

JOINT HEALTH & SAFETY COMMITTEE CERTIFICATION PROGRAM

In Ontario, most workplaces with 20 or more workers are required by law to have a joint health and safety committee (JHSC). The JHSC must include at least one worker and one manager that has been certified by the Chief Prevention Officer (CPO) from the Ministry of Labour, Training & Skill's Development (MLTSD). To be certified by the CPO, you must successfully complete a CPO-Approved JHSC Certification Training Program.

This JHSC Certification Training Program is a CPO-Approved program. The learning outcomes provide a framework that includes a familiarity with workplace hazards that can be applied to your specific workplace.

There are 2 Parts to this Program; both Parts must be completed to be Certified by the CPO. A one-day CPO-Approved Refresher Program must be completed to maintain the validity of the Certification within 3 years of completing Part Two.

Part One: Basic Certification (Theory) Module

Topics include:

- ▶ occupational health and safety law
- ▶ rights, duties & responsibilities of workplace parties
- ▶ hazard recognition, assessment and control and evaluation of hazard controls
- ▶ joint health and safety committee's duties and responsibilities of JHSC members
- ▶ health and safety resources

Length:

e-Learning: 15 hrs (online, self-paced)¹
 Virtual Classroom: 3 days (live online, instructor-led)

Validity Period: 12 months

¹to facilitate learning continuity, e-Learning training must be completed within a maximum of 30 days.

Part Two: Hazard-Specific (Application) Module

Topics include:

- ▶ the concepts of hazard recognition, assessment, and control, and evaluation of hazard controls
- ▶ participants will learn how to apply these concepts to the following hazards: Slips, Trips and Falls, Chemical & Biological, Musculoskeletal, Workplace Violence & Harassment, Electrical, and Fire.
- ▶ Participants will draft a hazard management plan and COVID-19 Safety Plan.

Length:

Virtual Classroom: 2 days (live online, instructor-led)

Validity Period: 3 years²

²A CPO-Approved Refresher Program must be completed within 3 years to maintain Certification.

WHO IS THIS TRAINING FOR?

This training is intended for anyone looking to further their knowledge in occupational health & safety and want to be a leader in their workplace. Individuals that complete this Certification will be qualified to fill the role as a CPO-Certified Joint Health & Safety Committee Member in any workplace in Ontario.

PRICING (CONTACT US FOR GROUP RATES)

\$750.00 + HST pp

e-Learning Bundle
 Part One (e-Learning) &
 Part Two (Virtual Classroom)

\$855.00 + HST pp

Virtual Bundle
 Part One (Virtual Classroom) &
 Part Two (Virtual Classroom)

\$249.00 + HST pp

Refresher Training
 Refresher (Virtual Classroom)

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WHY SHOULD YOU BECOME A CERTIFIED MEMBER?

JHSC Certification is a recognized qualification across Ontario. Certified Members are accredited by the Chief Prevention Officer and, as per the Occupational Health & Safety Act, are granted powers to manage and oversee a workplace's health & safety programs and keep the workplace safe.

THE POWERS OF A CPO-CERTIFIED MEMBER

The Occupational Health & Safety Act (OHSA) defines the powers and functions of a JHSC. The JHSC Certified Member designation entitles the Certified Member with the powers to:

- ▶ Identify hazardous situations.
- ▶ Make written recommendations for health and safety improvements.
- ▶ Establish, maintain, and monitor health & safety programs and procedures.
- ▶ Be consulted about and be present at the start of testing.
- ▶ Conduct monthly workplace inspections to identify hazardous situations.
- ▶ Be present at investigations of work refusals.
- ▶ Accompany a Ministry of Labour inspector during a physical inspection of the workplace.

Now, more than ever, employers are seeking resources that can support them with managing their health & safety programs and preparing their workplaces for return to work from lockdown. A Certified Member can help fill this need. The Occupational Health & Safety Act also states that any time a JHSC Member spends at work fulfilling JHSC duties is to be paid at their regular working rate.

WHY TRAIN WITH US?

