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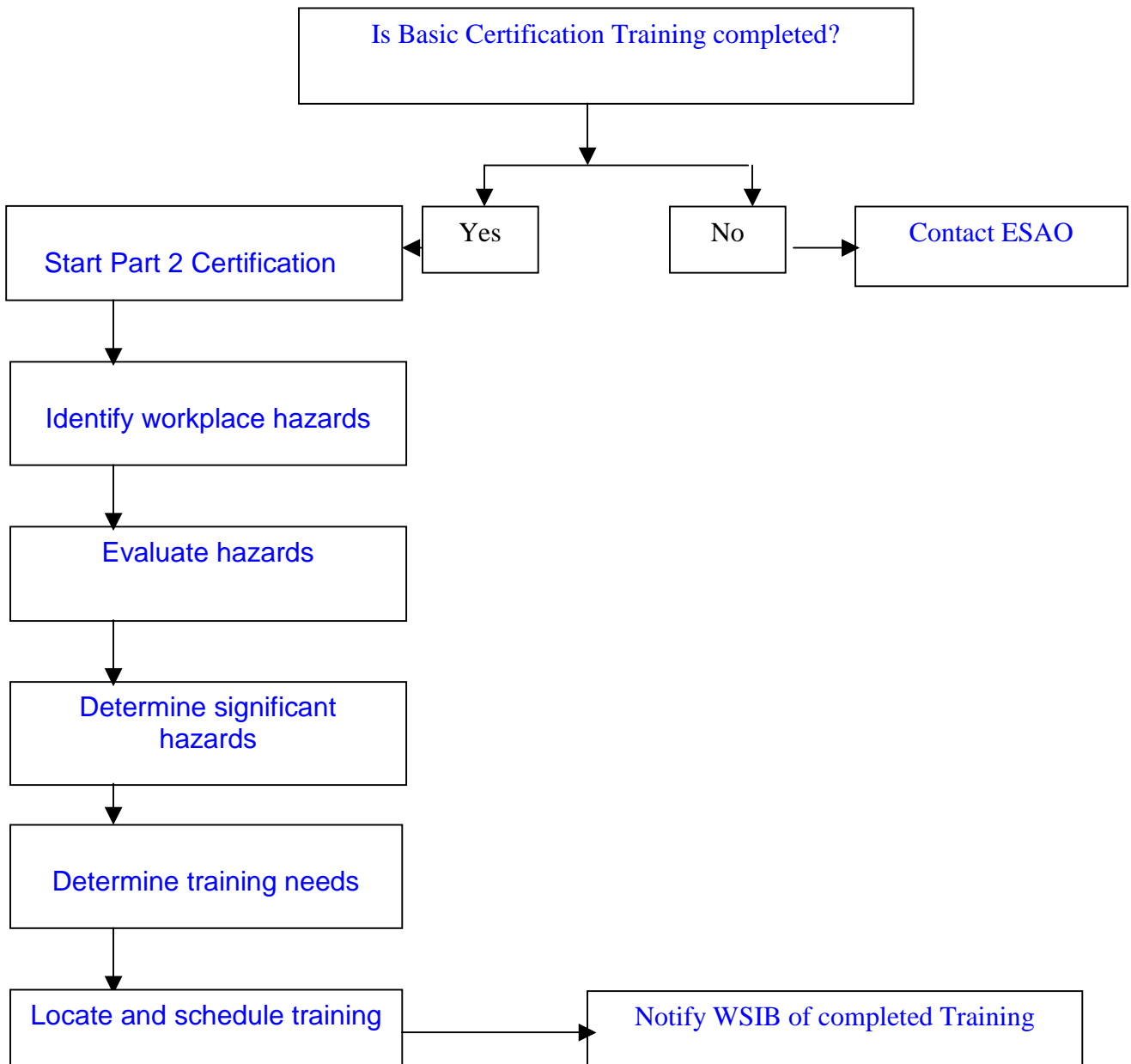
Workplace-Specific Hazard Training

This is a PROCESS not a FORM

Workplace-specific hazard training of certified members of the Joint Occupational Health & Safety Committee (or Part 2 - Certification) involves the completion of a workplace hazard assessment. Part 2 Certification is a process, not a specific course. This assessment involves a number of steps outlined in the attached flow chart and will require the identification of SIGIFICANT workplace hazards in order to identify your Part 2 certification training needs. All steps outlined have additional explanations or information attached to the steps of the flow chart.

If you don't understand the flow chart or the steps involved, please contact ESAO or your ESAO Field Consultant.

Part 2 Flowchart



Part 1 Basic Certification

Certification Training

WHAT IS A "CERTIFIED MEMBER"?

