



# OH&S Training Calendar

# 2012

We are pleased to present the 2012 edition of the Bonza Training Solutions Occupational Health & Safety Training Calendar. We are now working with the Occupational Safety Group (OSG) and Health & Safety Compliance of Ontario (HASCO) in order to offer our clients the expertise of specialists in this field.

Public Courses  
& On-site  
Services



## Health & Safety Training 2012 Course Calendar

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# Health & Safety Committee Programs

## Joint Health & Safety Committee Certification Part 1

Fee: 2 Days, \$375 + HST

	October	November	December	January	February	March
<b>Stratford</b>		Nov 24-25				
<b>Hamilton</b>	Oct 13-14	Nov 7-8	Dec 1-2		Feb 1-2	Mar 12-13
<b>Cambridge</b>	Oct 6-7	Nov 3-4, 15-16	Dec 6-7	Jan 10-11	Feb 2-3	Mar 1-2, 19-20
<b>London</b>	Oct 3-4	Nov 3-4, 24-25	Dec 5-6	Jan 11-12	Feb 9-10	Mar 5-6, 26-27
<b>Mississauga</b>	Oct 4-5	Nov 1-2, 10-11	Dec 7-8	Jan 12-13 31-1 Feb	Feb 22-23	Mar 6-7, 26-27
<b>Ottawa</b>	Oct 5-6	Nov 9-10			Feb 8-9	Mar 1-2
<b>Windsor</b>	Oct 3-4	Nov 14-15	Dec 6-7	Jan 9-10	Feb 1-2	Mar 7-8
<b>Scarborough</b>	Oct 3-4	Nov 2-3, 7-8	Dec 6-7	Jan 9-10	Feb 6-7	Mar 1-2, 7-8
<b>Sarnia</b>	Oct 6-7					
<b>Leamington</b>						Mar 1-2
<b>Toronto</b>	Oct 11-12		Dec 1-2			Mar 8-9
<b>Oshawa</b>	Oct 12-13	Nov 8-9			Feb 9-10	Mar 15-16
<b>Owen Sound</b>	Oct 6-7	Nov 2-3				
<b>St. Catharines</b>						Mar 7-8
<b>Kingston</b>		Nov 7-8				
<b>Brampton</b>		Nov 3-4				Mar 1-2
<b>Markham</b>	Oct 17-18	Nov 7-8	Dec 5-6			Mar 5-6
<b>Barrie</b>	Oct 17-18					
<b>Vaughan</b>		Nov 14-15				

# Health & Safety Committee Programs

## Joint Health & Safety Committee Certification Part 2

Fee: 1 ½ -3 Days, \$299-\$599 + HST

	October	November	December	January	February	March
<b>Stratford</b>			Dec 14-16			
<b>Cambridge</b>	Oct 25-27	Nov 7-9, 23-25	Dec 19-21	Jan 25-27	Feb 15-17	Mar 7-9, 21-23
<b>Hamilton</b>	Oct 24-26	Nov 22-24	Dec 20-22		Feb 13-15	Mar 28-30
<b>London</b>	Oct 24-26	Nov 9-11, 28-30	Dec 14-16	Jan 23-25	Feb 22-24	Mar 14-16, 28-30
<b>Mississauga</b>	Oct 25-27	Nov 7-9, 28-30	Dec 12-14	Jan 24-26	Feb 8-10, 27-29	Mar 14-16, 28-30
<b>Ottawa</b>		Nov 21-23			Feb 27-29	Mar 14-16
<b>Scarborough</b>	Oct 19-21	Nov 22-24, 30-2	Dec 13-15	Jan 18-20	Feb 27-29	Mar 12-14, 19-21
<b>Windsor</b>	Oct 25-27	Nov 28-30	Dec 19-21	Jan 25-27	Feb 14-16	Mar 19-21
<b>Sarnia</b>	Oct 19-21					
<b>Toronto</b>	Oct 18-20		Dec 19-21			Mar 29-31
<b>Oshawa</b>	Oct 26-28	Nov 28-30			Feb 22-24	Mar 26-28
<b>Owen Sound</b>	Oct 19-21	Nov 16-18				
<b>St. Catharines</b>						Mar 19-21
<b>Leamington</b>						Mar 12-14
<b>Kingston</b>		Nov 28-30				
<b>Brampton</b>	Oct 17-19	Nov 21-23				Mar 20-22
<b>Markham</b>	Oct 24-26	Nov 23-25	Dec 19-21			Mar 21-23
<b>Barrie</b>	Oct 31-2					
<b>Vaughan</b>		Nov 30-2				

