefox, Google Chrome and Opera.

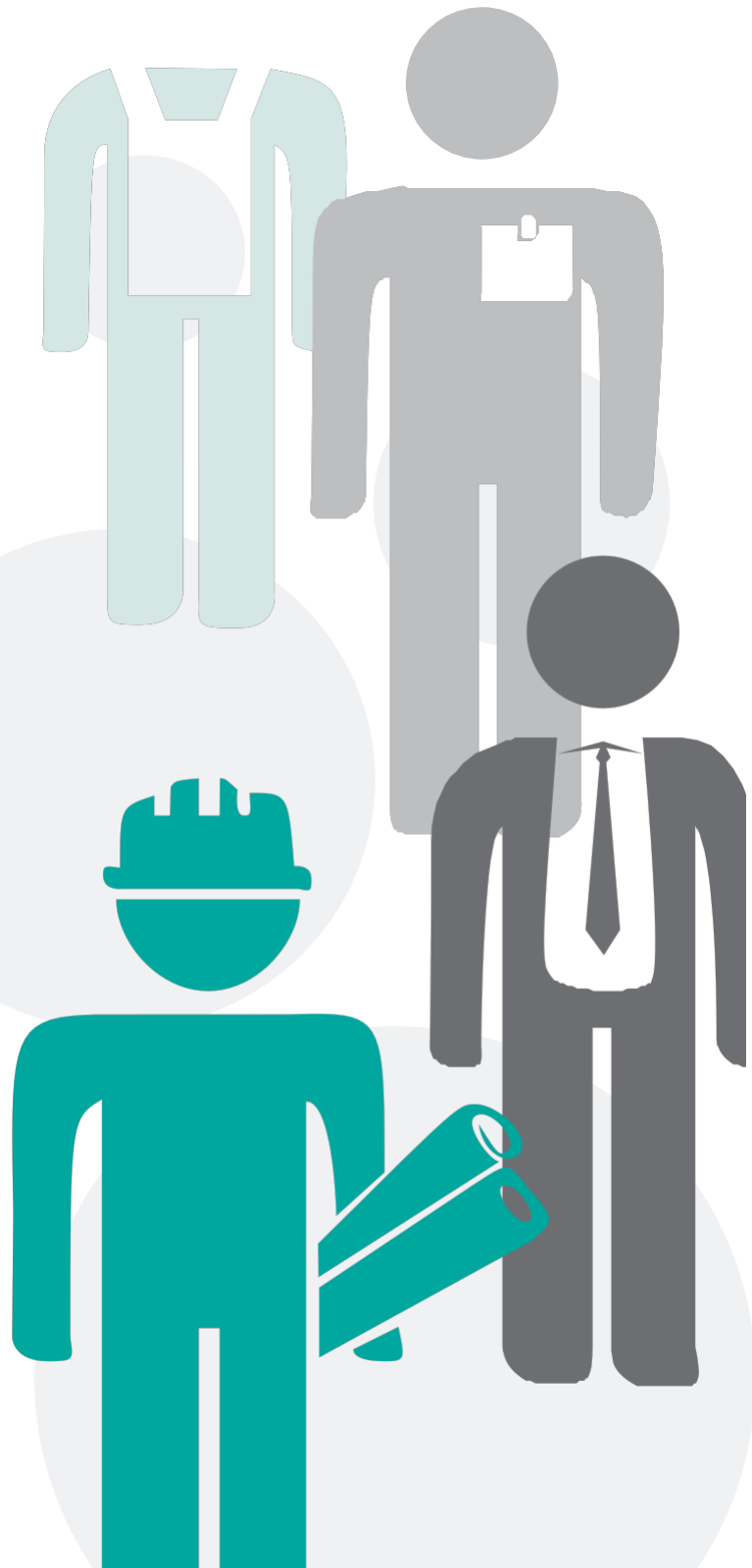
What our Learners are Saying

- Low cost
- Easy to access, can do the training from work or from home
- Can work at your own pace
- Great cost savings as employees do not have to go away for all-day in-class training

Ease of Use

eSystems is written at a grade six comprehension level to ensure all learners can understand the content, regardless of reading skill. Voiceover of the modules is provided for those that prefer to listen.

Through the use of interactive and engaging activities, videos, games and quizzes, learners retain the information through reinforcement and encouragement.





ONLINE HEALTH AND SAFETY TRAINING

Features

Training:

Choose from a bank of over 100 different health and safety modules customized by province. Training is voiced over to assist with accessibility requirements and is profiled to the specific roles and responsibilities of each individual employee.

My Progress:

Employees can easily track progress, number of attempts, time spent in the course and scores on individual activities through the “My Progress” tool.

Training Reports:

Administrators can create custom training reports for each level in your organization. Reports are permission based, so administrators can only pull reports based on their level of access to the site.

Login Tracking:

Easily track who has logged into the system at any point in time.

Activities and Games:

Designed for adult learning, activities are used to stimulate interest, encourage interaction and reinforce the course material.

Tests and Quizzes:

Located at the end of every training module, tests and quizzes ensure learners have understood the information and test the skills/knowledge gained.

Toll-Free Phone Support:

Users can call and speak to a F.A.S.T. Rescue Support Professional for technical help and system questions.

Security:

Passwords stored using SHA-1 cryptographic hash tag function to protect personal information.



HEALTH & SAFETY COURSE LIST

Add courses to your wish list by checking them off!

** Denotes recommended due-diligence training*

Accident Investigation *	
Accident Investigation for Construction *	
Aerial Lift Training	
Asbestos Awareness	
Asbestos Controls	
Automotive Fluids	
Back Care for Healthcare	
Back Care for Retail	
Bloodborne Pathogens	
Chain Saw Safety	
Compressed Gas Handling	
Confined Space Awareness	
Crane Operator Training	
Crossing Guard Basic Safety	
Decanting	
Electrical Safety CSA Z462-08	
Ergonomics	
Fall Protection Awareness	
Fall Protection Awareness for Construction	
Fire Safety *	
Fuel Fired Heaters	
Fuel Handling	
Fuel Handling for Construction	
Fuel Handling for Marinas	
Health and Safety Auditing	



HEALTH & SAFETY COURSE LIST

Add courses to your wish list by checking them off!

** Denotes recommended due-diligence training*

Hot Work Permits	
Housekeeping	
Infection Control, Respiratory Protection, Fit Testing	
Isocyanate Awareness	
Job Hazard Analysis	
Kitchen Safety	
Kitchen Safety for Clubs	
Knife Safety	
Ladder and Step Stool Safety - Retail	
Ladder and Stilt Safety	
Ladder Safety	
Lawn Equipment Safety	
Lead in the Workplace	
Lift Truck Operators Training Program	
Lift Truck Pedestrian Safety	
Lifting Devices	
Lockout Tag Out	
Machine Guarding	
Manual Pallet Pump Truck	
Minor Spill Response	
Mold	
Musculoskeletal Disorders (MSD) for Managers	
Musculoskeletal Disorders (MSD) for Workers	
Office Safety	
Personal Protective Equipment	



HEALTH & SAFETY COURSE LIST

Add courses to your wish list by checking them off!

** Denotes recommended due-diligence training*

Personal Protective Equipment for Healthcare	
Power and Hand Tool Safety Awareness	
Propane Handling for Healthcare	
Propane Handling for Industrial	
Propane Handling for Retail	
Proper Gripping and Handling	
R.A.C. and the Hazard Assessment Form	
Racking and Storage	
Radiation Awareness	
Recognition, Assessment and Control	
Return to Work for Managers	
Return to Work for Workers	
Roles and Responsibilities of Safety Committees	
Run Flats and Zipper Ruptures	
Running a Safety Committee	
Safe Driving	
Safe Operation of Automotive Lifts	
Safety Basics *	
Safety Basics for Healthcare *	
Scaffolding Awareness	
Slips, Trips and Falls Prevention for Managers	
Slips, Trips and Falls Prevention for Workers	
Spill Reponse	
Supervisor Awareness *	
The Law	



HEALTH & SAFETY COURSE LIST

Add courses to your wish list by checking them off!

** Denotes recommended due-diligence training*

The Law for Construction	
Traffic Control Awareness	
Transportation of Dangerous Goods	
Trenching and Shoring Awareness	
Truck Training	
Using the Hazard Assessment Form	
WHMIS *	
WHMIS for Consumer Products	
WHMIS for Pesticide Awareness	
WHMIS 2015 *	
WHMIS 2015 for Employers	
WHMIS 2015 for Healthcare	
WHMIS 2015 for Industrial	
WHMIS 2015 for Retail	
Work Refusal *	
Worker Awareness Training *	
Workplace Inspections	
Workplace Violence, Harassment and Bullying *	



HUMAN RESOURCES COURSE LIST

Add courses to your wish list by checking them off!