A certified member is a worker or management member of a Joint Health and Safety Committee who has successfully completed a special health and safety-training program that meets the standards established by the Workplace Safety and Insurance Board (WSIB).

Certified members have the power to investigate complaints that "dangerous circumstances" exist and can direct the employer to stop work in specific circumstances. Certified members have the right to be paid for time spent fulfilling certification requirements and to be paid for time spent exercising their stop-work powers and carrying out their other duties.

WHY SHOULD I HAVE CERTIFIED WORKERS?

The Ontario Occupational Health and Safety Act requires certified members in a workplace where a Joint Health and Safety Committee is required

WHO SHOULD BE CERTIFIED?

At least one management member and one worker member must be certified members.

WHO CAN PROVIDE THIS TRAINING

Certification training is given by individuals who have received special training and accreditation by the WSIB. Certification trainers may be self-employed or work for a Safe Workplace Association. The Education Safety Association of Ontario is one of the sector-specific Safe Workplace Associations that offer this training.

WHEN AND WHERE IS IT OFFERED?

Certification trainers provide pre-scheduled certification training sessions. Please look in the Calendar of Events to find the session closest to your organization. Depending on the circumstances and the needs of clients, this training can also be held "on request". If you have special training needs, please contact your ESAO Field Consultant or ESAO head office.

[**Calendar of Events**](#)

[**Pricing**](#)

Start Part 2 Certification

Click to view the WSIB Web Site, which has further explanations as to what the letters sent to both the employer, and the certified members mean. The web site has copies of all letters sent, and explanations both Phase 1 and Phase 2 certification.

<http://www.wsib.on.ca/wsib/wsibsite.nsf/public/CertificationTrainingWorkplaceSpecific>

Identify Workplace Hazards

The employer is responsible for conducting a hazard identification and assessment, preferably in consultation with the JHSC, particularly those who have taken Basic Certification Training.

Hazard Identification: Hazards can be identified through inspecting the workplace, a review of documentation, and interviews in the workplace. Some of the documents that can be reviewed include:

- incident/accident investigation reports
- statistics, injury and near-miss data
- workplace inspection reports
- MOL reports, orders
- WSIB Firm Profile
- first aid log
- JHSC minutes
- concerns, reports, complaints from employees and clients
- WHMIS inventories
- policies and procedures
- safe operating procedures
- checklists
- job descriptions
- job/work routines, job hazard/task analysis
- process flow diagrams
- floor plans
- designated substance control programs
- insurance carrier data (claims)
- sampling/test data

Hazards to Consider

These are examples of hazards or groups of hazards that may be considered for Workplace-Specific Hazard Training. This is not a complete list. Many of these hazards are also priorities identified by the Ministry of Labour:

Biological hazards
Chemical Hazards
Compressed Gases
Confined Spaces
Lockout Hazards
Ergonomics
Fire & Explosives
Hand Tools

Heat and Cold Stress
Indoor Air Quality
Working at Heights
Machine Guarding
Manual Material Handling
Noise Hazards
Occupational Hazards
Physical Hazards

Office Hazards
WHMIS
Vehicle driving
Violence Hazards
Welding Hazards
Vibrations
Working Alone Hazards

Safety Hazards

Material Handling Hazards/ Manual material handling

- | | | |
|-----------|-----------|-------------|
| -Lifting | -Lowering | -Pulling |
| -Carrying | -Pushing | -Shovelling |

Machine Hazards

- Entanglement of clothing or body parts in rotating shafts, belts or pulleys
- Injury due to presses, blades and saws
- Flying projectiles from machines causing injury and damage
- Crushing and cuts due in “nip and pinch points”

Work Practice Hazards - Safe work practices include job routines, tasks, processes, and activities

Energy Hazards

- | | | |
|--------------|------------------------|--------------------|
| -Electricity | -Pneumatic / hydraulic | -Chemical energy |
| -Steam | pressure | -Mechanical energy |
| -Heat | -Gravity | |

Health Hazards

Ergonomic Hazards - Good ergonomic design in the workplace will reduce the possibility of fatigue and the associated risk of injury. Three important factors to consider when dealing with ergonomic hazards are repetition, force and awkward body positions. Alone, or in combination, these three factors may contribute to stressful motions.

Look for ergonomic hazards in:

- The physical demands of work
- Work-station design
- Tool and equipment design
- The design of the work environment
- The organization of the work
- Manual materials handling

Physical Agents – Physical agents are forms of energy that can harm the body when exposure takes place. Physical agents include noise, vibration, temperature extremes and radiation (X-rays, UV light, Electromagnetic frequency and laser light).

Chemical Agents – Chemicals that cause health effects are called toxic. Some chemicals, such as corrosives, can harm the body without being toxic. Hazardous chemicals may also be referred to as hazardous substances or hazardous materials.

