



**MADE SAFE™**

Manufacturing Safety for Manitoba



# SERVICE GUIDE

An initiative of



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## ABOUT US

An initiative of CME Manitoba, Made Safe is the non-profit safety association for Manitoba dedicated to the prevention of injuries in the manufacturing sector. As the manufacturing sector certifying partner for SAFE Work Certified, Made Safe is supported by SAFE Work Manitoba.

Made Safe provides health and safety services designed specifically for the needs of the manufacturing work environment, making it easier for employers and workers to ensure workplaces are safe and productive. Guided by an industry-led safety council, the association offers training, access to events and resources, consulting and certification by manufacturers, for manufacturers; staffed by safety professionals with extensive experience in the industry.

## MEMBERSHIP STRUCTURE

### Members

Any company in a manufacturing industry-aligned WCB rate code that has paid the Industry Based Safety Association levy, including:

**Automatic membership:** All companies in these WCB rate codes have paid the levy in their WCB premiums and are entitled to full membership services:

31002 (Foundries)	31405 (Beams & Trusses)
31003 (Metal Working Plants)	31407 (Fibre & Asphalt Products)
31004 (Rolling Mills)	31408 (Bricks & Blocks)
31008 (Scrap Metal & Salvage)	31510 (Brooms, Brushes & Plastic Material)
31009 (Vehicles)	31523 (Beds, Bedding, Rubber Products & Foam)
31010 (Agricultural Equipment)	31607 (Fiberglass & Extruded Plastics)
31103 (Light Metal)	31615 (Corrosive Chemicals)
31403 (Doors & Windows)	32002 (Aircraft)
31404 (Millwork & Furniture)	60408 (Aircraft Repair)

**Direct Levy membership:** All companies in these WCB rate codes who have applied for SAFE Work Certification and paid the levy directly to Made Safe are entitled to full membership services:

30102 (Meat Packing)	31505 (Recycling Fuel Products)
30104 (Poultry Processing)	31512 (Printing & Lettering)
30204 (Dairy Products)	31519 (Clothing & Textiles)
30205 (Food Products)	31525 (Electronics)
30209 (Soft Drinks)	31609 (Equipment & Appliances)
30210 (Alcohol & Fuel)	31610 (Plating, Engraving, Coating & Paint)
30211 (Commercial Bakeries)	31616 (Fertilizer & Potting Soil)
31102 (Rough Cut Wood)	31620 (Industrial Mfg, NEC)
31105 (Fabricating Signs)	31625 (Recycling)
31109 (Auto Parts)	31907 (Drugs & Medicines)
31202 (Pulp & Paper Mills)	31910 (Paper Boxes & Bags)
31302 (Sawmills & Planing Mills)	

## Associate Members

Other companies, organizations or individuals may access Made Safe training and services at reduced associate member rates by purchasing an annual associate membership which is based on the number of employees (contact Made Safe for more information). CME members in good standing may be exempted from the annual associate member fees, but subject to the associate member fee schedule for training and services.

## Non-members

Companies, organization or individuals who do not qualify for full membership and have not taken out associate membership can access training and services by paying the non-member fees as per the Service Guide.

## MEMBER & ASSOCIATE MEMBER SERVICES

Participating manufacturers provide baseline funding for the association through their Workers Compensation Board (WCB) premiums. In return, most courses, all safety consulting, all safety auditing and certification support are provided at no additional charge.

The courses listed in this guide can be accessed through our regional classes (most cost effective) or at your specific site. Each course overview indicates whether they are available regionally or at your site. Some services, such as our **industrial baseline tests and equipment practical evaluations**, are site specific.

## NON-MEMBER SERVICES

Made Safe is one of the key safety training and advising associations in Manitoba. We regularly provide training and safety advice for many manufacturers as well as other organizations on a fee-for-service basis. Generally, our fees are well below market cost and the content of our courses meets all legislative, industry best practices and CSA Standards.

All manufacturers and organizations are welcome to attend our regional and community-based training courses on a fee-for-service basis. Non-members that wish to be informed of our regional and community-based training schedule need only supply us with basic information about their organization. Made Safe will contact firms by email and/or electronic newsletter about any upcoming courses, meetings and events. Content is also posted on [madesafe.ca](http://madesafe.ca).

Made Safe currently offers 26 regional classes and 29 site-specific classes. Regional classes (Winnipeg, Winkler, Brandon, etc.) of the more popular types are delivered on a regular basis. Companies wishing to arrange a site-specific course should visit [madesafe.ca/training-programs/](http://madesafe.ca/training-programs/) to complete the training request form. All classes meet CSA Standards, provincial legislation and the approved or incorporated codes of practice mentioned in legislation.

*"The Safety Associations resources have enabled us to reach a standard within our Health & Safety Management Program that is both reflective of legal obligations to the Manitoba Government as well as moral obligations to our most valuable asset: our employees.*

*Their training programs coupled with their knowledgeable trainers, enable us to pursue both legislative demands and achieve a high level of understanding of the subject matter. The course material made available to the audience is of great value for future reference.*

*We continue to utilize the services to meet our growing needs in improving our Health & Safety Program".*

### ERNIE FRANZ

*Occupation Health and Safety Coordinator  
Meridian Manufacturing Inc.*

*You can arrange training and advisory services by contacting Made Safe by phone or email (204.949.1454 or [info@madesafe.ca](mailto:info@madesafe.ca)), and by registering for a regional class online at [madesafe.ca](http://madesafe.ca). Companies wishing to arrange a site-specific course should visit [madesafe.ca/training-programs/](http://madesafe.ca/training-programs/) to complete the training request form.*

*Remember that your organization is always welcome at Made Safe's quarterly safety meetings where issues affecting the manufacturing industry are discussed.*

*Visit [madesafe.ca](http://madesafe.ca) for the date and location of the next meeting!*

## CONSULTING

Made Safe provides a number of occupational hygiene and other services. These include noise level dose for specific workers (i.e. dosimeter), ergonomic assessments, respiratory fit testing, workplace inspections and more.

Made Safe advisors can provide expert advice on the suitability of specific tasks and work stations. Each advisor can work with your staff on how to preform physical demand descriptions for all jobs so that you can hire and train the right workers for the job. All Made Safe ergonomic assessments are followed up with a written report.

Noise level testing includes specific task and general area as well as noise dosage over a set timeframe for a specific worker. The reports generated from these tests are accurate and can be used to plan your hearing conservation programs.

Respiratory fit testing is performed with a TSI Port-a-Count, one of the most accurate devices on the market. Made Safe can provide training for your workers and the medical assessment forms that must be completed before testing. Subsequently, a Made Safe advisor can be on-site to perform the fit test.