** Denotes recommended due-diligence training*

Accessibility for Ontarians with Disabilities Act (AODA) *	<input type="checkbox"/>
Change Management	<input type="checkbox"/>
Coaching	<input type="checkbox"/>
Communication	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>
Effective Goal Setting	<input type="checkbox"/>
Hiring the EASIE Way	<input type="checkbox"/>
Integrated Accessibility Standards Regulation (IASR)	<input type="checkbox"/>
Leadership	<input type="checkbox"/>
Personal Development	<input type="checkbox"/>
Problem Solving	<input type="checkbox"/>
The Art of Delegation	<input type="checkbox"/>
Time Management	<input type="checkbox"/>

ENVIRONMENTAL COURSE LIST

Add courses to your wish list by checking them off!

** Denotes recommended due-diligence training*

Battery Storage and Disposal	<input type="checkbox"/>
Energy Efficiency in the Workplace	<input type="checkbox"/>
Hazardous and Common Household Waste Disposal	<input type="checkbox"/>



HEALTH & SAFETY COURSE DESCRIPTIONS

ACCIDENT INVESTIGATION

Course Content: Provincially Specific

Time to Complete: Approx. 120 minutes

The investigation of accidents and incidents is a critical component in hazard identification and control and plays a large role in the implementation of a successful health and safety program. This course will help learners determine direct causal factors of an accident or incident, identify contributing factors, prevent recurrence, promote safety awareness and establish due diligence. This program is specifically designed to help learners understand and interpret the accident investigation program by covering relevant provincial occupational health and safety legislation, workplace responsibilities and the accident/incident investigation process. Hazardous. 3 Main topics covered in this module are Legislation, Hazards, and Safe Use and Storage Tips.

ACCIDENT INVESTIGATION - CONSTRUCTION

Course Content: Ontario Only

Time to Complete: Approx. 120 minutes

The investigation of accidents and incidents is a critical component in hazard identification and control and plays a large role in the implementation of a successful health and safety program. This course will help learners determine direct causal factors of an accident or incident, identify contributing factors, prevent re-occurrence, promote safety awareness and establish due diligence. This program is specifically designed to help learners understand and interpret the accident investigation program by covering relevant occupational health and safety legislation in Ontario, workplace responsibilities and the accident/incident investigation process.

AERIAL LIFT TRAINING

Course Content: National

Time to Complete: Approx. 18-20 minutes

Aerial lifting devices are typically used throughout construction, industry, and warehousing. However, the versatility and safety factors incorporated into these devices allow them to be utilized in almost any environment. This training course focuses on the theory of safe operation of self-propelled elevated work platforms and self-propelled boom supported elevated work platforms.

Note: Practical assessment by a competent person is required.

ASBESTOS AWARENESS

Course Content: National

Time to Complete: Approx. 18-20 minutes

Asbestos is a common, yet serious health hazard found in many workplaces. This module is designed to provide an overview of asbestos and its associated hazards and provide learners with the tools required to identify hazards related to asbestos-containing materials in the workplace. The Asbestos Awareness program will teach learners about the applicable legislation and regulations that apply to Asbestos, the common types and dangers, where it can be found, related health effects, how to avoid potential exposure.



HEALTH & SAFETY COURSE DESCRIPTIONS

ASBESTOS CONTROLS

Course Content: National

Time to Complete: Approx. 15 minutes

Carrying on from Asbestos Awareness, Asbestos Controls is aimed towards teaching Safety Committees and Management the three main methods for controlling Asbestos and protecting workers from exposure. Learners will receive practical information on safe practices, emergency response and the duties and responsibilities of both management and the safety committee in regards to preventing and responding to reports of asbestos exposure.

AUTOMOTIVE FLUIDS

Course Content: Provincially Specific

Time to Complete: Approx. 25-30 minutes

Numerous automotive repair facilities routinely use a variety of automotive fluids that may be considered hazardous. Included are: motor oil, solvents, brake fluids, parts washer solutions, paints, antifreeze, and batteries. Three main topics covered in this module are Legislation, Hazards, and Safe Use and Storage Tips. By completing this module, learners will understand the different types of auto fluids, the hazards associated with each, what to do with spills or leaks and safe handling and disposal practices.

BACK CARE - HEALTH CARE

Course Content: National

Time to Complete: Approx. 30-45 minutes

Back injuries account for approximately one in every five workplace injuries/illnesses. Proper education and awareness can help prevent these injuries. Employees in the Health Care industry face many health hazards, as their jobs require heavy lifting, awkward positions and many other hazards. This module will help prevent these injuries. In fine detail, this module will discuss the anatomy of the back and spine, contributing factors to back injury, lifting risks and techniques, body management and simple exercises to increase strength and decrease the risks of injury.

BACK CARE - RETAIL

Course Content: National

Time to Complete: Approx. 30-45 minutes

Back injuries account for approximately one in every five workplace injuries/illnesses. Proper education and awareness can help prevent these injuries. Employees in the Retail industry face many health hazards, as their jobs require heavy lifting, awkward positions, repetition, long periods of standing and many more. This module will help learners to prevent these injuries. In fine detail, this module will discuss the anatomy of the back and spine, contributing factors to back injury, lifting risks and techniques, body management and simple exercises to increase strength and decrease the risks of injury.



HEALTH & SAFETY COURSE DESCRIPTIONS

BLOODBORNE PATHOGENS

Course Content: National

Time to Complete: Approx. 30-45 minutes

Blood borne pathogens are microorganisms found in human blood, which can infect and cause disease to those exposed. This module provides in depth information on Blood borne pathogen exposure control principles, practices, and requirements. This training is designed for all employees who work with human blood, blood products or human tissues, fluids, or cells that are considered "other potentially infectious materials" or have the potential to come into contact with any of the above.

Learners will be taught how Blood borne pathogens are spread and how to help prevent exposure incidents by following work practice controls. Topics include engineering controls, personal protective equipment, personal hygiene, cleaning/disinfecting equipment and supplies, and recognizing, reporting and following up on exposures to infectious materials.

CHAINSAW SAFETY

Course Content: National

Time to Complete: Approx. 45-50 minutes

At home or at work, if not used correctly, a chain saw can be a dangerous tool. This module will go over the mandatory safety requirements for anyone using a chain saw. For the purpose of this program the Canadian Standards Association's Standard Z62.1-03 Chain Saws and Z62.3-04 Chain Saw Kickback are used as reference material.

COMPRESSED GAS HANDLING

Course Content: National

Time to Complete: Approx. 30-40 minutes

Working with and around compressed gases have associated hazards if safe work practices are not implemented and taken. Workers who use compressed gas should be informed of the hazards, handling procedures, and emergency response to prevent potential injury or property damage.

By completing this module, learners will be able to know and recognize the different types of compressed gas containers and the different cylinder characteristics. Learners will understand the related standards of activities (transportation, storage and use) involving compressed gases and how to safely handle, store and use.

Other topics include responsibilities and emergency considerations.



HEALTH & SAFETY COURSE DESCRIPTIONS

CONFINED SPACE AWARENESS

Course Content: Provincially Specific

Time to Complete: Approx. 50 minutes

This program offers learners with the theory behind confined space entry. Upon completion, participants will be knowledgeable about confined space requirements under the Occupational Health and Safety Act, and will be able to recognize confined spaces, describe the major hazards, identify controls, and understand how to safely enter a confined space.

CRANE OPERATOR TRAINING

Course Content: National

Time to Complete: Approx. 60 minutes

Cranes and rigging may pose serious safety hazards to operators and people who work around them. Crane accidents have caused severe personal injuries and even death in some instances as well as damage to materials and equipment. The goal of this theory-based program is to help you, as operators eliminate hazards associated with the operation of overhead cranes and rigging.

Upon successful completion of this training operators will be required to pass a test to demonstrate comprehension of the safety rules, policies and procedures for the safe operation and use of overhead cranes.

CROSSING GUARD BASIC SAFETY

Course Content: Ontario Only

Time to Complete: Approx. 60 minutes

As a crossing guard, you have a serious responsibility for the safe passage of students through your assigned area. Students rely on you for your good judgment to get them across the street safely. This course is designed to help learners understand the basics to perform their work safely and avoid potential hazards and dangers. Working safe is not just a right, it's a responsibility! Learners will understand the related legislation, how to identify hazards, types of PPE, controlling and identifying workplace violence and how to return to work after an accident or incident.