Click on the link below to view a chart explains the types and categories of chemical hazards in the workplace.
[ESAO WHMIS poster](#)

Biological Agents – Biological agents are organisms or toxic substances produced by living things that can cause illness or disease in humans. Biological agents include bacteria, viruses, fungi (eg. – mould), parasites and insects.

Evaluate Hazards (Hazard Assessment)

Hazard assessment follows hazard recognition. Assessing a safety or health hazard involves comparison with a “standard”. Standards to be used include:

- Laws: Acts, regulations, codes
- Ministry of Labour standards
- Canadian Standards Association standards
- Workplace policies, procedures and operating procedures
- Professional standards (eg. ACGIH)
- Manufacturers’ and suppliers’ guidelines / recommendations

Determine Significant Hazards

Significant hazards are those hazards, identified and assessed in the previous steps, which are most likely to occur (Probability) and would lead to severe consequences (Severity).

Probability could be divided into three categories shown below:

- 1 – Likely to occur
- 2 – Possibly occurring or you have heard of it happening
- 3 – Unlikely to occur

Severity could be divided into three categories shown below”

- A – Death, permanent disability, loss of a body part, extensive loss of a structure, equipment or material
- B – Serious injury or illness that results in temporary disability, property damage that is disruptive but less severe than Class A.
- C – Minor injury or illness that is not disabling, property damage that is not disruptive.

By combining the Severity and Probability in a “grid” (as shown below) the total risk can be determined.

SEVERITY

		A	B	C
PROBABILITY	1	A1	B1	C1
	2	A2	B2	C2
	3	A3	B3	C3

Apply this matrix (or other decision making process) to all hazards identified. From the matrix (or other process) determine which hazards are significant in your workplace. Hazards categorized, as “A1” must be considered significant. The point at which hazards are not deemed to be significant must be determined by the workplace

Determine Training Needs

Step One - List all significant hazards

Step Two - Identify past training for equivalency.

Guidelines for Workplace-Specific Hazard Training - (WSIB) [Click to view](#)

Step Three – Training will be required for significant hazards that have not yet be addressed.
(Step One minus Step Two)

Locate and Schedule Training

Click to view

[SAFE WORK ASSOCIATIONS \(ONTARIO\) LINKS](#)

[ESAO PRODUCT AND SERVICES WEB SITE](#)

[THE WORKERS CENTRE](#)

Notify WSIB of Completed Training

Click to view:

[Workplace-Specific Hazard Training Confirmation Form 3189A - \(WSIB\)](#)

1. Complete and submit copies of form for EACH Certified Member

2. Retain original forms at worksite and administrative offices, HR records, etc.

Other questions or concerns? [Contact ESAO](#)

Contact ESAO

Staff/Personnel

"Our mission is to inspire people in the education sector to work safely by providing innovative programs and services"

Randy Plener

President & CEO
rplener@esao.on.ca

Ed Hager

ehager@esao.on.ca
South West

Jim Bell

Director - Program Development
jbell@esao.on.ca

Alain Chenard

achenard@esao.on.ca
French Client Consultant

Janice Gallant

jgallant@esao.on.ca
South Central GTA

Jim Ogilvie

Field Consultant
jogilvie@esao.on.ca

Mike Atkinson

matkinson@esao.on.ca
South Central GTA

Blaine Larock

Health & Safety Trainer
blarock@esao.on.ca

Doug Bennett

dbennett@esao.on.ca
North East

Andy Zvagulis

Health & Safety Trainer
azvagulis@esao.on.ca

Bill Urie

burie@esao.on.ca
Niagara

GUIDELINES

FOR

WORKPLACE-SPECIFIC HAZARD

TRAINING OF

CERTIFIED MEMBERS

DECEMBER 2000

Introduction

The internal responsibility system (IRS) provides the foundation of Ontario's approach to workplace health and safety. It is built on the principle of self-reliance of the workplace parties. This means that employers and workers are the primary parties responsible for eliminating hazards within their workplaces, and for achieving optimum health and safety performance.

According to the Certification Training Program Standards (the Standards), Certification is based on a two-part training process: Basic and Workplace-Specific Hazard Training. Both are required in order to become certified.

Workplace-Specific Hazard Training meets the training needs in individual workplaces for certified members. The results of a workplace hazard assessment conducted by the employer determine their training needs. Employers are encouraged to conduct the assessment in consultation with the Joint Health and Safety Committee (JHSC), particularly those members who completed Basic Certification Training. As well, the *Occupational Health and Safety Act* requires the employer to share the results of the assessment with the JHSC [Sec. 9(18)(d) & 25(2)(1)]. The JHSC may wish to review the assessment and make recommendations to the employer regarding determining Workplace-Specific Hazard Training needs for the workplace's Certified Members. The employer will consider any recommendations when making final determination on training needs.