Our inspections provide a professional quality assessment of your workplace. Made Safe bases inspections on the observation portion of the certification audit as well as various legislation pieces including the National Fire Protection Act. All inspections include a written report with specific recommendations on any issues that are found. Copies of the inspection are restricted to Made Safe and the client firm only.

Made Safe can also perform a Gap Analysis of your safety management system. The Gap Analysis includes all aspects of a regular audit except the interviews of workers. A detailed report is provided to the firm with recommendations for the safety management system to become SAFE Work Certified.

## NOISE LEVEL TESTING (AMBIENT AND PERSONAL)

Made Safe's personal dosimeter noise level testing includes time-run studies of noise that workers are exposed to throughout their shift. The reports generated from these tests can be used to plan your Hearing Conservation Program and noise control.

The personal dosimeter noise level testing is performed with a 3M™ The Edge Personal Noise Dosimeter. The Made Safe advisor will train companies on the proper use, positioning and charging of the units for a predetermined length of time. Once the studies are completed, the Made Safe advisor will download the captured noise levels into a comprehensive report for the company. The report will include a complete study overview and individual monitor studies. Made Safe can review the report with the company to discuss recommendations based on the results including solutions to noise level problems. Testing includes sound pressure level, maximum sound level, peak level, minimum sound level, average sound level, time-weighted average over an eight-hour period, sound exposure level, dose (related to criterion level) and A/C weighting.

Personal noise level testing performs an important job to minimize worker health risks. Our testing provides a professional quality assessment of your workplace. This is quite important to ensure that companies are protecting the workers, to prove due diligence and compliance to the *Workplace Safety and Health Act and Regulations*.



<b>Cost</b>	<b>Personal Noise Dosimeters</b>	<b>Ambient Noise Level Testing</b>
Members	No Cost	No Cost
Associate Members	\$250 (week)	\$250 (2 days of testing)
Non-Members	\$350 (week)	\$350 (2 days of testing)

## AUDITING AND CERTIFICATION

Certification pays 15 per cent or \$3,000 – whichever is greater!

Made Safe is the manufacturing sector certifying partner for SAFE Work Manitoba Certified. The SAFE Work Manitoba Certified standard is based on best practices in international, national and provincial standards and legislation. Made Safe works with member companies to assess their readiness, provide support and help members achieve certification, which includes both the standard guidelines for SAFE Work Manitoba certification as well as the manufacturing-specific, Element N. Companies that achieve a minimum of 50 per cent in all elements and a minimum 70 per cent overall are eligible for certification.

Upon certification, members become eligible for the greater of a 15 per cent rebate on their WCB premiums or \$3,000. In addition to the WCB reduction, benefits of certification include:

- Safer and healthier workplaces
- Better control of workplace hazards
- Reductions in workplace injuries and illnesses
- Improved employee engagement and productivity
- Greater confidence in compliance and legislative requirements
- Potential long-term reduction in WCB premiums

Certification is valid for three years provided additional criteria is met. These criteria include performing an annual internal maintenance audit or having an externally managed health and safety perception survey of the entire workforce. Additionally, firms must be in good standing with WCB to maintain certification.

## TRAINING

### MAJOR COURSES

Companies will receive certificates and/or wallet cards via email upon successful completion of the course. The courses are:

*Note: For a definition of membership categories and fee structures, see the Membership Structure section on page 3.*

REGIONAL TRAINING COURSES	DURATION	MEMBERS	ASSOCIATE MEMBERS	NON-MEMBERS
Adult Learning Theory <i>*Prerequisite for all TTT classes</i>	1 day	Member benefit	\$100	\$300
Aerial Lift Train the Trainer (Includes Practical Evaluator)	1 day	Member benefit	\$150	\$450
Aerial Lift Operator Theory (Includes Practical Evaluation, booked separately)	1 day	\$150	\$250	\$450
Confined Space Awareness	1 day	Member benefit	\$50	\$150
Confined Space Awareness Train the Trainer	1 day	Member benefit	\$150	\$450
Crane Operator Theory (Includes Practical Evaluation, booked separately)	1 day	\$150	\$250	\$450
Crane Rigging <i>*Crane training prerequisite</i>	1 day	Member benefit	\$100	\$300
Crane Train the Trainer (Includes Practical Evaluator)	3 day	Member benefit	\$400	\$1200
Fall Protection	1 day	Member benefit	\$50	\$150
Fall Protection Train the Trainer	Contact Made Safe	Member benefit	\$150	\$450
Forklift Operator Theory (Includes Practical Evaluation, booked separately)	1 day	\$150	\$250	\$450
Forklift Train the Trainer (Includes Practical Evaluation)	3 day	Member benefit	\$400	\$1200
Inspections	1 day	Member benefit	\$100	\$300
Internal Auditor <i>*SAFE Work Certified Prerequisite</i>	2 day	Member benefit	\$150	\$450
Investigations	1 day	Member benefit	\$100	\$300
Lockout – Tag Out	1 day	Member benefit	\$100	\$300
Racking Inspection & Maintenance	Contact Made Safe	Member benefit	\$100	\$300
Respiratory Protection Theory/Fit Testing	Contact Made Safe	Member benefit	\$150	\$450
Respiratory Protection Theory Train the Trainer	Contact Made Safe	Member benefit	\$150	\$450
Risk Assessment, Job Hazard Analysis and Safe Work Procedure Development Training	1 day	Member benefit	\$200	\$400
Safety Essentials for Leaders <i>*SAFE Work Certified Prerequisite</i>	2 day	Member benefit	\$150	\$450
Safety Essentials for Supervisors	1 day	Member benefit	\$150	\$450
Safety Management Systems (SMS) <i>*SAFE Work Certified Prerequisite</i>	2 day	Member benefit	\$150	\$450
Violence & Harassment Training	1 day	Member benefit	\$200	\$600

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WHMIS 2015 Train the Trainer	1 day	Member benefit	\$150	\$450
WPS&H Committee <i>*SAFE Work Certified prerequisite</i>	2 day	Member benefit	\$100	\$300