# Train-the Trainer Programs

## TRAIN-THE-TRAINER

The participant learns the principles of adult learning, communication, learning tips for effective instructors, planning and design, difficult behaviour in the classroom, available training tools, training evaluations, evaluating knowledge and practical applications.

**Fee: 1 Day, \$285 + HST \*Required Course\***

	October	November	December	January	February	March
<b>London</b>		Nov 14		Jan 16		Mar 7
<b>Cambridge</b>			Dec 12		Feb 21	
<b>Mississauga</b>		Nov 14				
<b>Scarborough</b>	Oct 24					

## CONFINED SPACE TRAIN-THE-TRAINER

Participants will receive hands-on training with atmospheric monitors. The program and its materials are in accordance with the Occupational Health and Safety Act (OHSA) 851, CSA Standards and OSHA 29 CFR 1910.146.

**Fee: 1 Day, \$1100 + HST \*Includes participant trainers package\***

	October	November	December	January	February	March
<b>London</b>	Oct 17				Feb 29	
<b>Cambridge</b>		Nov 18		Jan 30		Mar 21
<b>Mississauga</b>		Nov 17				

## FALL ARREST/FALL PROTECTION TRAIN-THE-TRAINER

This program teaches the participant how to understand and apply legislation and standards related to fall arrest and protection systems, how to inspect and maintain those systems, and how to recognize fall hazards and implement controls.

**Fee: 1 Day, \$815 + HST \*Includes participant trainers package\***

	October	November	December	January	February	March
<b>London</b>	Oct 21		Dec 22		Feb 24	
<b>Cambridge</b>		Nov 17		Jan 19		Mar 20
<b>Mississauga</b>		Nov 18				

## Train-the Trainer Programs

### LOCKOUT TRAIN-THE-TRAINER

This program teaches the participant how to understand the principles of lockout, energy sources that need to be controlled and special circumstances that need to be considered such as group lockout situations.

**Fee: 1 Day, \$815 + HST \*Includes participant trainers package\***

	October	November	December	January	February	March
<b>London</b>						Mar 12
<b>Cambridge</b>	Oct 18					Mar 6
<b>Mississauga</b>		Nov 22				
<b>Windsor</b>						

### SAFE OPERATION OF ELEVATED WORK PLATFORMS (AERIAL LIFT) TRAIN-THE-TRAINER

This program provides a regulatory overview, and in-depth information about hazard identification, pre-operational inspections, stability principles, fall protection, safe operation and electric and propane fuelling.

**Fee: 1 Day, \$1100 + HST \*Includes participant trainers package and initial hands-on evaluation\***

	October	November	December	January	February	March
<b>London</b>				Jan 20		Mar 19
<b>Cambridge</b>	Oct 20		Dec 16		Feb 27	
<b>Mississauga</b>		Nov 21				

### SAFE OPERATION OF A LIFT TRUCK TRAIN-THE-TRAINER

This program teaches the participant how to understand hazards, legislation and standards, safe operating and stability principles, and fuel related hazards specific to a lift truck.

