

The University College of the North (UCN), in partnership with Safety Services Manitoba (SSM), is pleased to offer the following:

# Health & Safety Professional Certificate Program

## Train Remotely – Attend **VIRTUAL** Classes with a Live Instructor

Registered students will take this training from their home or workspace. Students will not be attending at one of our UCN campuses or Centres. Handouts and meeting login information will be emailed to registered students by the instructor. Students must have a laptop, tablet or smart phone with reliable internet capable of connecting to remote training with use of microphone and video.

**Date:** September 9, 2021 - December 14, 2021 & January 4, 2022 – January 20, 2022.  
Student orientation will be September 7, 2021 at 6pm.

**Course Cost:** \$4,999.00 payable at time of registration

Instructors, course handouts and course links provided by Safety Services Manitoba. Individual certificates and program Certificate will be issued by SSM.

### **Health & Safety Professional Certificate Program (HSP)**

The HSP curriculum consists of all Manitoba Occupational Health & Safety Certificate program content plus advanced-level courses and a practical field project that will provide students with additional Occupational Health & Safety training skills relevant to supervisory or management levels in organizations.

**To **register** or for further information  
Contact Lindsay Cook at 204-734-4419 or [lcCook@ucn.ca](mailto:lcCook@ucn.ca)**

The fee must accompany the registration form in order for your seat to be held. Pay by cash, check, Purchase Order, ATI, TAN, MasterCard/Visa. Courses are subject to cancellation due to insufficient enrolment. Refund Policy: 100% refund will be issued if course is cancelled by UCN. If student wishes to withdraw, a refund will be issued providing the original receipt and voluntary withdrawal form are submitted to UCN 20 business days prior to first day of class.

**Deadline to register & make payment arrangements: August 25, 2021 by 3:00pm**

Individual program courses may also be available for registration in this training schedule.

Further information and course offerings can be found at [ucn.ca/cis](http://ucn.ca/cis)



## Health and Safety Professional Certificate Program (HSP)

Scheduled Tuesday and Thursday evenings with a live remote instructor

Course Code	Course Name	Course Hours	Session Dates	Start Time	Delivery
EXT.1775	Manitoba Occupational Health & Safety Law	6	September 9, 2021	6:00pm	Zoom
EXT.1030	Due Diligence	4	September 14, 2021	6:00pm	Zoom
EXT.1031	Hazard Recognition & COVID 19 safety	4	September 16, 2021	6:00pm	Zoom
EXT.1034	Workplace Inspections	4	September 21, 2021	6:00pm	Zoom
EXT. 0514	Incident Investigation	6	September 23 & 28, 2021	6:00pm	Zoom
EXT.0526	Safety & the Supervisor Training	6	September 30 & October 5, 2021	6:00pm	Zoom
EXT.1110	Safety Committee Basics	6	October 7 & 12, 2021	6:00pm	Zoom
EXT.1771	Fire Prevention Safety Basics	4	October 14, 2021t	6:00pm	Zoom
EXT.0066	GHS/WHMIS 2015	4	October 19, 2021	6:00pm	Zoom
EXT.0249	TDG Ground	4	October 21, 2021	6:00pm	Zoom
EXT.1033	Spill Response	4	October 26, 2021	6:00pm	Zoom
EXT.1770	Preventing Workplace Violence	4	October 28, 2021	6:00pm	Zoom
EXT.1032	Lockout/Tagout	4	November 2, 2021	6:00pm	Zoom
EXT.0259	Fall Protection Theory	6	November 4 & 9, 2021	6:00pm	Zoom
EXT.0256	Confined Space Theory	6	November 16 & 18, 2021	6:00pm	Zoom
EXT.1773	Auditing Techniques	18	Nov 23, 25, 30, Dec 2, 7 & 9, 2021	6:00pm	Zoom
EXT.1772	Practical Loss Leadership - Home Study Red Book	40	Sep 14 -Dec 2, 2021	Home study	Own Time
EXT.1774	Occupational Health & Safety Career Paths	4	December 14, 2021	6:00pm	Zoom
	MOHS Certificate Final Exam Open Book			Home study	Own Time
EXT.0356	Industrial Hygiene Basics	6	January 4 & 6, 2021	6:00pm	Zoom
EXT.0309	Ergonomics	6	January 11 & 13, 2021	6:00pm	Zoom
EXT.0357	Instructional Techniques/Adult Learning	6	January 18 & 20, 2021	6:00pm	Zoom
EXT.0358	Practical Project - own time	20			
	Final Exam - open book - own time	3			
Total Hours HSP program		175			

**Student Orientation: September 7, 2021 at 6:00pm**



## Health and Safety Professional Certificate Program Course Descriptions

### Manitoba Occupational Health & Safety Law

This course will assist the participant to understand the contents of the Manitoba Workplace Safety and Health Act and Regulations. This course will also assist the participant to link Manitoba legislation to other relevant legislations, standards and the Criminal Code of Canada.

### Due Diligence

This course provides a basic understanding of due diligence and how it works for you and your organization. It covers the rights and responsibilities of all employees/employers in the workplace and what they mean, and provides participants with an overview of Manitoba's health and safety law as well as the criminal code of Canada.

### Hazard Recognition & COVID-19 Safety

Teaches participants the fundamentals of how to identify hazards in the workplace, rate the risk of the hazards identified, and recommend controls to eliminate or minimize the risks of these hazards using various tools developed by safety professionals.