SITE SPECIFIC TRAINING COURSES	DURATION	MEMBERS	ASSOCIATE MEMBERS	NON-MEMBERS
Adult Learning	1 day	Member benefit	\$150 per person	\$600 per person
Aerial Lift Operator Theory <i>*Max. 8 students</i>	1 day	\$300 + \$25 per person	\$450 + \$25 per person	\$1000 + \$25 per person
Aerial Lift Practical Evaluator	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Aerial Lift Theory & Practical Evaluation <i>*Max. 8 students</i>	1 day	\$400 + \$25 per person	\$550 + \$25 per person	\$1100 + \$25 per person
Aerial Lift Train the Trainer <i>*Includes 3 to 8 operators</i>	2 day	\$400 + \$25 per person	\$550 + \$25 per person	\$1100 + \$25 per person
Confined Space Awareness	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Confined Space Awareness Train The Trainer	1 day	Member benefit	\$150 + \$25 per person	\$450 + \$25 per person
Crane Operator <i>*Max. 8 students</i>	1 day	\$300 + \$25 per person	\$450 + \$25 per person	\$1350 + \$25 per person
Crane Practical Evaluator	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Crane Rigging <i>*Overhead Crane Operator Prerequisite</i>	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Ergonomics (MSI) Training	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Fall Protection <i>*Prerequisite for Aerial Lift training</i>	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Fall Protection Train the Trainer	Contact Made Safe	Member benefit	\$200 per person	\$600 per person
Forklift Operator Theory <i>*Max. 8 students</i>	1 day	\$300 + \$25 per person	\$450 + \$25 per person	\$1350 + \$25 per person
Forklift Practical Evaluator	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Forklift Theory & Practical <i>*Max. 8 students</i>	1 day	\$300 + \$25 per person	\$450 + \$25 per person	\$1350 + \$25 per person
Inspections	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Internal Auditor <i>*SAFE Work Certified Prerequisite</i>	2 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Investigations	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Lockout – Tag Out	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Racking Inspection & Maintenance	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person

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Respiratory Protection <i>*Includes fit testing</i>	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Respiratory Fit Testing ( <i>theory &amp; medical assessment required prior to fit testing</i> )	Contact Made Safe	Member benefit	\$25 per person	\$75 per person
Risk Assessment, Job Hazard Analysis and Safe Work Procedure Development Training	1 day	Member benefit	\$200 + \$25/per person	\$400 + \$25/per person
Safety Essentials for Leaders <i>*SAFE Work Certified Prerequisite</i>	2 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Safety Essentials for Supervisors	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Safety Management Systems (SMS) <i>*SAFE Work Certified Prerequisite</i>	2 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Violence & Harassment	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
WHMIS 2015 Train the Trainer	1 day	Member benefit	\$250 + \$25 per person	\$600 + \$25 per person
WPS&H Committee <i>*SAFE Work Certified Prerequisite</i>	2 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person

*Fees are based on Winnipeg locations. Travel to other centers may result in additional costs for non-member firms.*

## COURSE DESCRIPTIONS

### ADULT LEARNING THEORY

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *All Train-the-Trainer Programs*

#### REASONING

Adults learn differently than children. This course helps trainers recognize and deal with adult learning situations and will help develop in-house trainers, enabling your facility to be self-sufficient in regard to your training needs.

#### GOAL

This course will give the learner a better understanding of how adults learn, their roles as instructors as well as dealing with problems that may arise throughout their presentations. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

#### STANDARDS

This course is designed to meet or exceed provincial legislation and industry best practices.

#### DURATION AND MATERIALS

The course includes six hours of theory, delivered in an extensive course on adult learning characteristics, the role of the instructor, learning styles, teaching styles as well as valuable teaching techniques.

#### TARGET AUDIENCE

The course is designed for trainers at all levels of your facility that want to further develop an understanding of the way their students learn.

#### SPECIFIC LEARNING

Topics include how to effectively teach adults through understanding their learning characteristics and your teaching styles. How to recognize why some training fails and the steps needed to ensure yours doesn't.

All Made Safe Train-the-Trainer (TTT) courses include adult learning as part of the curriculum. Once the learner has taken the adult learning course, the credit will be applied to any further TTT classes they attend. This enables the learner to skip that portion of the subsequent TTT course(s).

## **AERIAL LIFT OPERATOR THEORY**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Fall Protection Training*

### **REASONING**

Aerial lift incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that Powered Mobile Equipment (PME) operators require extensive training that includes: duties, operation, terminology, inspection and maintenance among others. Legislation requires training before an operator is considered competent (classroom & practical).

### **GOAL**

This course will provide learners with an understanding of aerial lift terminology and safety principles, the ability to safely operate and inspect an aerial lift and assess and control hazards on site. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory and includes a written test. Learners will receive a manual which includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed to certify all aerial lift operators, regardless of their position within the company.

### **SPECIFIC LEARNING**

Topics include an overview of the parts of an aerial lift, important safety principles, assessing hazards, safe operation and inspection of aerial lifts. Instruction includes information different types of aerial lifts (scissor, boom).

## **AERIAL LIFT PRACTICAL EVALUATOR**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Fall Protection Training, Aerial Lift Theory*

### **REASONING**

Legislation requires proof of competence for all workers. This training includes observation of the certificate holder's competence.

### **GOAL**

This course will provide learners with an understanding of the safety principles and movements required to successfully evaluate the aerial lift operator's ability to correctly use the lift. Upon successful completion of this course a certificate will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes two hours of theory which includes a written test, as well as a practical evaluation demonstration.

### **TARGET AUDIENCE**

This course is designed to certify supervisors or competent aerial lift operators as practical evaluators.

### **SPECIFIC LEARNING**

Topics include an overview of the parts of a lift, important safety principles, assessing hazards, safe operation and inspection of the aerial lift.

## **AERIAL LIFT OPERATOR THEORY & PRACTICAL EVALUATION**

**AVAILABILITY** | *Regional and Site specific (company must schedule time for site specific practical for certification.)*

**PREREQUISITE** | *Fall Protection Training*

### **REASONING**

Aerial lift incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that Powered Mobile Equipment (PME) operators require extensive training that includes duties, operation, terminology, inspection and maintenance among others. Legislation requires training before an operator is considered competent (classroom & practical). This course will fulfill those legislative requirements and certify competent aerial lift operators.

### **GOAL**

This course will provide learners with an understanding of aerial lift terminology and safety principles, the ability to safely operate and inspect an aerial lift, and assess and control hazards on site. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes five hours of theory which includes a written test, as well as practical operation and observation, and a practical evaluation. Successful learners will be certified competent operators. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed to certify all aerial lift operators, regardless of their position within the company.

### **SPECIFIC LEARNING**

Topics include an overview of the parts of an aerial lift, important safety principles, assessing hazards, safe operation and inspection of aerial lifts. Instruction includes information on different types of aerial lifts (scissor, boom).

## **AERIAL LIFT TRAIN THE TRAINER**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Fall Protection Training, Adult Learning Theory*

Includes Practical Evaluator

### **REASONING**

Aerial lift incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that Powered Mobile Equipment (PME) operators require training that includes duties, operation, terminology, inspection and maintenance among others. Legislation requires training before an operator is considered competent (classroom & observed practical). This course will develop in-house aerial lift trainers, enabling your facility to be self-sufficient in regard to your aerial lift operator training needs.