**Fee: 1 Day, \$1100 + HST \*Includes participant trainers package and initial hands-on evaluation\***

	October	November	December	January	February	March
<b>London</b>		Nov 16		Jan 18		Mar 9
<b>Cambridge</b>	Oct 13		Dec 14		Feb 23	
<b>Mississauga</b>		Nov 16				
<b>Scarborough</b>	Oct 26					

## Train-the Trainer Programs

### SAFE OPERATION OF OVERHEAD CRANES TRAIN-THE-TRAINER

This program teaches the participant how to understand and apply legislation and standards related to overhead cranes. It breaks down the different types of cranes, rigging and attachments, and examines pre-operational checks and procedures for safe operation.

**Fee: 1 Day, \$1100 + HST \*Includes participant trainers package and initial hands-on evaluation\***

	October	November	December	January	February	March
<b>London</b>		Nov 22		Jan 27		Mar 13
<b>Cambridge</b>	Oct 19		Dec 15		Feb 28	
<b>Mississauga</b>		Nov 23				

### TRANSPORTATION OF DANGEROUS GOODS (TDG) TRAIN-THE-TRAINER

This program provides information about duties and responsibilities under the Transportation of Dangerous Goods Act, classifications of dangerous goods, when to placard, preparing shipping documents, schedule 1,2 and 3 and handling spills.

**Fee: 1 Day, \$815 + HST \*Includes participant trainers package**

	October	November	December	January	February	March
<b>London</b>		Nov 21		Jan 31		Mar 22
<b>Cambridge</b>	Oct 14		Dec 15		Feb 28	Mar 5
<b>Mississauga</b>						

### WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) TRAIN-THE-TRAINER

This program teaches the participant how to understand and Duties & responsibilities, WHMIS components, hazard recognition & classification, workplace specific exposure risks, personal protective equipment, MSDS contents and labels.

**Fee: 1 Day, \$815 + HST \*Includes participant trainers package**

	October	November	December	January	February	March
<b>London</b>		Nov 15		Jan 17		Mar 8
<b>Cambridge</b>			Dec 13		Feb 22	
<b>Mississauga</b>		Nov 15				
<b>Scarborough</b>	Oct 25					

## Health & Safety Programs

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### ACCIDENT/INCIDENT INVESTIGATIONS

Accident / Incident Investigation Workshop will provide the participants with the knowledge and training needed to properly investigate and report workplace accidents.

**Fee: 1/2 Day, \$199 + HST**

### ADVANCED INDUSTRIAL ERGONOMICS TRAINING

This class will provide participants with education on Musculoskeletal Disorders. Participants will also gain a basic knowledge of how to conduct a Physical Demands Analysis (PDA), which can aid in reduced lost time injuries at work. Currently Musculoskeletal Disorders represent the most abundant cause of workplace injuries in Ontario.

**Section 25 (2) of the Occupational Health and Safety Act states that:**

“Without limiting the strict duty imposed by subsection (1), an employer shall, (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;”

**Section 45 (a) of the Industrial Regulations states that:**

“Materials, articles or things,

(a) required to be lifted, carried or moved, shall be lifted, carried or moved in such a way and with such precautions and safeguards, including protective clothing, guards or other precautions as will ensure that the lifting, carrying or moving of the materials, articles or things does not endanger the safety of any worker;

#### **Agenda**

- Introduction to Industrial Ergonomics
- Musculoskeletal Disorders (MSDs)
- Recognizing Ergonomic Hazards & Providing Solutions
- Manual Material Handling
- Workplace Design Guidelines
- Performing an Ergonomic Assessment
- Checklists and Interactive Exercises

***This program includes a Trainer manual, Participants Manuals and CD-ROM***

## Health & Safety Programs

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### **BILL 168 – WORKPLACE VIOLENCE & HARASSMENT**

Workplace Violence & Harassment occurrences are rising. The Government of Ontario has passed Bill 168—Violence & Harassment in the Workplace which amends the Occupational Health & Safety Act to include specific Workplace Violence and Workplace Harassment requirements.