DECANTING

Course Content: National

Time to Complete: Approx. 15 minutes

Decanting is the transferring of a chemical or fuel from one container into another container, (usually from large to smaller container). The purpose of this training is to teach employees how to take the steps to eliminate or minimize the risks associated with decanting chemicals and fuels in the workplace or work site.



HEALTH & SAFETY COURSE DESCRIPTIONS

ELECTRICAL SAFETY

Course Content: National

Time to Complete: Approx. 60 minutes

This online course provides a well-rounded approach to electrical safety basics and will increase understanding of the dangers of electricity from a shock protection as well as an arc flash protection point of view. With an increase in reported injuries or deaths associated with the use of electricity, electrical safety is becoming a more prominent health and safety topic in industry. Canada's newest electrical standard, the CSA Z462-08, outlines the requirement for safeguarding workers from electrical hazards.

Upon successful completion of the program, learners will be knowledgeable and demonstrate proficiency in working safely on energized or "hot" equipment, types of boundary limitations, approach boundaries, testing circuits, the appropriate electrical PPE, work area safety and types of electrical systems and more.

ERGONOMICS

Course Content: National

Time to Complete: Approx. 30-40 minutes

Ergonomics is an applied science concerned with designing and arranging things people use so that the people and things interact most efficiently. Ergonomics focuses on how work affects workers, and attempts to prevent hazards, (3 main risks – force, repetition, postures)

In this module you will learn about the history of ergonomics, the scope of ergonomics, goals and objectives, legislation, the many different sciences behind ergonomics, injuries, and controlling the hazard.

FALL PROTECTION AWARENESS PROGRAM

Course Content: National

Time to Complete: Approx. 20 minutes

This course was designed as an introductory program in fall protection principles, and is intended to be used as a guide only. Fall protection is a method to prevent a person from falling or by reducing the distance of a fall, to limit physical damage. In this module you will learn about the anatomy of a fall, the different fall hazards (ladders, scaffolds, buckets, towers, work platforms), how to eliminate, prevent, and control a fall, falls from the ground or an elevated surface, fall protection and provincial height requirements, fall clearance, PFAs (personal fall arrest systems, and more).

Note: Theory and practical assessment by a competent person is required for certification.



HEALTH & SAFETY COURSE DESCRIPTIONS

FALL PROTECTION AWARENESS PROGRAM - CONSTRUCTION

Course Content: Ontario Only

Time to Complete: Approx. 20 minutes

This course was designed as an introductory program in fall protection principles for construction, and is intended to be used as a guide only. Fall protection is a method to prevent a person from falling or by reducing the distance of a fall, to limit physical damage. In this module you will learn about the anatomy of a fall, the different fall hazards (ladders, scaffolds, buckets, towers, work platforms), how to eliminate, prevent, and control a fall, falls from the ground or an elevated surface, fall protection and provincial height requirements, fall clearance, PFAs (personal fall arrest systems, and more).

Note: Theory and practical assessment by a competent person is required for certification.

FIRE SAFETY

Course Content: National

Time to Complete: Approx. 45 minutes

What would you do if you smelled smoke in your office? What would you do if a pan of grease caught fire in your home? If you needed to use an extinguisher, would you really know what to do? Fire Safety covers the basic science of fire, different types of fuels, and how to use a fire extinguisher. Learners will:

- Gain understanding of emergency procedures in the workplace
- Understand the basic science of fire
- Have an understanding of the different fuel types
- Learn how to use a portable fire extinguisher

FUEL FIRED HEATERS

Course Content: National

Time to Complete: Approx. 15-20 minutes

The onset of winter means heating our job sites with temporary heaters. When used correctly, temporary heaters can make your working environment much more comfortable. When used incorrectly, they present a significant risk of fire or explosion. In this module, learners will understand how to safely store, handle and use propane fuel fired heaters.



HEALTH & SAFETY COURSE DESCRIPTIONS

FUEL HANDLING

Course Content: Provincially Specific
Time to Complete: Approx. 40 minutes

The goal of this module is to give learners the information and skills to safely dispense fuel from your organizations' private fuel supply, to prevent fuel related accidents and incidents and to give learners the knowledge to be prepared and use good judgment while handling petroleum products. Learners will be taught:

- How to properly and safely dispense fuel in accordance with the legislation
- Your responsibilities regarding the safe operation of the fuel pump
- The Safety devices and equipment at the facility
- How to identify potentially dangerous situations before an incident occurs
- The need for emergency procedures and what is expected of you during such an incident

FUEL HANDLING - CONSTRUCTION

Course Content: Ontario Only
Time to Complete: Approx. 40 minutes

The goal of this module is to give learners the information and skills to safely dispense fuel from your organizations' private fuel supply, to prevent fuel related accidents and incidents and to give learners the knowledge to be prepared and use good judgment while handling petroleum products. Learners will be taught:

- How to properly and safely dispense fuel in accordance with the legislation
- Your responsibilities regarding the safe operation of the fuel pump
- The Safety devices and equipment at the facility
- How to identify potentially dangerous situations before an incident occurs
- The need for emergency procedures and what is expected of you during such an incident

FUEL HANDLING - MARINA

Course Content: Ontario Only
Time to Complete: Approx. 40 minutes

The goal of this module is to give learners the information and skills to safely dispense fuel from your organizations' private fuel supply, to prevent fuel related accidents and incidents and to give learners the knowledge to be prepared and use good judgment while handling petroleum products. Learners will be taught:

- How to properly and safely dispense fuel in accordance with the legislation
- Your responsibilities regarding the safe operation of the fuel pump
- The Safety devices and equipment at the facility
- How to identify potentially dangerous situations before an incident occurs
- The need for emergency procedures and what is expected of you during such an incident



HEALTH & SAFETY COURSE DESCRIPTIONS

HEALTH & SAFETY AUDITING

Course Content: National

Time to Complete: Approx. 30-40 minutes

Designed for senior management, this module will provide participants with an introduction to the basic process of conducting an audit of your Health and Safety Management Systems. By the end of the training, participants will understand the importance of conducting an audit, how to conduct an audit and how to deal with non-conformities.

HOT WORK PERMITS

Course Content: National

Time to Complete: Approx. 20-25 minutes

It is essential that individuals who undertake Hot Work are properly trained to safely do so. It is also essential that Supervisors, Managers and others that oversee Hot Work are properly trained and understand the processes they are supervising. This module will teach participants to work safely during hot work practices, understand how to obtain a permit, recognize different hot work processes, and contribute to the fire risk assessment process and more.

HOUSEKEEPING

Course Content: National

Time to Complete: Approx. 20-25 minutes

There is a direct correlation between a clean, neat, and orderly workplace and a safe, successful organization. Poor housekeeping, on the other hand, creates hazards and invites accidents. Use this online safety training course to learn good housekeeping techniques for a safe workplace. Why does housekeeping matter?

- Eliminates accident and fire hazards;
- Maintains safe, healthy work conditions;
- Saves time, money, materials, space, and effort;
- Improves productivity and quality;
- Boosts morale; and
- Reflects an image of a well-run, successful organization.

INFECTION CONTROL, RESPIRATORY PROTECTION AND FIT TESTING

Course Content: Ontario Only

Time to Complete: Approx. 60 minutes

This course is designed for learners in a variety of facilities and settings such as acute care, community, Public Health, Long Term Care Homes, Retirement Homes, Housekeepers, First Responders and Support Services, Food Handling or Retail. This online course is designed to be a comprehensive introduction to the principles and practice of infection prevention and control. Topics covered include sharp contact risks and preventative measures, hand washing to prevent illness, cleaning up hazardous biological spills (such as urine, blood or vomit), respiratory protection, air purifiers, use and care of respirators, roles and responsibilities and safe food handling.



HEALTH & SAFETY COURSE DESCRIPTIONS

ISOCYANATE AWARENESS

Course Content: Provincially Specific

Time to Complete: Approx. 60 minutes

This course discusses some basic hazards of working with isocyanate and the steps required to ensure a proper isocyanate control program is in place. Isocyanates consist of compounds that contain the isocyanate group of chemicals, and are also the raw materials that are used to create polyurethane products. They can cause extreme irritation to a person but at the same time some people become sensitized to them, which means that even brief exposure can cause serious side-effects later in life. This training module will cover information on the routes of entry, health effects, applicable legislation, roles and responsibilities, assessment, controls for the prevention of accidents and proper PPE.