### **GOAL**

The course will enable the learner to provide their students with an understanding of aerial lift terminology and safety principles, the ability to safely inspect and operate an aerial lift and assess hazards on site. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be provided to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course requires the learner to have Adult Learning Theory prior to this class. The Aerial Lift Train-the-Trainer (TTT) course will allow learners to deliver aerial lift theory including duties, operation, terminology, inspection and maintenance of aerial lifts. The course will also include a Practical Evaluator component. TTT learners will receive a manual that includes detailed instruction on the course to be presented and a USB, which includes a PowerPoint presentation of the course, student manual, student exams, inspection checklists and the practical evaluation.

### **TARGET AUDIENCE**

This course is designed to certify all aerial lift trainers, regardless of their position within the company.

### **SPECIFIC LEARNING**

This course is designed for supervisors or workers who have the ability to speak in front of others, and a clear understanding of aerial lift operation. It is strongly encouraged that TTT aerial instructors have an understanding of Adult Learning Theory and Fall Protection training.

## **CONFINED SPACE AWARENESS**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Working within a confined space can be one of the most dangerous jobs performed in any facility. An incident inside a confined space can cause significant injury and even death. Legislation has very specific regulations governing the work performed in confined spaces. It is imperative that anyone entering a confined space must have the training needed to save their or the lives of others in the confined space.

### **GOAL**

This course will provide learners with the ability to identify and assess confined spaces, recognize and control hazards and be able to use confined space personal protective equipment (PPE) and equipment properly. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes six hours of theory, including instruction on how to prepare entry plans. Learners will receive a manual which includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, lead hands and workers who work in or around confined spaces.

### **SPECIFIC LEARNING**

Topics include the identification of confined spaces and the hazards associated with them, including gases that may be encountered while in a confined space, proper ventilation techniques as well as PPE and rescue procedures.

## **CONFINED SPACE AWARENESS TRAIN THE TRAINER**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Adult Learning Theory*

### **REASONING**

Working within a confined space can be one of the most dangerous jobs performed in our facilities. An incident inside a confined space can cause significant injuries and even deaths. Legislation has very specific regulations governing the work performed in confined spaces. It is imperative that anyone entering must have the training needed to save their or the lives of others in the confined space.

### **GOAL**

This course provided the learner with the ability to identify and assess confined spaces, recognize and control the hazards, and to be able to use confined space PPE and equipment properly. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course included approximately eight hours of theory, including instruction on how to prepare entry plans. The learners received a TTT manual which includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, lead hands, and workers who will be training workers who work in or around confined spaces.

### **SPECIFIC LEARNING**

Topics include the identification of confined spaces and the hazards associated with them, including gases that may be encountered while in a confined space; proper ventilation techniques; as well as PPE and rescue procedures.



## **CRANE OPERATOR THEORY & PRACTICAL EVALUATION**

**AVAILABILITY** | *Regional and Site specific (company must schedule time for site specific practical for certification.)*

### **REASONING**

Crane or hoist incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that competent crane operators require training that includes duties, operation, terminology, inspection and maintenance among others.

### **GOAL**

This course will provide learners with an understanding of crane/hoist terminology and safety principles, the ability to safely operate and inspect a crane/hoist and assess and control hazards on site. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes five hours of theory, which includes a written test. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed to certify all crane/hoist operators, regardless of their position within the company.

### **SPECIFIC LEARNING**

Topics include an overview of the parts of a crane, important safety principles, assessing hazards, safe operation and inspection of the crane.

## **CRANE PRACTICAL EVALUATOR**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Overhead Crane training*

### **REASONING**

Legislation requires proof of competence for all workers. This training includes observation of the certificate holder's competence.

### **GOAL**

This course will provide learners with an understanding of the safety principles and movements required to successfully evaluate the crane/hoist operator's ability to correctly use a crane/hoist. Upon successful completion of this course a certificate will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes two hours of theory, which includes a written test as well as a practical evaluation demonstration.

### **TARGET AUDIENCE**

This course is designed to certify supervisors or competent crane/hoist operators as practical evaluators.

### **SPECIFIC LEARNING**

Topics include an overview of the parts of a crane, important safety principles, assessing hazards, safe operation and inspection of the crane.

## **CRANE RIGGING TRAINING**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Crane or hoist incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that competent crane operators require training that includes: duties, operation, terminology, inspection and maintenance among others.

### **GOAL**

This course will provide learners with an understanding of crane/hoist rigging inspection requirements. Upon successful completion of this course a wallet card will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory. Learners will receive a handout that includes what was discussed and excerpts of the applicable legislation. A hands-on inspection of rigging will be included.

### **TARGET AUDIENCE**

This course is designed to certify all crane/hoist operators in the proper inspection of rigging, regardless of their position within the company.

### **SPECIFIC LEARNING**

Topics include many types of rigging used within the company and what to look for when inspecting of an overhead crane.

## **CRANE TRAIN THE TRAINER**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Adult Learning Theory*

Includes Practical Evaluator

### **REASONING**

Crane or hoist incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that competent crane operators require training that includes duties, operation, terminology, inspection and maintenance among others. Legislation requires classroom training as well as supervised operation before an operator is considered competent.

This course will develop in-house overhead crane trainers, enabling your facility to be self-sufficient in regards to your crane/hoist operator training needs.

### **GOAL**

This course will develop presentation skills so the learner will be able to provide their students with an understanding of crane/hoist terminology and safety principles, the ability to safely operate and inspect a crane/hoist and assess and control hazards on site. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes 20 hours of theory, delivered in an extensive course on duties, operation, terminology, inspection and maintenance. Training will include the actual course to be delivered to the learner's students, has the learner present sections of the course to develop presentation skills, and a Practical Evaluation course. Train-the-Trainer (TTT) learners will receive a manual that includes detailed instruction on the course to be presented and a USB which includes a PowerPoint presentation of the course, student manual, student exam, inspection checklists and the practical evaluation.

### **TARGET AUDIENCE**

This course is designed for supervisors or workers who have the ability to speak in front of others and a clear understanding of crane/hoist operation in a manufacturing environment. It is strongly encouraged that TTT Overhead Crane instructors have an understanding of Adult Learning Theory, which in some cases can be delivered prior to the TTT Overhead Crane instruction.

### **SPECIFIC LEARNING**

Topics include presentation tools, an overview of the parts of a crane, important safety principles, assessing hazards, safe operation and inspection of an overhead crane.

## **ERGONOMICS (MSI) TRAINING**

**AVAILABILITY** | *Site specific*

### **REASONING**

Ergonomic injury is the highest single cause of injury and injury costs in manufacturing. Typical types are back, shoulder and repetitive strain injuries. Any of these can be prevented with better job/task design.