**Fee: 1/2 Day, \$199 + HST**

***OHSA; Section 25 (2)(h) of the Occupational Health & Safety Act states that:***

Without limiting the strict duty imposed by subsection (1), an employer shall, (a) take every precaution reasonable in the circumstances for the protection of the worker

**This NEW legislation requires employers to perform the following:**

- Develop and communicate workplace violence & harassment prevention policies and programs to workers
- Assess the risks of workplace violence as well as take reasonable precautions to protect workers from domestic violence in the workplace
- Allow workers to remove themselves from harmful situations if it is believed to put them in danger because of workplace violence

#### **Agenda**

- Definitions of workplace violence & harassment
- Employer and Supervisor responsibilities
- Assessment of workplace risks
- Elements of a prevention and policy program
- Due Diligence for workplace violence & harassment

### **CONFINED SPACE AWARENESS**

The participant learns new legislative requirements, identifying confined spaces, confined space plan, assessment, permits, atmospheric hazards, entry procedures, rescue procedures.

**Fee: 1 Day, \$299 + HST**



# Health & Safety Programs

## DUE DILIGENCE

This program teaches the participant to understand responsibilities of employer, employee, supervisor and H&S committee, Bill C-45 - amendments to the Criminal Code, Ministry of Labour (MOL) orders, offences and penalties - fines for non-compliance and proving Due Diligence.

**Fee: 1/2 Day, \$199 + HST**

	October	November	December	January	February	March
<b>London</b>			Dec 9			
<b>Cambridge</b>		Nov 14				
<b>Mississauga</b>						

## ELECTRICAL SAFETY AWARENESS

This program will provide employees with the knowledge of how electricity works and what they should do to protect themselves and co-workers from its hazards. Your workplace and employees will benefit from increased awareness, reduced accidents, injuries, compensation and operating costs.

**Fee: 1 Day, \$299 + HST**

***Section 182 of the Occupational Health and Safety Act states that:***

*“every reasonable precaution shall be taken to prevent a hazard to a worker from an energized electrical conductor or equipment.”*

### Agenda

- OHSA and the Regulations
- Electrical safety awareness based on CSA 462-08
- Basic of electricity and the effect shocks have on a body
- Shock protection boundaries and personal protection
- Lockout as required under CSA Z462-08
- Arc flash, arc flash injuries and hazard boundaries
- How to protect against arc flash



# Health & Safety Programs

## **SUPERVISOR OCCUPATIONAL HEALTH & SAFETY CERTIFICATE \***

This course meets or exceeds the employer’s legal responsibilities under the Occupational Health and Safety Act (OHSA; the Act)

The law requires that supervisors and managers are familiar with a multitude of aspects of the Act and regulations, also industry best practices, CSA Standards and published guidelines. Management staff of any sized business must know the requirements under the Act, their duties and responsibilities, and what constitutes due diligence. Management staff must implement and maintain a strong Internal Responsibility System.

Supervisors must be competent by the definition found in the OHSA, and employers must hire or train competent supervisors and “provide adequate supervision.” Upon successful completion of this course participants will have learned all required components of the legislation to be viewed as competent.

Participants will learn about hazard recognition, assessment and control measures that can be implemented as a result of workplace inspections. Participants will learn that the Act is based on the Internal Responsibility System which requires workplaces to act in accordance with the law and best practices. Participants will learn and discuss Bill C-45 which amended the Criminal Code of Canada Section 217.1 to allow for prosecution of workplace related infractions. Investigating workplace accidents and understanding the reporting procedures will be included in this course.

*A full, detailed course outline is available. Please contact our office.*

**Fee: 1 Day, \$395 + HST**

	January	February	March	April
<b>Cambridge</b>	16			
<b>Stratford</b>		13		
<b>London</b>			12	
<b>Port Hope</b>				16

This course is available for on-site delivery. Please call for more information.

\*This is a Health & Safety Compliance of Ontario (HASCO) course.