JOB HAZARD ANALYSIS

Course Content: National

Time to Complete: Approx. 25-30 minutes

Job hazard analysis (JHA) is a workplace assessment method used to identify and control unacceptable risks relating to the performance of job tasks. As a result of the introduction of Part 19 of the Canada Occupational Health and Safety Regulations, performance of JHA has become commonplace in organizations regulated under the Canada Labour Code, Part II. This module will instruct managers, supervisors and employers on the benefits of conducting a JHA, how to conduct a JHA and provide mechanisms to ensure consistency among JHAs.

KITCHEN SAFETY

Course Content: National

Time to Complete: Approx. 60 minutes

This module will provide basic safety knowledge for persons working within a kitchen environment, including kitchen equipment, knives, and storage. Good housekeeping will be covered in full detail, which includes organization of shelves and storage, cleanup of spills, inspections, routine cleaning duties, and regular waste removal.

Some other kitchen safety related topics that this course will cover include: racking and storage of kitchen utilities, material handling and proper lifting procedures, spill response procedures, preventing slip trips and falls, ladders and step stools, kitchen equipment safety, PPE and hazard reporting.



HEALTH & SAFETY COURSE DESCRIPTIONS

KITCHEN SAFETY - CLUB

Course Content: National

Time to Complete: Approx. 60 minutes

This module will provide basic safety knowledge for persons working within a kitchen environment, including kitchen equipment, knives, and storage. Good housekeeping will be covered in full detail, which includes organization of shelves and storage, cleanup of spills, inspections, routine cleaning duties, and regular waste removal.

Some other kitchen safety related topics that this course will cover include: racking and storage of kitchen utilities, material handling and proper lifting procedures, spill response procedures, preventing slip trips and falls, ladders and step stools, kitchen equipment safety, PPE and hazard reporting.

KNIFE SAFETY

Course Content: National

Time to Complete: Approx. 20 minutes

In jobs where knives (such as utility knives) are used on a daily basis and it is impossible to eliminate them, injury prevention training is required. Deciding how to find the right knife for the job will be discussed in detail. Other training topics include; the different variety of knives, spare knives and blades, the safe storage for knives and blades, guidelines for sharp containers, PPE and safe knife practices.

LADDER SAFETY

Course Content: Provincially Specific

Time to Complete: Approx. 45 minutes

It is policy that employees receive training on the proper use of the equipment in the workplace. The main goal of Ladder safety is to prevent injuries from slips and falls while using ladders. This program is designed to give the learner the crucial knowledge and information about the why's and how's of ladder and stilt safety. It will also help you understand and interpret the ladder safety program. This module focuses on government legislation, the ladder inspection process, and the different types of ladders – four of which will be covered. Some very important safety tips will also be covered, providing learners with the proper information and practices on how to work the absolute safest.

LADDER AND STEP STOOL SAFETY - RETAIL

Course Content: AB, MB, NS, ON and SK only

Time to Complete: Approx. 45 minutes

It is policy that employees receive training on the proper use of the equipment in the workplace. The main goal of ladder safety is to prevent injuries from slips and falls while using a ladder. This program is designed to give the learner the crucial knowledge and information about the why's and how's of ladder safety. It will also help you understand and interpret the ladder safety program. This module focuses on government legislation, the ladder inspection process, and the different types of ladders – four of which will be covered. Some very important safety tips will also be covered, providing learners with the proper information and practices on how to work the absolute safest.



HEALTH & SAFETY COURSE DESCRIPTIONS

LADDER AND STILT SAFETY

Course Content: Ontario Only

Time to Complete: Approx. 45 minutes

It is policy that employees receive training on the proper use of the equipment in the workplace. The main goal of ladder safety is to prevent injuries from slips and falls while using a ladder. This program is designed to give the learner the crucial knowledge and information about the why's and how's of ladder safety. It will also help you understand and interpret the ladder safety program. This module focuses on government legislation, the ladder inspection process, and the different types of ladders – four of which will be covered. Some very important safety tips will also be covered, providing learners with the proper information and practices on how to work the absolute safest.

LAWN EQUIPMENT SAFETY

Course Content: National

Time to Complete: Approx. 40 minutes

This training module is designated for those in the lawn care and maintenance industry. Learners will be taught the basic hazards and how to control hazards that arise during the course of their work. A large portion of this module is dedicated to the personal protective equipment and the various pieces that are necessary for the job. Preparation to perform the task and preparation of the equipment are also emphasized. Other important topics covered include; safety equipment, preparing to perform the task, preparing the equipment before task, safe operation, safety precautions and PPE.

LEAD IN THE WORKPLACE

Course Content: National

Time to Complete: Approx. 15-20 minutes

Lead, once a commonly used substance has become more well-known in today's workforce as being an extremely hazardous substance. Now outlined under occupational health and safety as a designated substance, it is essential that all employees who work with or near lead be provided with the proper tools and information to carry out their work safely. This module will introduce the hazards associated with lead, where it can be found, identify the signs and symptoms of lead poisoning and give other information regarding safe work practices and PPE.



HEALTH & SAFETY COURSE DESCRIPTIONS

LIFT TRUCK OPERATORS TRAINING PROGRAM

Course Content: Provincially Specific

Time to Complete: Approx. 120 minutes

This module is designed to teach the theory portion of lift truck operation. The Lift Truck Operators Training program will provide participants with a general understanding of the safe and efficient operation of an industrial powered lift truck, the goal being to reduce or eliminate occupational injuries or illnesses related to their operation. By the end of this module, learners will be able to identify the key safety practices and procedures required to operate a typical lift truck. Within these operations, learners will be able to identify common safety hazards, recognize key lift truck operating principles and review the key legal requirements and related standards and guidelines.

Note: A practical assessment by a competent person is required for certification.

LIFT TRUCK PEDESTRIAN SAFETY

Course Content: National

Time to Complete: Approx. 20 minutes

This training module is designated for those who work in environments with lift trucks. Not only is it important to keep the operators of lift trucks safe, but it is also important to keep the pedestrians working around lift trucks safe. Being run over or struck by a forklift is one of the leading causes of critical injuries and fatalities in the warehousing and retail sectors. Even slow moving vehicles can kill if the driver cannot see the victim. In this module, you will learn how to safely work around lift trucks to reduce hazards and prevent injuries.

LIFTING DEVICES

Course Content: National

Time to Complete: Approx. 30-40 minutes

Workers in warehousing, transportation, manufacturing, retail and many other industry sectors have to lift and move materials as part of their jobs. With musculoskeletal disorders becoming a leader cause of occupational injury, this module will give learners the tools they need to work safely with lifting devices in order to protect their bodies. The lifting devices program will discuss in detail the different types of lifting equipment and how to select the right tools for the job. By the end of this module, learners will understand the importance of using such equipment and maintaining them for safety.

LOCKOUT TAG OUT TRAINING PROGRAM

Course Content: Provincially Specific

Time to Complete: Approx. 50-60 minutes

The Lockout/Tag out Training Program is designed to help prevent costly injuries, fatalities and other losses caused by exposure to uncontrolled energy sources. Lockout/Tag out is geared for individuals who work with or near machines or equipment requiring energy. This includes maintenance, repair and set-up personnel and operators. This module will teach these employees to recognize types and sources of hazardous energy, learn about the roles and responsibilities of workplace parties, identify types of Lockout/Tag out devices and understand and apply the 7 step procedure to properly Lockout/Tag out equipment and restore to service.



HEALTH & SAFETY COURSE DESCRIPTIONS

MACHINE GUARDING

Course Content: Provincially Specific

Time to Complete: Approx. 50-60 minutes

Serious accident and injuries such as severe lacerations and amputations can result from inadequate or inappropriate machine guarding. The aim of this training module is to inform learners about the different types of machine guards that are used in the workplace, the critical elements of machine guarding, common pitfalls with machine guards and associated safe work practices. Following completion of this course, learners will understand why guards are used, where guards should be used, the four main risks associated with mechanical hazards, the responsibilities different work groups have for guarding, and the five main types of guards.

MANUAL PALLET PUMP TRUCKS

Course Content: National

Time to Complete: Approx. 15 minutes

Manual pallet pump trucks are used in a multitude of workplaces. The use of Pallet Trucks to transport loads instead of carrying them saves workers a lot of effort. It decreases the risk of overexertion injury in jobs that include manual materials handling. Pushing, pulling, and maneuvering pallet trucks, however, still involve some of the old hazards (overexertion) and create new ones. This module will teach learners how to prevent injuries from manual pallet pump trucks and give some tips to use them safely.