### **GOAL**

This course will provide learners with the ability to assess the interplay between workers and their tasks. The assessments will indicate where jobs have the potential to cause harm or injury. Additionally, learners will be able to work both independently and as a team to re-design the task(s), if necessary, to make them more ergonomically correct. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation, CSA standards and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory and two hours of onsite assessment. Learners will receive a manual as well as samples of physical demand descriptions and other forms.

### **TARGET AUDIENCE**

The ergonomic course is designed for human resource and safety managers, middle-to-upper management, supervisors, union or WPS&H committee representatives and workers.

### **SPECIFIC LEARNING**

Learners will use a number of different tools to develop physical demand descriptions for tasks. This information is useful when hiring (i.e. get the right type of person for the job), training (e.g. work hardening, etc.), planning capacity (i.e. max. output available), and after injury (i.e. accurate description of activities for health care workers).

The learners will develop the ability to look at jobs from a different viewpoint in order to make the specific tasks within a job less harmful and easier on the worker in the most cost-effective manner. Specific goals of the job redesign are to reduce harm and costs while increasing production and quality. Jobs targeted during the class will be those that the class and/or the organization's managers have selected as being their most harmful or difficult to change.

## **FALL PROTECTION THEORY**

**AVAILABILITY** | *Regional and Site specific*  
**REQUIRED** for all Aerial Lift training programs

### **REASONING**

Falls from heights as low as 1.2 meters are a major cause of significant injuries and deaths. Legislation states that workers exposed to permanent work heights of over 1.2 meters, temporary work heights of three meters or any height where the surface they land upon can cause injury must have fall protection systems and training on those systems.

### **GOAL**

This course will provide learners with the ability to assess fall hazards, control the hazards if possible and use fall protection equipment properly. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes six hours of theory including instruction on how to wear fall protection. Learners will receive a manual which includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, lead hands and workers who may be exposed to fall hazards.

### **SPECIFIC LEARNING**

Topics include the inspection, use, maintenance and procurement of proper workplace ladders. Fall protection training includes the principles, inspection, use, maintenance and procurement of proper fall protection and travel restraints. Specific subjects also include how to calculate safe tie off points for safe fall heights and clearances.

Learners are required to bring their fall protection equipment (minimum of full body harness) to the class so that they can demonstrate competency in donning, adjusting and wearing the equipment.

## **FALL PROTECTION TRAIN THE TRAINER**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Adult Learning Theory*

### **REASONING**

Falls from heights as low as 1.2 meters are a major cause of significant injuries and deaths. Legislation states that workers exposed to permanent work heights of over 1.2 meters, temporary work heights of three meters or any height where the surface they land upon can cause injury must have fall protection systems and training on those systems. This course will develop in-house fall arrest trainers, enabling your facility to be self-sufficient in regard to your fall arrest wearers training needs.

### **GOAL**

This course will provide an in-house trainer with the ability to train employees to be able to assess fall hazards, control the hazards if possible and to be able to use fall protection equipment properly. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes eight hours of theory including instruction on how to wear fall protection. Attendees will receive a manual which includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, safety personnel, lead hands and workers who may be exposed to fall hazards.

### **SPECIFIC LEARNING**

Topics include the inspection, use, maintenance and procurement of proper workplace ladders. Fall protection training includes the principles, inspection, use, maintenance and procurement of proper fall protection and travel restraints. Specific subjects also include how to calculate safe tie off points for safe fall heights and clearances.

Learners are required to bring their fall protection equipment (minimum of full body harness) to the class so that they can demonstrate competency in donning, adjusting and wearing the equipment.

## **FORKLIFT OPERATOR THEORY**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Forklift incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that Powered Mobile Equipment (PME) operators require training that includes duties, operation, terminology, inspection and maintenance among others. Legislation requires training (classroom and practical) before an operator is considered competent.

### **GOAL**

This course will provide learners with an understanding of forklift terminology and safety principles, the ability to safely operate and inspect a forklift and assess and control hazards on site. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory, which includes a written test. Learners will receive a manual which includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed to certify all forklift operators on all classes of Power Mobile Equipment, regardless of their position within the company.

### **SPECIFIC LEARNING**

Topics include an overview of the parts of a forklift, important safety principles, assessing hazards, safe operation and inspection of forklifts. Instruction includes information on forklifts of all classes and fuel sources.



## **FORKLIFT THEORY & PRACTICAL EVALUATION**

**AVAILABILITY** | *Regional and Site specific (company must schedule time for site specific practical for certification.)*

### **REASONING**

Forklift incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that Powered Mobile Equipment (PME) operators require extensive training that includes duties, operation, terminology, inspection and maintenance among others. Legislation requires successful completion of classroom and practical before an operator is considered competent. This course will fulfill those legislative requirements and certify competent forklift operators.

### **GOAL**

This course will provide learners with an understanding of forklift terminology and safety principles, the ability to safely operate and inspect a forklift and assess and control hazards on site. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes five hours of theory which includes a written test, as well as practical operation and observation and a practical evaluation. Successful learners will be certified competent operators. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed to certify all forklift operators regardless of their position within the company.

### **SPECIFIC LEARNING**

Topics include an overview of the parts of a forklift, important safety principles, assessing hazards, safe operation and inspection of forklifts. Instruction includes information on forklifts of all classes and fuel sources.

## **FORKLIFT TRAIN THE TRAINER**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Adult Learning Theory*

Includes Practical Evaluator

### **REASONING**

Forklift incidents can cause significant injuries and deaths as well as extensive property damage. Legislation states that Powered Mobile Equipment (PME) operators require extensive training that includes duties, operation, terminology, inspection and maintenance among others. Legislation also requires training (classroom and practical) before an operator is considered competent.

This course will enable your facility to be self-sufficient in your training needs to develop competent forklift operators.

### **GOAL**

This course will develop presentation skills so the learner will be able to provide their students with an understanding of forklift terminology and safety principles, the ability to safely operate and inspect a forklift as well as assess and control hazards on site. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes 20 hours of theory, delivered in an extensive course on duties, operation, terminology, inspection and maintenance of forklifts which includes a written test. Training will include the actual course to be delivered to the learner's students, has the learner present sections of the course to develop presentation skills, and a Practical Evaluator course. Train-the-Trainer (TTT) learners will receive a manual that includes detailed instruction on the course to be presented and a USB that includes a PowerPoint presentation of the course, student manuals, student exams, inspection checklists and the practical evaluation.

### **TARGET AUDIENCE**

This course is designed for supervisors or workers who have the ability to speak in front of others, and a clear understanding of forklift operation in a manufacturing environment. It is required that TTT Forklift instructors have an understanding of Adult Learning Theory, which in some cases can be delivered prior to the TTT Forklift instruction.