4S Consulting is a Ministry-Approved Training with over 2000 graduates from our CPO-Approved JHSC Certification Program. We are the only Training Provider offering our Program in multiple online formats to offer you ultimate flexibility. So, whether you are stuck on lockdown at home or are an essential service working in an office or on-site, you can be certified online in as little as a week using a combination of our delivery methods below:

Part One

Option 1: Virtual Classroom

- ▶ Length: 3 days
- ▶ Live, online instructor-led

Option 2: e-Learning

- ▶ Length: 15 hrs.
- ▶ Self-paced, online module

Part Two

Option 1: Virtual Classroom

- ▶ Length: 2 days
- ▶ Live, online instructor-led

Refresher

Option 1: Virtual Classroom

- ▶ Length: 1 day
- ▶ Live, online instructor-led

TRAINING PROVIDER FOR:



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LEARNING OUTCOMES (PART 1 – THEORY)

CHAPTER 1 - INTRODUCTION

- 1.1. Describe the certification process explain the certification process and provide an overview of the Part One, Part Two and Refresher training requirements
- 1.2. Describe the importance of occupational health and safety explain why occupational health and safety is important for workers and employers.
- 1.3. Describe the contribution of certification training to the goal of making Ontario workplaces as safe and healthy as possible
- 1.4. Describe the purpose of JHSC and the role, responsibility and duties of the certified members

CHAPTER 2 - THE OCCUPATIONAL HEALTH & SAFETY ACT

- 2.1. Outline the roles of each of the workplace parties
- 2.2. Outline the roles and responsibilities of the different workplace parties in achieving effective health and safety programs, practices, and performance. Describe how this relates to the Internal Responsibility System (IRS)
- 2.3. Identify occupational health and safety legislation, demonstrate how to access information from it, and explain the basic rights, responsibilities, and training requirements
 - a) describe the structure of the Occupational Health and Safety Act (OHSA). Describe how to read laws, regulations, and standards, and practice finding information in the OHSA and regulations
 - b) outline how the regulations, standards, codes, guidelines, policies, and collective agreements support and supplement the OHSA"
 - c) the following features of the OHSA and find relevant sections. Outline how these requirements are expressions of the IRS and how they work together:
 - i. the rights and responsibilities of employers, constructors, workers, supervisors, directors and officers of a corporation, owners and suppliers
 - ii. the worker's responsible exercise and management of the "right to know", "right to participate", and "right to refuse"
 - iii. an overview of the training requirements of the OHSA and its associated regulations
 - iv. the employer's obligation to develop a health and safety policy and program, as well as a workplace violence and workplace harassment policies and programs
 - d) describe how supervisors, employers and workers may participate in Ministry of Labour, Training and Skills Development inspections and investigations
 - e) describe methods of enforcement outlined in Part VIII of the OHSA (e.g., Ministry of Labour, Training and Skills Development orders, stop work orders, etc.)

CHAPTER 3 - RIGHTS, POWERS AND DUTIES OF JHSC

- 3.1. Describe the purpose, legal requirements for, and rights, duties, and function of JHSCs and describe how a functioning JHSC works
 - a) describe the purpose of the Joint Health and Safety Committee
 - b) describe the legal requirements for establishing and maintaining a JHSC and find relevant provisions in OHSA
 - c) describe the rights, duties, and function of the JHSC and find references in the OHSA
- 3.2. Describe the rights, duties and responsibilities of JHSC members and certified members
 - a) describe the rights, duties, and responsibilities of JHSC members and certified members and find references in the OHSA
 - b) describe the responsible exercise and management of the right to stop work
 - c) describe the circumstances in which a JHSC member or certified member interacts with the MLTSD.

LEARNING OUTCOMES (PART 1 – THEORY)

CHAPTER 4 – ACCIDENT AND INCIDENT INVESTIGATIONS

- 4.1. State the requirements for, and describe the processes for, reporting and investigating fatalities, critical injuries, work refusals, and complaints of dangerous circumstances
- 4.2. state the legal requirements for reporting and investigating fatalities and critical injuries, work refusals, and complaints of dangerous circumstances
- 4.3. describe the need for thorough investigations and an effective reporting system.
- 4.4. describe the roles and responsibilities of the Ministry of Labour, Training and Skills Development, police, and workplace parties in an investigation
- 4.5. describe responsibilities of the workplace parties at the scene of an injury
- 4.6. Using a case study, illustrate an effective investigation using:
 - a.) information gathering tools (e.g., effective note taking)
 - b.) interviewing skills
 - c.) data analysis
 - d.) report writing
 - e.) follow-up recommendations and compliance schedules"