MINOR SPILL RESPONSE

Course Content: National

Time to Complete: Approx. 45-50 minutes

In this module, learners will be provided with the basic knowledge about responding to minor spills; those spills where the worker is able to take the necessary measures to control, contain and clean up spilled materials. By the end of this program, learners will be able to classify which spills are considered minor based on the three criteria and respond to the spill accordingly. Learners will be able to identify and use each item included in a spill kit to

Minimize and reduce the risks of possible exposure or other hazards.

MOLD

Course Content: National

Time to Complete: Approx. 10 minutes

Mold growth in buildings has emerged as one of most pressing health and safety issues of the day in the building/home renovation trade. Mold spores will always be present in buildings, whether blown in through windows or other openings, brought in by ventilation equipment, or tracked in with dust and dirt. Learn how to detect risks, assess hazards and keep your workplace safe.



HEALTH & SAFETY COURSE DESCRIPTIONS

MUSCULOSKELETAL DISORDERS (MSD) - MANAGERS

Course Content: National

Time to Complete: Approx. 90 minutes

This module defines and describes Musculoskeletal Disorders (MSD) and reviews the framework for MSD prevention. Designed specifically for managers, supervisors and employers, you will understand the prevalence of MSD, your legislative requirements and how to recognize, assess, control, and evaluate MSD hazards and related concerns.

MUSCULOSKELETAL DISORDERS (MSD) - WORKERS

Course Content: National

Time to Complete: Approx. 90 minutes

This module defines and describes Musculoskeletal Disorders (MSD) and reviews the framework for MSD prevention. Designed specifically for workers, you will understand the prevalence of MSD, your legislative requirements and how to recognize, assess, control, and evaluate MSD hazards in your personal life and in the workplace.

OFFICE SAFETY

Course Content: National

Time to Complete: Approx. 60 minutes

Despite common beliefs that the office provides a safe environment in which to work, many hazards exist which cause thousands of injuries and health problems each year among office workers. Since one-third of the work force is in offices, even low rates of work-related injuries and illnesses can have an immense impact on employee safety and health.

Today's modern offices are substantially different from the office environment of 20 years ago. Sweeping changes have occurred as a result of new office technology and automation of office equipment. Consequently, office workers are faced with many more hazards. This module will teach participants how to work safely in an office environment.

PERSONAL PROTECTIVE EQUIPMENT

Course Content: National

Time to Complete: Approx. 60 minutes

Personal protective equipment is any device worn by a worker to protect against hazards. Some examples are respirators, gloves, ear plugs, hard hats, safety goggles, and safety shoes or boots. This module will teach learners the importance of using, wearing, and maintaining their personal protective equipment. Upon completion of this training, learners will understand their roles and responsibilities in regards to PPE, the different CSA standards for PPE, how to select the right PPE for the task and what to do when equipment becomes defective.



HEALTH & SAFETY COURSE DESCRIPTIONS

PERSONAL PROTECTIVE EQUIPMENT – HEALTHCARE

Course Content: National

Time to Complete: Approx. 60 minutes

Personal protective equipment is any device worn by a worker to protect against hazards. Some examples are respirators, gloves, scrubs, hair nets, and slip resistant shoes. This module, which is specifically designed for health care workers, will teach learners the importance of using, wearing, and maintaining their personal protective equipment. Upon completion of this training, learners will understand their roles and responsibilities in regards to PPE, the different CSA standards for PPE, how to select the right PPE for the task and what to do when equipment becomes defective.

POWER AND HAND TOOL SAFETY AWARENESS

Course Content: National

Time to Complete: Approx. 30 minutes

This module should be taken by any workers who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases. To be provided with the tools you need to work safely, this module will inform workers of the hazards associated with different types of power and hand tools and the related precautions and safe work practices that should be taken to prevent workplace injuries and incidents.

PROPANE HANDLING

Course Content: National

Time to Complete: Approx. 20-30 minutes

Propane is used in the workplace for a variety of reasons. Knowing how to safely handle and store propane should be part of your workplace training. This module is designed to provide participants with a general understanding of the safe and efficient operation of propane handling, reduce or eliminate injuries or illnesses in the workplace related to handling propane, and be compliant with Occupational Health Safety regulations.

This course is offered specific to the healthcare, industrial and retail industries.

PROPER GRIPPING AND HANDLING

Course Content: National

Time to Complete: Approx. 60 minutes

Incorrect gripping and handling is one of the most common causes of injury at work. It causes work-related musculoskeletal disorders (MSDs), which account for over a third of all workplace injuries. To prevent MSDs, it is important to know how to handle materials in the safest way possible. Within this module you will learn about the proper way to grip and handle materials to help avoid excessive strain to prevent workplace injuries.



HEALTH & SAFETY COURSE DESCRIPTIONS

R.A.C. AND THE HAZARD ASSESSMENT FORM

Course Content: National

Time to Complete: Approx. 50-60 minutes

The “recognize, assess and control” method of dealing with hazards is actually a specialized form of problem solving. The problem is to anticipate hazards and then take action to prevent injury and illness to people or to control property losses. A workplace hazard assessment is a tool used to assess the workplace and identify hazards before they become a problem. It is a requirement under the law, that employers know their workplace hazards and implement controls to reduce or eliminate them. This module will teach participants to use the workplace hazard assessment form in conjunction with the recognition, assessment and control principles to deal with all hazards.

RACKING AND STORAGE

Course Content: National

Time to Complete: Approx. 30-35 minutes

Workplaces with racking and storage facilities may contain potentially serious hazards. The improper use, selection and installation, or maintenance of racking and storage systems may put workers at risk of injury. This module will help you avoid costly accidents, prosecutions and fines, and demonstrate due diligence. Participants will learn to recognize general rack hazards and risk damage; gauge the severity of damage; identify key areas to check when inspecting racks; and understand rack modifications and the need for pre-start reviews (PSRs); and implement controls to reduce or eliminate them. This module will teach participants to use the workplace hazard assessment form in conjunction with the recognition, assessment and control principles to deal with all hazards.

RADIATION AWARENESS

Course Content: National

Time to Complete: Approx. 30-35 minutes

Humans are constantly exposed to radiation from naturally occurring sources. Radiation, simply defined, is energy transferred through space and matter. Many sources of radiation exist in the environment, even inside the human body. This module is specifically designed for workers who work in close proximity to radiation sources, such as metal fabricators, x-ray machines, etc. By the end of this module, participants will be introduced to what radiation is, where it can be found and the importance of protecting themselves from radiation hazards.



HEALTH & SAFETY COURSE DESCRIPTIONS

RECOGNITION, ASSESSMENT, CONTROL AND EVALUATION

Course Content: National

Time to Complete: Approx. 50-60 minutes

The “recognize, assess and control” method of dealing with hazards is actually a specialized form of problem solving. The problem is to anticipate hazards and then take action to prevent injury and illness to people or to control property losses. You may become aware of a hazard in a variety of ways such as voiced as a worker concern, or something noticed during a workplace inspection. It may come to your attention through the Health and Safety Representative or a Joint Health and Safety Committee member, or because of an accident investigation. This module will teach participants to use the hazard recognition, assessment and control principles to deal with all hazards.

RETURN TO WORK - MANAGERS

Course Content: Provincially Specific

Time to Complete: Approx. 10-15 minutes

Workplace injury and illness prevention is a shared responsibility of employers and employees. If an injury or illness occurs, it's important for the employer and the injured employee to focus on getting that employee back to meaningful and suitable work as soon as possible. This module provides an overview of return to work requirements in your province and offers strategies and resources for managers for setting up a successful RTW program.

RETURN TO WORK - WORKERS

Course Content: Provincially Specific

Time to Complete: Approx. 10-15 minutes

Workplace injury and illness prevention is a shared responsibility of employers and employees. If you are injured in the workplace, it is important for you to know your rights and responsibilities in the return to work program. It is important for you and your employer to work together to get you back to meaningful and suitable work as soon as medically possible. This module will provide participants with an understanding of the return to work process, offer strategies for communication and how to support others in the return to work program.

ROLES AND RESPONSIBILITIES OF SAFETY COMMITTEES

Course Content: Provincially Specific

Time to Complete: Approx. 20-25 minutes

A Safety Committee is made up of workers and employers working together to identify health and safety problems in the workplace. A Safety Committee plays a pivotal role in keeping the workplace safe and is a requirement under Occupational Health and Safety Law. This introductory course introduces committee members to their duties and responsibilities, details regarding the roles and functions of the committee, requirements for meetings, as well as other important steps in establishing an effective committee.