### **SPECIFIC LEARNING**

Topics include presentation skills, an overview of the parts of a forklift, important safety principles, assessing hazards, safe operation and inspection of forklifts. Instruction includes information on forklifts of all classes and fuel sources.

## **FORKLIFT PRACTICAL EVALUATOR**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Forklift operator theory*

### **REASONING**

Legislation requires proof of competence for all workers. This training includes observation of the certificate holder's competence.

### **GOAL**

This course will provide learners with an understanding of the safety principles and movements required to successfully evaluate the forklift operator's ability to correctly use a forklift. Upon successful completion of this course a certificate will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes two hours of theory which includes a written test as well as a practical evaluation demonstration.

### **TARGET AUDIENCE**

This course is designed to certify supervisors or competent forklift operators as practical evaluators.

### **SPECIFIC LEARNING**

Topics include an overview of the parts of a forklift, important safety principles, assessing hazards, safe operation and inspection of the forklift.

## **INSPECTIONS**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Inspections are a proactive indication of a fully-functioning safety management system. Legislation requires many different types of inspections to be completed throughout your facility. This course will provide information and explanation on those required inspections.

### **GOAL**

This course will enable the learner to go from understanding what needs to be inspected and when, to completing the inspections and making recommendations for corrective action to deficiencies. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory on the step-by-step development of an inspection system and a two hour inspection and discussion when site specific. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors or safety personnel with the need to fully understand the inspection process. A clear understanding of the processes used throughout the facility is beneficial.

### **SPECIFIC LEARNING**

Topics include legislative inspection requirements, developing inspection checklists, conducting an inspection and making recommendations to employers for corrective actions.

## INTERNAL AUDITOR TRAINING

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Safety Management Systems (SMS)*

Compulsory for SAFE Work Certification

### REASONING

Made Safe's Internal Auditor course was developed based on Made Safe's safety certification program. Participants will work with both the Certification Standard and the Standard Audit Tool. Internal auditors can be used in two capacities; preparing your organization for an audit or maintaining your certification by completing your first year and/or second year maintenance audits.

### GOAL

This course will provide learners with the ability to audit a safety management system for an organization of any size. Upon successful completion of this course a certificate of attendance will be mailed to the student.

Subsequent to completing the theory portion, the participants must complete an internal audit of their firm or a significant division within their firm. Made Safe will, with sufficient prior notice, provide a coach/mentor for up to two days to assist the auditing student in performing their internal audit. Upon completion of an internal audit, the participant will receive a certificate indicating they are a Made Safe Certified Auditor.

### STANDARDS

This course is designed to meet or exceed provincial legislation, CSA standards, industry best practices, and international standards, such as the CSA Z1000, ANSI Z99, OHSAS 18001 standard for safety management systems and ISO 19011 standard for auditing management systems.

### DURATION AND MATERIALS

The course includes two days of theory where the learners will work both independently and in groups. Learners will receive an instructional manual that includes a copy of the Certification Standard as well as the Audit Tool.

### TARGET AUDIENCE

This course is designed for safety coordinators, Committee co-chairs and middle to upper management.

### SPECIFIC LEARNING

Learners will be taken on a step-by-step journey through the auditing of a safety management system. Audit scoring is based on documentation, observation and employee interviews. The learner will be instructed on what to be looking for in each of the elements the audit includes.

## **INVESTIGATIONS**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Investigations are an important part of a fully functioning Safety Management System. Legislation requires investigations of different types of incidents to be completed at your facility. This course will provide information and explanation on those required investigations.

### **GOAL**

This course will enable the learner to go from ensuring steps are taken that no further injury or damage occurs at the time of the incident to writing the investigation report. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory on the investigation process from initial injury, gathering physical evidence, to determining causes and costs of the incident. Learners will receive a manual which includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, committee co-chairs or safety personnel with the need to fully understand the investigation process. A clear understanding of the processes used throughout the facility is beneficial.

### **SPECIFIC LEARNING**

Topics include legislative investigation requirements, gathering physical evidence, interviewing witnesses, checking background information, determining causes, making recommendations to employers for corrective actions and writing the investigation report.

## **LOCKOUT – TAG OUT**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Legislation requires employers to identify existing or potential risks to the health and safety of their employees and to reduce or control the identified risks.

### **GOAL**

This course will provide learners with the ability to meet their legislated duties in the workplace. The course will provide you with an awareness of the importance of proper lockout/tag out and will also assist in the development and implementation of a lockout/tag out program. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory where learners will work both independently and in groups. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, lead hands and middle management, but could be attended by anyone that would participate in the company's lockout/tag out program development.

### **SPECIFIC LEARNING**

Topics include lockout/tag out definitions, legislation, lockout process and how that information should be used as part of the company's safe work practices and procedures.

## **RACKING INSPECTION AND MAINTENANCE**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Racking inspections are a proactive indication of a fully-functioning safety management system. Legislation requires racking inspections to be completed throughout your facility. This course will provide information and explanation on those required when inspecting your racking system.

### **GOAL**

This course will enable the learner to go from understanding what needs to be inspected to completing the inspections and making recommendations of corrective action for deficiencies. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation, manufacturers' specifications and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory on the step-by-step process of racking inspections. The Practical Racking Inspection is two hours when site specific. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for workers, supervisors or safety personnel with the need to fully understand the racking inspection process. A clear understanding of the processes used throughout the facility is beneficial.

### **SPECIFIC LEARNING**

Topics include legislative inspection requirements, rack inspection checklists, conducting an inspection and making recommendations to employers for corrective actions.



## **RESPIRATORY PROTECTION THEORY/FIT TESTING**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Generally speaking, we only use respirator protection when atmospheric hazards are present so using respiratory protection correctly can mean the difference between life and death. Legislation requires that anyone wearing a respirator be trained and fit tested; this course satisfies all legislative requirements.

### **GOAL**

This course will provide learners with the ability to identify when respirators are required, how to properly use them and give them the confidence that their respirator is protecting them from hazards. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory and approximately 20 minutes per fit test. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, lead hands and workers who work in areas requiring the use of respiratory equipment.

### **SPECIFIC LEARNING**

Topics include information about the respiratory system and how it works, the identification of contaminants and the hazards associated with them, respiratory protective equipment as well as inspection and maintenance of the equipment. Learners are required to bring their respiratory equipment to the class so a fit testing can be performed by the instructor.

## **RESPIRATORY PROTECTION TRAIN THE TRAINER**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Adult Learning Theory*

### **REASONING**

Generally speaking, we only use respirator protection when atmospheric hazards are present so using respiratory protection correctly can mean the difference between life and death. Legislation requires that anyone wearing a respirator be trained and fit tested; this course satisfies legislative requirements.