CHAPTER 5 – HAZARD RECOGNITION

- 5.1. Describe the categories of hazards and the basic process of recognizing, assessing, and controlling hazards, and evaluating the hazard controls
 - a.) explain the following terms:
 - i. hazard
 - ii. occupational injury
 - iii. occupational illness
 - b.) explain what is meant by “recognize, assess, and control hazards, and evaluate the hazard controls
 - c.) describe the legislated roles and responsibilities of the workplace parties in recognizing, assessing, and controlling hazards, and evaluating the hazard controls
 - d.) describe the hazard categories and give examples for each:
 - i. physical
 - ii. chemical
 - iii. biological
 - iv. musculoskeletal
 - v. psychosocial
 - e.) explain how a substance may exist as a gas, liquid, or solid, and how these states may be altered. Explain how they relate to the routes of entry to the body (inhalation, absorption, ingestion and injection)
 - f.) introduce a Hazard Management Tool and describe how it is used
- 5.2. Explain hazard recognition and the process for workplace inspections and identify the legal requirements
 - a.) explain how hazard recognition is the initial identification of the potential for, or existence of, a hazard
 - b.) identify the legal requirements for workplace inspections by JHSC members under the OHS Act and state the purpose of the inspection. In addition:
 - i. list the information and tools needed to prepare for a workplace inspection
 - ii. demonstrate how to conduct a workplace inspection and how to identify hazards during the inspection
 - iii. describe how to prepare an inspection report for the JHSC and describe follow-up procedures
 - c.) Describe additional methods for identifying hazards such as:
 - i. documenting worker concerns
 - ii. observation
 - iii. review of documents such as workplace records and WSIB or MLTSD reports.

LEARNING OUTCOMES (PART 1 – THEORY)

CHAPTER 5 – HAZARD RECOGNITION (CONT'D)

- 5.3. Explain the purpose of and describe basic methods for doing a hazard assessment
- explain how hazard assessment helps to determine how serious a hazard is
 - describe how to assess health and safety hazards using methods such as:
 - inspections
 - investigations
 - job-hazard analysis
 - observations
 - interviews
 - measurement against a workplace or recognized standard
 - determination of compliance with regulations or legislation
 - comparison to other accepted standards and practices"
 - State the purpose of exposure monitoring. In addition:
 - identify factors JHSC members should consider when present at the beginning of monitoring and when reviewing testing strategies and results
 - Identify regulations and standards for limits of exposure such as R.R.O 1990, Reg 833 Control of Exposure to Biological or Chemical Agents, O. Reg. 490/09 Designated Substances and the American Conference of Governmental Industrial Hygienists guidelines
 - define the terms: exposure values, threshold limit value (TLV), time weighted average limit (TWA), short term exposure limit (STEL), and ceiling exposure limit (C)"
- 5.4. Explain the purpose of, and describe basic methods of, hazard control
- explain that hazard control is reducing or eliminating hazards
 - describe how health and safety hazards may be controlled (at the source, along the path, and at the worker)
 - explain the qualities of an effective control
 - describe five types of controls (elimination, substitution, engineering, administrative and personal protective equipment), explain the hierarchy of controls, and give examples of how they may be applied to health and safety hazards
- 5.5. Explain the purpose of the evaluation of hazard controls

CHAPTER 6 – ACCESSING HEALTH AND SAFETY RESOURCES AND INFORMATION

- 6.1. demonstrate how to access typical sources of occupational health and safety information
- describe the rights to information under the OHSA
 - list occupational health and safety resources and information available to the certified member, and discuss when experts should be consulted
 - describe how to assess occupational health and safety information, and how workplace parties can stay current with changes to legislation and regulations
 - identify sources of information on the occurrence of injury and disease (e.g., workplace records, Workplace Safety and Insurance Board reports). Describe how this information can be used to identify problems and evaluate programs

CHAPTER 7 – BASIC COMMUNICATION

- 7.1. describe how JHSCs can develop and maintain effective communication, participation, teamwork, and problem-solving processes, and the merits of worker-manager co-operation in health and safety"