HEALTH & SAFETY COURSE DESCRIPTIONS

RUN FLATS AND ZIPPER RUPTURES

Course Content: National

Time to Complete: Approx. 10-15 minutes

It is essential that all service technicians be able to identify the signs of potential run flats for the prevention of zipper ruptures, and to ensure the safety of themselves, their fellow co-workers and the customer from injury or fatality. This module will teach participants to identify the signs and causes of run flats and zipper ruptures, how to safely repair tires, how to inspect for damage and other recommended practices.

RUNNING A SAFETY COMMITTEE MEETING

Course Content: Provincially Specific

Time to Complete: Approx. 15-20 minutes

Safety Committees play a pivotal role in keeping the workplace safe. In a world of competing priorities, it can be difficult to effectively manage a committee and keep on task. This module offers tips and resources to effectively run a safety committee meeting and hold workers and managers accountable for recommended corrective actions. In addition, participants will gain an understanding in all of the requirements of a safety committee including duties and responsibilities, meeting frequency, agendas, and minutes and making recommendations.

SAFE DRIVING

Course Content: National

Time to Complete: Approx. 120 minutes

Safe Driving, written in combination with the Ontario Ministry of Transportation, helps workers join the ranks of the most safety conscious drivers on the road. For workers who drive either a company vehicle or their own vehicle on the job, safe driving is a matter of occupational safety. When a company driver is involved in a crash, insurance rates can skyrocket. In addition, indirect costs (whether the worker was driving on or off the job) can include recuperation time, re-staffing, retraining and lost productivity. Fewer collisions to company vehicles will help control insurance costs – and safe drivers lose less time from work because they avoid collisions. That is why a defensive driving course can benefit all employees who have a driver's license. This module is designed to teach employees how to drive safely. After all, traffic crashes are preventable ... by defensive driving.

SAFE OPERATION OF AUTOMOTIVE LIFTS

Course Content: Provincially Specific

Time to Complete: Approx. 60 minutes

Safe operation of automotive lifts is essential to avoid injuries and accidents and ensure the job is done right. Each employee in the industry must learn the right way to lift a vehicle without causing injury or property damage. Any employee working with automotive lifts must be provided with the tools to work safely. This module will cover the different types and classifications of lifts (including ground lifts, drive-over lifts, drive-through lifts, etc.), how to prepare for the lift, lifting safely, lowering the lift, general maintenance and responsibilities of workers.



HEALTH & SAFETY COURSE DESCRIPTIONS

SAFETY BASICS

Course Content: Provincially Specific

Time to Complete: Approx. 90-100 minutes

This module provides learners with the knowledge and skills they need to work safely. Safety Basics provides learners with a basic overview of health and safety legislation and regulations in their province and introduces them to the concept of health and safety. By completing this module, learners will gain an understanding in the essential elements and day to day functions of a health & safety program, the internal responsibility system, common workplace hazards, preventing workplace injury, reporting accidents and incidents and how to actively participate in their own health and safety.

SAFETY BASICS - HEALTHCARE

Course Content: Ontario Only

Time to Complete: Approx. 90-100 minutes

Safety Basics for health care provides learners in the health care field with the knowledge and skills they need to work safely. Safety Basics provides learners with a basic overview of health and safety legislation and regulations in their province and introduces them to the concept of health and safety. By completing this module, learners will gain an understanding in the essential elements and day to day functions of a health & safety program, the internal responsibility system, common workplace hazards, preventing workplace injury, reporting accidents and incidents and how to actively participate in their own health and safety.

SCAFFOLDING AWARENESS

Course Content: National

Time to Complete: Approx. 25-30 minutes

Scaffolding can be safe provided that the scaffold erectors and users are trained and competent. If not, scaffolds have been notorious for some of the most tragic fatal accidents worldwide. This module is designed to train participants to recognize the hazards associated with scaffolding and the different procedures involved to control or minimize hazards. The content in this course is designed to meet the regulatory requirements and ensure participants have the necessary competency to work safely.

SLIPS, TRIPS AND FALLS PREVENTION PROGRAM FOR MANAGERS

Course Content: National

Time to Complete: Approx. 120-130 minutes

Slips, trips and falls are a leading cause of workplace injuries. They result in injuries to over 42,000 workers every year which accounts for 17% of all lost time injuries. Preventing such injuries should be a key goal of every safe and healthy workplace. This module ensures that managers have the training and knowledge required to work safely when exposed to hazards and how to implement controls to minimize or eliminate the hazards to prevent injuries for other workers. This module will also touch on falls from elevated surfaces and the provincial requirements for fall protection. Upon completion of this training, managers will understand their roles and responsibilities in prevention of slips, trips and falls and know how to effectively manage hazards.



HEALTH & SAFETY COURSE DESCRIPTIONS

SLIPS, TRIPS AND FALLS PREVENTION PROGRAM FOR WORKERS

Course Content: National

Time to Complete: Approx. 20 minutes

Slips, trips and falls are a leading cause of workplace injuries. They result in injuries to over 42,000 workers every year which accounts for 17% of all lost time injuries. Preventing such injuries should be a key goal of every safe and healthy workplace. This module ensures that workers have the training and knowledge required to work safely when exposed to slip, trip and fall hazards and what to do should they discover a hazard.

SPILL RESPONSE

Course Content: Provincially Specific

Time to Complete: Approx. 50-60 minutes

In this module, learners will be provided with the more extensive information about responding to minor spills; those spills where the worker is able to take the necessary measures to control, contain and clean up spilled materials. By the end of this program, learners will be able to classify which spills are considered minor based on the three criteria and respond to the spill accordingly. Learners will understand the parts of a spill prevention program, how to implement a prevention plan as well as identify and use each item included in a spill kit to minimize and reduce the risks of possible exposure.

SUPERVISOR AWARENESS

Course Content: Ontario Only

Time to Complete: Approx. 4-5 hours

Under section 8 (5) of the OHSA, it is required that appointed supervisors be competent. Properly training supervisors is part of meeting this requirement. Comprised of 5 modules, Supervisor Competency offers a perspective on the competencies that supervisors require in order to achieve superior workplace management. Superior workplace management results in greater health and safety within the operation and a better understanding of social responsibility in the workplace. The Supervisor Competency training program outlines the activities, knowledge and skills that are expected to enhance a supervisor's performance. By providing examples, the module encourages continuous improvement and strives to make a positive difference in supervisory outcomes in today's workplaces. Upon completion of the 5 parts of the program, supervisors will be issued a competency certificate.

THE LAW

Course Content: Provincially Specific

Time to Complete: Approx. 60 minutes

Occupational Health and Safety legislation and regulations sets out the minimum standards for health and safety in workplaces as well as duties and responsibilities of all workplace parties. "The Law" is designed to raise awareness and working knowledge of the province's Occupational Health and Safety legislation and regulations. Participants gain practical experience to enable application of knowledge to their workplace.



HEALTH & SAFETY COURSE DESCRIPTIONS

THE LAW - CONSTRUCTION

Course Content: Ontario Only

Time to Complete: Approx. 60 minutes

This module is for Ontario only. Occupational Health and Safety legislation and regulations sets out the minimum standards for health and safety in workplaces as well as duties and responsibilities of all workplace parties. "The Law" is designed to raise awareness and working knowledge of the province's Occupational Health and Safety legislation and regulations as it relates to construction. Participants gain practical experience to enable application of knowledge to their workplace.

TRAFFIC CONTROL AWARENESS

Course Content: National

Time to Complete: Approx. 60 minutes

It is becoming all too familiar – injuries and fatalities on road building projects. Traffic control people play a pivotal role in road safety by ensuring motorists are aware of road construction activity in the area and controlling traffic. In doing so, traffic control persons (TCP) put themselves in the line of danger. This module will explain the techniques, equipment and legal requirements for traffic control persons in a construction environment.

TRANSPORTATION OF DANGEROUS GOODS

Course Content: National

Time to Complete: Approx. 50-60 minutes

Everyday thousands of TDG related products are handled, transported, and offered for transport throughout Canada. This online Transportation of Dangerous Goods (TDG) training program will provide course participants with an understanding of the hazards and regulatory requirements associated with dangerous goods controlled products. Anyone who handles, transports a TDG controlled product (i.e. a WHMIS product) should receive TDG training; including the shipping, receiving, drivers and loaders within the firm. They must also receive WHMIS training.

TRENCHING AND SHORING GENERAL AWARENESS

Course Content: Ontario Only

Time to Complete: Approx. 30-35 minutes

Construction work is dangerous – work involving trenching and shoring activities tends to be the most hazardous in the industry, yet we see it going on all the time. Excavations are required for the installation and repair of utility lines, replacement of water and sewer lines, swimming pool construction and even grave digging. These projects vary considerable, each with its own set of unique problems. This module will inform participants of the risks of trenching and shoring activities and provide information on how to work safely.