### COVID -19 Safety

COVID-19 transmission/Symptoms of COVID-19/Vulnerable populations/Tips for preventing illness such as: Physical distancing/Self-isolation/Proper hand washing techniques/Wiping down high-traffic surfaces/Sick plans/Preventing the spread of illness in the workplace/Tips for employers/Worker rights

### Inspections/Workplace Inspections

This course focuses on the importance of formal and informal inspection techniques and the need to identify the hazards within the workplace. Once the hazards are identified, the student will be taught proper ways to eliminate or control the hazard through corrective actions and recommendations.

### Incident Investigation

How to conduct an incident investigation at your workplace. It includes techniques for information gathering and scene preservation, how to interview witnesses and preparing the report. This course will teach participants the fundamental methods for preventing repeat incidents in your workplace.

### Safety & the Supervisor Training

This course uses learning techniques developed to maximize broaden the knowledge of safety system, roles and responsibilities. This course is designed for those who will be managing, supervising and directing a company's health and safety program and its employees. Measuring, maintaining and developing OH&S management systems are required skills of the supervisor. Topics include the guiding principles of safety management systems, legislated rights and responsibilities.

### Safety Committee Basics

Your safety committee may be ineffective unless members understand their role and carry out their individual responsibilities. The safety committee can be a "profit center" activity: As a fact-gathering, problem-solving team of motivated members, the safety committee has the potential to help save lives and money. This course will give the students the effective tools and skills to perform these tasks and add value to the safety committee structure.

### Fire Prevention Safety Basics

Fire Extinguisher Theory/Classification of Fires/Fire Decision Skills/Small Fire Protocol/What to do in the event of a fire/Fire Prevention/Reporting an Emergency.

### GHS/WHMIS 2015

This program teaches participants how to identify hazardous products, control hazards from these products, and safely handle controlled products.

### TDG Ground

This course provides the necessary tools to ensure all drivers, shippers, and receivers learn appropriate handling and ensure legal responsibilities are understood and fulfilled. This course will also teach participants the appropriate response techniques in emergency situations such as spills or accidents.

### Spill Response

Safety Services Manitoba's Spill Response training provides students with the most current legislative information including industry best practices. Learn the basics in spill response. This course will identify best practices and products available and assist participants in generating a spill response plan for their organization.

### Preventing Workplace Violence

Understanding of workplace violence/Understanding of legislation and responsibilities regarding workplace violence/Assessing the risk of violence/Controlling hazards and risks/Developing and implementing violence prevention and control plans/Monitoring and follow-up

### Lockout/Tagout

This program teaches participants how to identify and control all potential energy sources that may result in injury if not locked out. Students will learn how to use different types of devices that may be required to lock equipment out.

### Fall Protection Theory

This program teaches participants how to exercise the hierarchy of controls including fall prevention, fall restraint, and fall arrest as each situation will be different when working at heights. Students will learn how to inspect fall protection equipment, how to don a harness.

### Confined Space Theory

The course will address the hazards associated with confined spaces and it will outline the duties and responsibilities of all members of a confined space entry team, emergency rescue procedures, and plan development.

### Auditing Techniques

Auditing theory/Regulations and application/Documentation, Due Diligence, Compliance and Planning/Learn how to Conduct Audits, Audit Process and Cycle. /Approaches for Effective Auditing. Preparing and Using Checklist. /How to Seek Objective Evidence.

### Practical Loss Leadership Home Study Program

This course will help the participant improve the effectiveness, efficiency, and excellence of your health & safety system for managing loss control, quality, production, and cost control. Improved quality, production and cost control go hand-in-hand with improved loss control, and all depend on how the system is managed. All technical support questions for this home study program should be directed to: David Erl [derl@safetyservicesmanitoba.ca](mailto:derl@safetyservicesmanitoba.ca)

### Program Wrap up/Occupational Health & Safety Career Paths

Codes of Conduct and personal liabilities/Industry Opportunities and Professions  
Manitoba Safety Associations/Professional Certifications and Designations

Final Exam: Take home/open book after above courses completed.

**Industrial Hygiene Basics:**

- The value of occupational hygiene and the role of the occupational hygienist.
- The role of health hazards encountered in the workplace.
- Hazard recognition techniques.
- Sources and potential routes of occupational exposure.
- Exposure assessment and the measurement processes involved.
- Methods of controlling exposure.
- The management of occupational hygiene programs.

**Ergonomics:**

- Ergonomic and human factor approached for office and industrial workplaces
- Anatomy and physiology
- Workplace injury causes, consequences, and treatment
- Occupational health and psychology
- Physical and mental risk factors
- Risk assessment
- Pain and performance at work
- Design ergonomics and anthropometrics

**Instructional Techniques/Adult Learning:**

- Understand the role and purpose of facilitating.
- Understand the qualities of effective facilitation
- Identify the needs of your audience based on adult learning principles and styles.
- Recognize group behaviors and know how to respond.
- Understand the five P's when preparing to facilitate.
- Tools and Methods of Facilitation.
- Understand the do's and don'ts of effective Facilitation.
- Understand the 7 principles of effective training.
- Understand how to exercise control when facilitating and how to deal with challenges.
- Create a winning training session that achieves your learning objectives.
- Assess and give appropriate feedback to your participants.
- Moderate your classroom and disruptions effectively.
- Facilitate training sessions with greater confidence.
- Build confidence by practicing and receiving feedback.
- Understand how to facilitate virtually and the challenges this brings.

**Practical Project:**

This project is meant to apply knowledge learned in the program. Normally it is set up as a reward to the employer that has put the student through the program. SSM would work with the employer and the students/employee to benefit the company by creating a procedure or work towards something that the student/employee would like to complete in the workplace. Examples include:

- Development of a company wide policy or program
- Power Point presentation to be facilitated in your workplace
- Developing and facilitating a new orientation program for your workplace

**Final Exam:** Take home/open book after above courses completed.