# Health & Safety Programs

## TRANSPORTATION OF DANGEROUS GOODS

Legislative requirements, responsibilities and liabilities of shippers, carriers and receivers, classification of dangerous goods, shipping documents, placarding and labeling of dangerous goods, reporting of spills and other dangerous occurrences.  
**Fee: 1 Day, \$299 + HST**

	October	November	December	January	February	March
London			Dec 8			
Cambridge						
Mississauga						

## YOUNG AND NEW WORKER AWARENESS PROGRAM

Young and new workers are particularly vulnerable to workplace injuries and incidents, mostly due to improper or non-existent training. The goal of this program is to provide young and new workers the knowledge to help identify workplace risks, understand their rights and legal responsibilities and to identify and avoid common workplace injuries.

**Fee: 1/2 Day, \$97.95 + HST**

***OHSA; Section 25 (2)(a) of the Occupational Health & Safety Act states that:***

Without limiting the strict duty imposed by subsection (1), an employer shall, (a) provide information, instruction and supervision to a worker to protect the health or safety of the worker

### Agenda

- Common workplace injuries
- Worker rights and responsibilities
- Recognizing and reporting hazards
- What to do if you are injured



# Health & Safety Programs

## WHMIS - Workplace Hazardous Materials Information System

This WHMIS program will provide your employees with an understanding of the fundamental requirements of WHMIS legislation, as well as, providing a useful comprehension of the hazards, classifications and the health effects of such hazards.

**Fee: 1/2 Day, \$150.00 + HST**

***OHSA; Section 42 (1) of the WHMIS regulations states that:***

"In addition to providing information and instruction to a worker required by clause 25 (2) (a), an employer shall ensure that a worker exposed or likely to be exposed to a hazardous material or to a hazardous physical agent receives, and that the worker participates in, such instruction and training as may be prescribed."

***OHSA; Section 42 (3) continues:***

"An employer shall review, in consultation with the committee or health and safety representative, if any, for the workplace, the training and instruction provided to a worker's familiarity therewith at least annually."

**Agenda**

- Current and relevant legislation and compliance requirements
- Classification, Symbols and their respective hazards
- Responsibilities of workplace parties (employer, worker, supervisor, JHSC)
- Effects WHMIS has on Health & Safety in the workplace

	October	November	December	January	February	March
<b>London</b>						
<b>Cambridge</b>		Nov 1				
<b>Mississauga</b>						

## Machinery, Equipment & Tools

### FALL ARREST/FALL PROTECTION

The participant learns and understands employers, supervisors and workers responsibilities under the Act, as they apply, equipment selection and limitations, equipment maintenance inspection, calculating fall distance and equipment donning procedures.

**Fee: 1/2 Day, \$150 + HST**

	October	November	December	January	February	March
<b>London</b>	Oct 12		Dec 2			
<b>Cambridge</b>	Oct 3	Nov 14				
<b>Mississauga</b>	Oct 20		Dec 1			

### LOCKOUT

This class will provide participants with the knowledge necessary to understand the principles of lockout, energy sources that need to be controlled and special circumstances that need to be considered such as group lockout situations.

**Fee: 1/2 Day, \$199 + HST**

### SAFE OPERATION OF A LIFT TRUCK

The program teaches the participant regulatory overview, hazard identification, pre-operational inspection, stability triangle/trapezoid, safe operating procedures, fuelling - electric and propane

**Fee: 1 Day, \$249 + GST + Cost of Evaluation**

	October	November	December	January	February	March
<b>London</b>		Nov 1	Dec 7			
<b>Cambridge</b>	Oct 24	Nov 17				
<b>Mississauga</b>		Nov 25				

### SAFE OPERATION OF ELEVATED WORK PLATFORMS (AERIAL LIFT)

The program teaches the participant regulatory overview, hazard identification, pre-operational inspection, stability principals, fall protection, safe operating procedures, fuelling - electric and propane

**Fee: 1 Day, \$249 + HST + Cost of Evaluation**

	October	November	December	January	February	March
<b>London</b>		Nov 7				
<b>Cambridge</b>	Oct 28	Nov 29				
<b>Mississauga</b>		Nov 3				



## Federal Programs

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### CANADA LABOUR CODE INCLUDING HAZARD ANALYSIS

This class will cover duties of employers and employees, offences and penalties, workplace and policy committees, hazard prevention program, internal complaint resolution process, establishing due diligence and roles of the health and safety officer.