This course will develop in-house respiratory protection trainers, enabling your facility to be self-sufficient in regard to your respiratory protection needs.

### **GOAL**

This course will provide learners with the ability to identify when respirators are required, how to properly use them and give them the confidence that their respirator is protecting them from hazards. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

This course requires the leader to have Adult Learning Theory prior to this class. The course includes six hours of theory, including a review of Train the Trainer materials. Train-the-Trainer (TTT) learners will receive a manual that includes detailed instruction on the course to be presented and a USB that includes a PowerPoint presentation of the course, student manuals, student exams, inspection checklists and evaluation.

### **TARGET AUDIENCE**

This course is designed for supervisors of workers or workers who have the ability to speak in front of others and a clear understanding of respiratory protection in a manufacturing environment.

### **SPECIFIC LEARNING**

Topics include information about the respiratory system and how it works, the identification of contaminants and the hazards associated with them, respiratory protective equipment as well as inspection and maintenance of the equipment. Learners are required to bring their respiratory equipment to the class so the trainer is well versed in respiratory protection and the requirements to use, maintain and proper fit respiratory protection for workers.

## **RISK ASSESSMENT, JOB HAZARD ANALYSIS AND SAFE WORK PROCEDURE DEVELOPMENT SAFETY**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Legislation requires employers to identify existing or potential risks to the health and safety of their employees, and to reduce or control the identified risks.

### **GOAL**

This course will provide learners with the ability to meet their legislated duties in the workplace. The course will outline the steps from risk assessment to job hazard analysis and then finally writing the safe work practices and procedures. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes approximately six hours of theory where the learners will work both independently and in groups. Learners will receive a manual which includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, lead hands, and middle management but could be attended by anyone that would participate in the company's risk assessment process.

### **SPECIFIC LEARNING**

Topics include the guiding principles of hazard identification, risk assessment, the job hazard analysis process, and how that information should be the basis of the company's safe work practices and procedures.

## **SAFETY ESSENTIALS FOR LEADERS (SEFL)**

### **AVAILABILITY** | *Regional and Site specific*

Compulsory for SAFE Work Certification

### **REASONING**

Workplace leaders, such as owners, directors, managers, supervisors and lead hands have more direct and immediate control and effect over the workplace than any other group. Most organizations are unaware of their legal responsibilities.

### **GOAL**

This course will provide learners with the ability to meet the CSA Z1001.13 and their legislated duties in the workplace. Upon successful completion of this course a certificate will be mailed to the attendee.

### **STANDARDS**

This course complies with the SAFE Work Certification Standard and is designed to meet or exceed the CSA standard, provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes 16 hours of theory where the learners will work both independently and in groups. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for middle-to-upper management, safety personnel, supervisors and lead hands. Effectiveness of the course in the workplace is almost directly proportional to the number and level of upper management staff in the class.

### **SPECIFIC LEARNING**

Topics include the guiding principles of safety management systems, legislated rights and responsibilities, how to research legislation, the WCB system and how supervisors can have a direct impact on the organization's WCB premiums. Additional topics include risk and hazard analysis, assessment and control, inspections, investigations and incident cost analysis, return to work programs, EAP programs, etc.

## **SAFETY ESSENTIALS FOR SUPERVISORS**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

Supervisors have more direct and immediate control over the workplace than any other group. Most organizations are unaware of their supervisors' legal responsibilities and even the legal definition of a supervisor.

### **GOAL**

This course will provide learners with the ability to meet their legislated duties in the workplace. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes approximately eight hours of theory where the learners will work both independently and in groups. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for supervisors, lead hands and middle to upper management. Effectiveness of the course in the workplace is almost directly proportional to the number and level of upper management staff in the class.

### **SPECIFIC LEARNING**

Topics include the guiding principles of safety management systems, legislated rights and responsibilities, how to research legislation, the WCB system and how supervisors can have a direct impact on the organization's WCB premiums. Additional topics include risk and hazard analysis, assessment and control, inspections, investigations and incident cost analysis.

## **SAFETY MANAGEMENT SYSTEMS (SMS)**

### **AVAILABILITY** | *Regional and Site specific*

Compulsory for SAFE Work Certification

### **REASONING**

Safety Management Systems (SMS) should be integrated into the management system(s) for the entire organization. Lack of safety planning normally increases an organization's costs significantly. Modern management principles indicate that overall business management can be judged and assessed based on the organization's safety management system.

### **GOAL**

Made Safe helps employers understand Safety Management System requirements set forth by the Workplace Safety and Health Division as well as step-by-step instructions to assist companies in reaching certification to the SAFE Work Certified standard.

Application of the knowledge gained during the course will ensure that learners can develop an SMS program that can prove due diligence above and beyond the legal requirements. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course meets the SAFE Work Certified standard. It is designed to meet or exceed provincial legislation, CSA standards, industry best practices, and international (OHSAS, ISO, etc.) standards for safety management systems. The SMS course is based on the SAFE Work Certified standard. As such it meets or exceeds legislated requirements as well as the CSA Z99, ANSI Z1000, and OHSAS 18001 international standards for safety management systems.

### **DURATION AND MATERIALS**

The course includes 16 hours of theory. Learners will receive a manual as well as samples of policies, procedures and forms for each element. All materials are provided both in hard and electronic copy.

### **TARGET AUDIENCE**

This course is designed for committee co-chairs, safety coordinators and middle to upper management.

### **SPECIFIC LEARNING**

Learners will be taken on a step-by-step journey through the development, implementation and operation of a safety management system. It begins with the policies and continues through the intricate steps of each element. Samples of numerous documents are presented and worked through in order to provide the learners with hands-on experience. Real world examples are presented and learners are encouraged to discuss how each element of the SMS can be applied in their workplace.

## **VIOLENCE & HARASSMENT TRAINING**

**AVAILABILITY** | *Regional and Site specific*

### **REASONING**

The employer has more direct and immediate control over the workplace than any other group. Most organizations are unaware of their legal responsibilities when it comes to violence and harassment in the workplace.

### **GOAL**

This course will provide learners with the ability to meet their legislated duties in the workplace. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes four hours of theory where learners will work both independently and in groups. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for employees, supervisors, lead hands and middle to upper management. Effectiveness of this course is almost directly proportional to the number and level of upper management in the class.

### **SPECIFIC LEARNING**

Topics include workplace harassment, legislated rights and responsibilities and handling complaints. The course also covers violence in the workplace as well as working alone. The course will also have examples of violence and harassment policies, procedures and many other resources that companies can use when they return to the workplace after training.