What employer duties are involved?

The hazard assessment determines Workplace-Specific Hazard Training needs and is supported by existing employer duties under the *Occupational Health and Safety Act*. These duties are:

- to provide information, instruction and supervision to a worker to protect the health and safety of the worker
- to acquaint a worker ... with any hazard in the workplace
- to prepare and review annually an occupational health and safety program

Meeting these provisions of the *Act* involves conducting an assessment of the hazards in the workplace. Various health and safety regulations made under the *Act* also require assessment of hazards in specific circumstances.

Identification of Hazards

The **Workplace-Specific Hazard Training Needs Assessment** identifies all the hazards in your workplace that may affect a worker's health and safety. Where appropriate, common hazards may be grouped (e.g. chemical, biological hazards) for certified member training.

The training needs assessment can be accomplished by doing a workplace inspection (refer to Basic program course materials) and consulting other sources of information such as:

- chemical inventories and MSDSs;
- WSIB reports (claims);
- accident, injury or illness records for workplace and industry;
- committee meeting minutes and recommendations, inspection reports;
- sampling/test data;

- Ministry of Labour orders/non-compliance;
- near-miss reports;
- workflow or process-flow information;
- general observations; and
- individuals within the workplace with knowledge or experience of the hazards.

Training Requirements

Based on the identification of all the hazards in a workplace and determination of the level of concern for each, **training on the significant hazards is required for completion of Workplace-Specific Training for certified members in that workplace.** A hazard is significant when, if not properly controlled, it has the potential to cause a lost time injury or occupational disease. The employer determines this, preferably in consultation with the JHSC. The other hazards should be considered for ongoing occupational health and safety training.

The Standards set out the required learning objectives for Workplace-Specific Hazard Training. This training provides an overview for the certified members to assist them in identifying sources of the hazard in their workplaces and making recommendation on how to control or eliminate them. This differs from training for any workers exposed to the hazard, which would be much more in-depth and job specific.

The Health and Safety Associations or other health and safety professionals may provide assistance in conducting the training needs assessment.

Sector Programs

The **Certification Training Program Standards** provide the option of sector-based programs in place of Workplace-Specific Hazard Training. This enables a single program to be delivered covering hazards common to the majority of workplaces in a sector. For example, the construction industry developed the Construction Sector Specific Program. A sector program must have endorsement from a Trade Association or bi-partite group.

Equivalency

Equivalency for Workplace-Specific Hazard Training may be obtained on a hazard-by-hazard basis by documenting training that meets the required learning objectives outlined on page 16 of the Standards. They are:

- 1.1 Describe the hazard and how it may cause injury or illness.
- 1.2 Identify the relevant legislation, standards and guidelines for the hazard.
- 1.3 Describe how to identify and assess the hazard.
- 1.4 Describe ways of controlling the hazard.
- 1.5 Prepare an action plan to identify, assess and control the hazard based on an actual workplace situation.

The employer, preferably in consultation with the JHSC, will determine if training is equivalent. Documentation of the training should be available to support equivalency decisions. Consideration should be given to determining if the training recognized as equivalent is current and relevant to the workplace.

If preparation of an action plan as required by objective 1.5 was not completed in the training, the JHSC may develop the plan in the workplace.

Receiving Final Certification

For a certified member to receive Final Certification the employer must inform the Workplace Safety and Insurance Board of the training needs identified by the hazard assessment, along with confirmation that the training has been completed. The employer will also identify: when the training occurred; name of the training organization; name of the training program; and an indication if the training was identified as equivalent. Certified members will sign the form to verify that they are aware that notification is being sent to the WSIB. See form attached.

Portability

If a certified member moves to another workplace, including within the same organization, and is designated as a Certified Member of the JHSC for the new workplace, the employer should review the member's Workplace-Specific Hazard Training. The employer should ensure that a certified member has received the appropriate hazard training identified within the new workplace.

Hazards to consider

These are examples of hazards or groups of hazards that may be considered for Workplace-Specific Hazard training. This is not a complete list. Many of these hazards are also priorities identified by the Ministry of Labour:

Biological Hazards	Hand Tools	Noise
Chemical Hazards	Heat and Cold Stress	Office Hazards
Compressed Gases	Indoor Air Quality	Propane handling and storage
Confined Spaces	Ladders	Solvents
Electrical Hazards	Lock Out	Vehicle driving
Ergonomics	Machine Guarding	Vibrations
Explosives	Manual Material Handling	Welding Hazards