HEALTH & SAFETY COURSE DESCRIPTIONS

TRUCK TRAINING

Course Content: National

Time to Complete: Approx. 20-25 minutes

Before allowing workers to drive trucks, it is important they have the knowledge and skills required to work safely. This module is designed to give truck drivers a basic overview of what is required to drive trucks safely. Participants will learn what qualifications they must possess, how to complete a truck inspection, how to properly document in their logbook, how to load and unload, and more. It is recommended that the Driver Safety module also be taken in conjunction with this training.

USING THE HAZARD ASSESSMENT FORM

Course Content: National

Time to Complete: Approx. 20-25 minutes

A workplace hazard assessment form is a tool used to assess the workplace and identify hazards before they become a problem. It is a requirement under the law, that employers know their workplace hazards and implement controls to reduce or eliminate them. This module will teach participants to use the workplace hazard assessment form in conjunction with the recognition, assessment and control principles to deal with all hazards. It is recommended that participants take Recognize, Assess and Control prior to taking this course.

WHMIS

Course Content: National

Time to Complete: Approx. 45 minutes

All Canadian jurisdictions require that employers provide their workers with the necessary information to work safely with hazardous chemicals. This is part of a worker's right to know. By completing this module, learners will be instructed in the requirements for labels and data sheets, how to read a WHMIS label and MSDS, how a product can affect the workers' health and safety, and the appropriate safe work procedures for working with chemicals.

WHMIS AND HAZARDOUS CONSUMER PRODUCTS

Course Content: National

Time to Complete: Approx. 45 minutes

All Canadian jurisdictions require that employers provide their workers with the necessary information to work safely with hazardous chemicals. This is part of a worker's right to know. However, not all products are regulated by WHMIS, such as hazardous consumer products (such as products that you can buy off the shelf at your local grocery store). By completing this module, learners will be instructed in the requirements for hazardous consumer product labels, how a product can affect the workers' health and safety, and the appropriate safe work procedures for working with hazardous consumer products.



HEALTH & SAFETY COURSE DESCRIPTIONS

WHMIS AND PESTICIDE AWARENESS

Course Content: National

Time to Complete: Approx. 30 minutes

This program was developed as a result of concerns about how pest control products were being used, handled and stored in the workplace. This program is designed to ensure that employees who work near, with or handle pest control products are made aware of the hazards associated with them to stay safe. This training module will help you to understand and interpret the requirements under the Pest Control Act. You will learn about government legislation, pesticides, classification, labeling, storage, display, use and responding to spills and leaks.

WHMIS 2015

Course Content: National

Time to Complete: Approx. 60 minutes

With the expected implementation of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) in Canada, WHMIS will change. Canadian employers and the suppliers of chemical products will need to prepare to comply with the revised WHMIS rules. This course provides a basic introduction to the expected changes to WHMIS after GHS. Participants will learn about the expected impacts of these changes for chemical suppliers and employers. Suppliers and employers will gain an appreciation for how they can start to prepare for WHMIS after GHS so that they can ensure as smooth a transition as possible.

WHMIS 2015 FOR EMPLOYERS

Course Content: National

Time to Complete: Approx. 60-80 minutes

GHS was adopted by the United Nations so that communication about hazardous products could be understood better as we buy and sell products world-wide. They looked at labels, picture symbols, material safety data sheets and more. After a lot of negotiations, they came up with GHS. GHS has now been regulated in Canada and called WHMIS 2015.

This training module is designed specifically for employers to help you understand WHMIS 2015 so that you:

- Have current knowledge of WHMIS requirements
- Adopt a “can-do” attitude towards WHMIS in your workplace, and
- Have the skills you need to take the information and implement or update WHMIS in your workplace



HEALTH & SAFETY COURSE DESCRIPTIONS

WHMIS 2015 - HEALTHCARE

Course Content: National

Time to Complete: Approx. 80-90 minutes

GHS was adopted by the United Nations so that communication about hazardous products could be understood better as we buy and sell products world-wide. They looked at labels, picture symbols, material safety data sheets and more. After a lot of negotiations, they came up with GHS. GHS has now been regulated in Canada and called WHMIS 2015.

This training module is designed to help you, as a healthcare worker, to understand WHMIS 2015 so that you can use the information to protect yourself from hazardous workplace chemicals.

WHMIS 2015 - INDUSTRIAL

Course Content: National

Time to Complete: Approx. 80-90 minutes

GHS was adopted by the United Nations so that communication about hazardous products could be understood better as we buy and sell products world-wide. They looked at labels, picture symbols, material safety data sheets and more. After a lot of negotiations, they came up with GHS. GHS has now been regulated in Canada and called WHMIS 2015.

This training module is designed to help you, as an industrial worker, to understand WHMIS 2015 so that you can use the information to protect yourself from hazardous workplace chemicals.

WHMIS 2015 - RETAIL

Course Content: National

Time to Complete: Approx. 80-90 minutes

GHS was adopted by the United Nations so that communication about hazardous products could be understood better as we buy and sell products world-wide. They looked at labels, picture symbols, material safety data sheets and more. After a lot of negotiations, they came up with GHS. GHS has now been regulated in Canada and called WHMIS 2015.

This training module is designed to help you, as a retail worker, to understand WHMIS 2015 so that you can use the information to protect yourself from hazardous workplace chemicals.

WORK REFUSAL

Course Content: Provincially Specific

Time to Complete: Approx. 30-40 minutes

Occupational Health and Safety Legislation gives workers the right to refuse work when it is believed to be unsafe. It is important that workers, employers, supervisors health and safety representatives and committee members understand this procedure. By completing this module, learners will understand the procedures in refusing unsafe work and what to expect during the process of refusal.



HEALTH & SAFETY COURSE DESCRIPTIONS

WORKER AWARENESS TRAINING

Course Content: Ontario Only

Time to Complete: Approx. 2-3 hours

The worker awareness training program is comprised of three modules which are designed to provide all workers with the basics of health and safety, as it is applied to the workplace. On working through this training program, learners will better understand their obligations, and role to health and safety within the workplace.

WORKPLACE INSPECTIONS

Course Content: Provincially Specific

Time to Complete: Approx. 30-40 minutes

This course examines the role of workplace inspections in an organization's overall health and safety program. Describes the workplace inspection process, and identifies the necessary components of a workplace inspection report. By the end of this module, learners will understand how to effectively conduct a workplace inspection and keep records to analyze trends and control risks.

WORKPLACE VIOLENCE, HARASSMENT AND BULLYING

Course Content: National

Time to Complete: Approx. 60-70 minutes

This course will introduce and define terms associated with workplace violence and harassment. It will also lay the foundations upon which an effective workplace violence, harassment and bullying prevention program can be established.

Everyone in an organization is required to abide by policies relating to workplace violence and harassment. This would include workers, frontline supervisors, managers and employers. By the end of this module, workers will understand their roles and responsibilities, what to do in violent incidents, and be provided with skills for conflict resolution.



HUMAN RESOURCES COURSE DESCRIPTIONS

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

Course Content: Ontario Only

Time to Complete: Approx. 60 minutes

This module is for Ontario only. Not every disability is visible. Approximately 15.5% of Ontarians have a disability. These can include vision disabilities, deafness or hard-of-hearing, intellectual disabilities, developmental disabilities or even mental health disabilities. The AODA was developed by the Ontario Government to ensure that the province is accessible for all people and to remove any barriers it can. It requires that every employer and employee in Ontario to take training on the AODA and the Ontario Human Rights Code. In taking this module, participants will learn:

- The intent and purpose of the Accessibility for Ontarians with Disabilities Act, 2005
- How to interact and communicate with those with disabilities
- What policies, procedures and processes are related to providing customer service to those with disabilities

CHANGE MANAGEMENT

Course Content: National

Time to Complete: Approx. 50 minutes

"If you keep on doing what you've always done, you'll keep on getting what you always got." While change is often difficult, it is a part of the natural order of things – like caterpillars and butterflies. The training module is designed for anyone looking to make a change and will help learners work through the steps of the change process.

COACHING

Course Content: National

Time to Complete: Approx. 60 minutes

Most organizations need to improve employee productivity in order to grow and improve profitability. True productivity doesn't happen when people are only focusing on the financial or technical issues. The key to return on your employee resource investment is to develop sustainable coaching behaviors to achieve the desired business results. This module will help course participants to effectively coach and bring out the full potential of their coaches.