**Fee: 1 Day, \$299 + HST**

## FIRST AID

*Bonza Training Solutions is pleased to announce that we offer Canadian Red Cross Certificated First Aid Courses. (On-site only)*

### **Standard First Aid - 16 Hours**

CPR Level 'A' including AED - \$135 per registrant  
CPR Level 'C' including AED - \$140 per registrant  
CPR Level HCP & AED - \$150 per registrant

### **Emergency First Aid - 8 Hours**

CPR Level 'C' including AED - \$85 per registrant  
CPR Level HCP & AED - \$95 per registrant

(Note: Day one of the SFA course covers the input required on an EFA course. If choosing this option, participants should add 30 minutes at the end of Day 1 for the test.)

### **CPR & AED - 4-5 Hours**

CPR Level 'C' including AED - \$60 per registrant  
CPR Level HCP & AED - \$75 per registrant

### **Standard First Aid Recertification - 8 1/2 Hours**

CPR Level 'C' including AED - \$85 per registrant  
CPR Level HCP & AED - \$95 per registrant  
(NEW FIRST AID MANUAL **MUST** BE PURCHASED ON THIS COURSE).

### **Oxygen Administration & Airway Management - 4 Hours**

How to use Medical Oxygen safely and related subjects, such as O/P Airways, BVM, etc. This course is ideal for 'First Responder Teams' in industry or in a Dental Surgery. This course can be added on to most courses with extra time and cost.  
Fee: \$70 per registrant

### **Scenario Training (Customized)**

Simulated First Aid Incident Management - designed to keep skills up to date and practice a variety of simulated incidents. Quotation by request.



## **Structure**

Level A: any individual

Level B: childcare professionals

Level C: professional rescuers\*

Level HCP: healthcare providers\*\*

\*Police, Firefighters, First Responders, Workplace First Aid Teams, and Lifeguards

\*\*Physicians, Nurses, Paramedics, and Allied Healthcare Providers - RT, OT, PT

## **Acronyms**

AED = Automated External Defibrillator

BVM = Bag-Valve-Masks

CPR = Cardiopulmonary Resuscitation

EFA = Emergency First Aid

SFA = Standard First Aid

## Other Occupational Health & Safety Services

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Accident/Incident Investigations  
Aerial Platform & Fall Protection \*  
Asbestos Hazard Awareness  
Blood Borne Pathogen Course  
Emergency Response  
Ergonomics  
Fall Protection  
Fire Prevention  
General Safety Instruction Management  
Hazard Analysis  
Industrial Crane & Hoist \*  
JHSC Basic Certification - Part 1  
JHSC Basic Certification - Part 2  
JHSC Refresher & Safety Training  
Ladder Safety  
Lockout  
Machine Guarding  
Manual Material Handling  
Mobile Crane & Hoist \*  
Noise Awareness  
OH&S Supervisor

Propane Handling  
Respirator Awareness  
Safe Operation of a Lift Truck\* (18 mth P.S.E.)  
Safe Operation of a Skid Steer\*  
Safe Operation of a Telehandler\*  
Safe Operation of an Electric Pallet Truck\*  
Safe Operation of Car Hoists  
Safe Scaffold Use  
Spills response  
Supervisor Safety Motivational  
Transportation of Dangerous Goods  
Waste Manifest – Regulation 347  
Welding Safety  
WHMIS  
Work Area Protection (Book 7)  
Workplace Harassment & Violence – Bill 168  
Workplace Inspection  
Young & New Worker Awareness

\*Requires a Practical Skills Evaluation every 18 months