COMMUNICATION

Course Content: National

Time to Complete: Approx. 60 minutes

Regardless of the size of your organization – whether it's a large corporation, a small company, or even a home-based business – you need good communication skills if you want to succeed. This module will help participants learn to get their messages across, in the right way. By touching on the different types of communication and the good etiquette techniques associated with each, participants will learn to be effective communicators.



HUMAN RESOURCES COURSE DESCRIPTIONS

CUSTOMER SERVICE

Course Content: National

Time to Complete: Approx. 35 minutes

In the face of relentlessly increasing business pressure, stellar service stands out as a way to build competitive difference, revenue, and loyalty. In this module, learn how to understand customer expectations, profile difficult customer situations, and deal with customer objections using a proven model for effective complaint resolution. This course covers assertive techniques and positive language to diffuse difficult situations, reduce stress, promote team camaraderie, and create a positive customer experience.

EFFECTIVE GOAL SETTING

Course Content: National

Time to Complete: Approx. 35 minutes

When done effectively, goal setting can unleash the hope of opportunity and the power of action. Framing organizational imperatives into goals that are meaningful and personally relevant not only makes people more likely to achieve the goals they set, but also helps people feel energized and have greater sense of satisfaction while pursuing their goals. This module offers participants a new take on SMART goals and explores the latest research regarding motivation and goal setting. Individuals get off to the right start by creating goals that are truly SMART so they can focus their energy, sustain motivation, and increase the likelihood of achieving successful outcomes.

HIRING THE EASIE WAY

Course Content: National

Time to Complete: Approx. 35 minutes

When you are searching for a candidate for an open position within your company, what is the first approach that comes to mind for your search? Classifieds in your local paper? Your local temp agency? Well, what if you could easily reach out to thousands of potential employees without doing much at all, or spending any money? It can be done, and it's actually pretty easy to do. This module will teach participants how to hire the EASIE way to ensure that potential candidates are great matches for the job.

INTEGRATED ACCESSIBILITY STANDARDS REGULATION (IASR)

Course Content: Ontario Only

Time to Complete: Approx. 60 minutes

Designed specifically for employers and managers, in this module you will learn about the Integrated Accessibility Standards Regulation. The Integrated Accessibility Standards Regulation is a requirement of the law and establishes accessibility standards and introduces requirements for Information and Communications, Employment, Transportation and the Design of Public Spaces.



HUMAN RESOURCES COURSE DESCRIPTIONS

LEADERSHIP

Course Content: National

Time to Complete: Approx. 35 minutes

Facing tough issues and aggressive goals, today's businesses win by preparing genuine leaders who live out the mission and values of the organization. Top businesses know that genuine leaders increase retention, productivity, and bottom line results. Today's business environment requires that everyone accomplish more with less. Organizations that successfully push the productivity envelope know that leaders are the key to making that happen – that is the goal of this module. By outlining how to be an effective leader and providing participants with the help they need, participants can return to their jobs with a greater commitment to success with the skills, strategies, attitudes, and behaviors needed to deliver on that commitment.

PERSONAL DEVELOPMENT

Course Content: National

Time to Complete: Approx. 35 minutes

Whatever you set your mind to achieve, you can achieve. But only if you have a way to achieve it. This Personal development training will give you the additional skills to help you achieve your goals. This module is designed to assist participants by developing a practical set of skills that will improve personal effectiveness both at home and at work. Participants in this course will learn proven techniques that will increase their abilities in key areas:

Achieving goals, confident communication, and assertiveness, handling difficult people, time management, decision making, self-motivation and positive mental attitude.

PROBLEM SOLVING

Course Content: National

Time to Complete: Approx. 35 minutes

When you're solving problems, it's all-too-easy easy to skip over important steps in the problem-solving process, meaning that you can miss good solutions, or, worse still, fail to identify the problem correctly in the first place. This module is designed to guide participants through each stage of the problem-solving process, from finding the problem to implementing a solution. This helps to ensure that solutions are creative, robust and well considered.

THE ART OF DELEGATION

Course Content: National

Time to Complete: Approx. 60-70 minutes

Delegation is a skill of which we have all heard - but which few understand. It can be used either as an excuse for dumping failure onto the shoulders of subordinates, or as a dynamic tool for motivating and training your team to realize their full potential. The module will teach participants about the art of delegation and how to successfully implement the IDEAL steps to effectively delegate assignments.



HUMAN RESOURCES COURSE DESCRIPTIONS

TIME MANAGEMENT

Course Content: National

Time to Complete: Approx. 15-20 minutes

Efficient time management is the key to getting the most out of your day—and to surviving the increased business pressure brought about by economic turmoil. From managing email to juggling multiple projects, this time management module will help you reach your goals by learning how to budget your time wisely and effectively—and help you rethink and re-prioritize on a moment's notice.



ENVIRONMENTAL COURSE DESCRIPTIONS

BATTERY STORAGE AND DISPOSAL

Course Content: National

Time to Complete: Approx. 15 minutes

Hazardous wastes may be generated by a variety of workplace activities, such as testing and research laboratories, maintenance, housekeeping, agricultural operations and more. These wastes may cause severe illness or death or pose substantial environmental threats when improperly stored, transported, treated or disposed of. The purpose of this module is to teach learners how to safely store, transport and dispose of batteries in a safe and environmentally-conscious way.

ENERGY EFFICIENCY IN THE WORKPLACE

Course Content: National

Time to Complete: Approx. 60 minutes

With the continued volatility of electricity and natural gas pricing, controlling energy expenditures is a primary concern for many organizations. Saving energy has also become a societal issue. Many scientists now say that climate change is underway due primarily to the burning of fossil fuels and the resulting buildup of carbon dioxide and other “greenhouse gases” in the atmosphere. The goal of this module is to explain why developing a strategy to save energy is important, how to develop a strategy and how everyone can work to implement it in the work- place.

HAZARDOUS AND COMMON HOUSEHOLD WASTE DISPOSAL

Course Content: National

Time to Complete: Approx. 30 minutes

Household waste can be very hazardous and must be disposed of properly. By safely disposing of hazardous wastes, we can protect the welfare of employees and customers and ensure that, when wastes are disposed of correctly, we are not exposing anyone to potentially dangerous items.

This module is designed to inform participants about the risks of household waste and instruct them on how to safely dispose of them – both at home and in their workplaces. If everyone plays a part in safely disposing chemicals, we can help reduce our environmental impact and keep the world a safer and healthier place for all.



ESYSTEMS AGREEMENT

When a business is too small to have in-house training or too large to manage its own training, F.A.S.T. Rescue's eSystems Program makes compliance easy. This affordable program is available from any internet connection. eSystems is a Learning Management System with online safety courses included. This web-based program is designed specifically to provide training based on a user's roles and responsibilities within an organization.

Customer Benefits:

- Health and Safety Online Training modules customized by province or occupation.
- Training has voice over appealing to auditory and visual learners
- Employees can easily track training progress, time spent in each lesson, passing grades or scores on individual activities.
- Administrators can create and customize training reports for each level in your organization.
- Easy tracking of who has logged into the system at any point in time.
- Tracking of other courses (outside of the eSystems online modules) is available (additional set up fees will apply).
- Toll-Free Phone Support for technical help and system questions.

Terms and Conditions:

- eSystems is purchased on an annual subscription basis. Each user will have one year access to the course information.
- Additional users added by the client during the contract term will fall under the terms of this agreement
- Cancellations must be provided on month prior to renewal date or the renewal is automatically accepted.

Next Steps....

1. Sign this page to acknowledge the agreement terms.
2. Fill out the application on the following page.
3. Email or fax to F.A.S.T. Rescue the:
 - a. Agreement (Page 43 – 44)
 - b. Requested courses (pages 7 – 13)
 - c. Editable copy of names, emails and job functions of employees
 - d. Editable document of your company's organizational chartFax: (888) 313-8368 or email: esystems@fast-rescue.com
4. Once F.A.S.T. Rescue has set up your organization and employees (allow 1-2 week depending on the size of the company), training codes with log in details will be issued and training begins....

I agree to the Terms and Conditions as described in the Agreement:

Signature: _____

Date: _____



ESYSTEMS AGREEMENT

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Number of Courses: _____ Number of Onsite Courses to Track: _____

Branch Locations: _____ Number of Employees: _____

Same as Above ☐ or fill in the billing address below:

Billing Address: _____

Purchase Order: _____

Credit Card #: _____ Expiry Date: _____

Signature: _____ Date: _____