## **WHMIS 2015 TRAIN THE TRAINER**

**AVAILABILITY** | *Regional and Site specific*

**PREREQUISITE** | *Adult Learning Theory*

### **REASONING**

The misuse of chemicals can have deadly results. Legislation states that workers who work with, or are in proximity to a controlled product must be informed about all hazards associated with the use, storage or handling of the product.

This course will enable your facility to be self-sufficient in your GHS / WHMIS training needs.

### **GOAL**

This course will develop presentation skills so the learner will be able to provide their students with an understanding of GHS / WHMIS through the recognition and comprehension of hazard symbols, Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) and product labels. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student.

### **STANDARDS**

This course is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes six hours of theory, delivered in an extensive course on responsibilities, MSDS, hazard symbols and supplier and workplace labeling, which includes a written test. In the afternoon, the learner will present sections of the course to develop presentation skills. Train-the-Trainer (TTT) learners will receive a manual that includes detailed instruction on the course to be presented and a USB that includes a PowerPoint presentation of the course, student manuals and student exams.

### **TARGET AUDIENCE**

This course is designed for supervisors or workers who have the ability to speak in front of others, and a clear understanding of the controlled products used throughout the facility. It is strongly encouraged that TTT GHS / WHMIS instructors have an understanding of Adult Learning Theory, information on which will be included in the TTT GHS / WHMIS Manual.

### **SPECIFIC LEARNING**

Topics include presentation skills, an overview of GHS / WHMIS, labels (both supplier and workplace), classifications of hazardous products and their symbols and MSDS / SDS.



## **WORKPLACE SAFETY & HEALTH (WPS&H) COMMITTEE TRAINING**

### **AVAILABILITY** | *Regional and Site specific*

Compulsory for SAFE Work Certification

### **REASONING**

Provincial legislation (WS&H in Manitoba) requires that manufacturing workplaces with more than 20 workers must have a Health and Safety Committee. The legislation also requires that at minimum the Committee Co-Chairs have at least two days of training on their responsibilities.

### **GOAL**

This course will provide learners with the ability to meet their legislated committee duties in the workplace. Upon successful completion of this course a certificate, and/or wallet card where applicable, will be mailed to the student

### **STANDARDS**

This course complies with the SAFE Work Certification Standard and is designed to meet or exceed provincial legislation and industry best practices.

### **DURATION AND MATERIALS**

The course includes 14 hours of theory where the learners will work both independently and in groups. Learners will receive a manual that includes excerpts of the applicable legislation.

### **TARGET AUDIENCE**

This course is designed for all committee members and is most effective when delivered to each member of the committee even if it cannot be delivered to them all at the same time.

### **SPECIFIC LEARNING**

Topics include the guiding principles of safety management systems; legislated rights and responsibilities; how to research legislation; the WCB system; risk and hazard analysis, assessment and control; inspections; investigations and incident cost analysis. Specific to Committee duties are how to handle work concerns and refusals; how to work as a Committee; how to present findings and/or propose interventions; and, what to do if interventions are vetoed by management.

# MANUFACTURER'S FORUM



## NEWS AND UPDATES

Learn more about how your safety association is working for you.



## PEER SUPPORT

Network with other safety professionals and subject matter experts.



## BEST PRACTICES

Share challenges and successes with peers who may have already overcome them.

## OVERVIEW

Made Safe provides health and safety services designed specifically for the needs of the manufacturing work environment. Quarterly Manufacturers' Safety Forums are a one-stop shop that help members stay up to date on the latest safety best practices and trends, share information, network with peers and stay on the cutting edge of safety. The forum model provides high-level content and information on how your safety association is working for you!

## WHO SHOULD ATTEND?

Safety professionals, human resources managers, health and safety committee members, operational managers and anyone who oversees safety in their organization.

## TIMING

Forums are held four times per year, usually in March, June, September and December.

## FORMAT

Generally, forums are full-day events focused on professional development, networking and education; and may include discussion and demonstration of industry leading practices. Participation is free, but registration is required. Early registration is encouraged.

## DISCUSSION TOPICS

Each forum speaker focuses on a different topic, such as legislative updates, leading practices in industrial hygiene, machine safety and more. Forums also include updates from SAFE Work and Made Safe.

**MADE SAFE | Manufacturing Safety for Manitoba**

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*Prices are accurate at time of printing and are subject to change without notice. Please contact Made Safe for current rates and schedules.*

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## ABOUT US

At CME, our mission is to help manufacturers grow. We strive to ensure that the needs of manufacturers are addressed through a range of resources. We do everything we can to strengthen Manitoba's manufacturing and exporting community, because we are in this together.

### INNOVATION

Build meaningful connections with members through an extensive suite of programs and services created specifically to address manufacturers' top concerns, such as labour shortages, improving productivity and access to capital.

### CONNECTION

Facilitate opportunities for manufacturers to learn from each other, work with each other, and grow together through peer councils, events, and other B2B networking opportunities.

### REPRESENTATION

Influence decision-makers at the federal and provincial levels as the strong voice of industry, whether on behalf of one company or the entire sector, to create a competitive environment for manufacturers.

### NETWORKING OPPORTUNITIES

From workshops and programs to conferences and industry tours, CME provides opportunities to meet business leaders, share best practices and generate new business. CME's Signature Events include:

- Dare to Compete Conference
- CME Gala Awards Dinner
- Lean Kaizen Conference
- Annual General Meeting
- Made Safe Manufacturers' Forums
- Made in Manitoba Golf Tournament
- Southern Manitoba Manufacturers' Summit
- Deputy Ministers' Dinner
- Trade Summit
- Embracing Excellence National Lean Conference (every three years)

CME also hosts other special events throughout the year such as industry awareness workshops, roundtable sessions and more.



## CME OFFERINGS

### LEADERSHIP & EXECUTIVE SUPPORT

#### Executive Councils (MECs and EECs, WIM Peer Circles)

Exclusive groups of business owners and senior executives from non-competing manufacturing companies who share ideas, learn from each other's experience and solve problems through peer-group mentoring. Members exchange advice and discuss related experiences in a discreet environment.

#### Manufacturers' Operational Councils (MOCs)

Groups of 10-12 operations leaders, exclusively from non-competing CME manufacturer member companies. Members meet regularly with an experienced facilitator to share experiences, ideas and work together to resolve operational challenges.

#### Enhanced Executive Support

CME provides manufacturing executives with much-needed trusted advisors; allowing them to make decisions about markets, technology, productivity, human resources, product development, safety and more in a holistic, integrated manner.

### TRADE & BUSINESS DEVELOPMENT

#### Advice on Sales, Marketing & Business Development

Coaching, strategic insight and connections to suppliers, prospective business partners and local and national resources.

#### Trade Summit

The premier, annual trade and business development event supporting SMEs in Manitoba. Trade Summit provides opportunities to learn from other manufacturers and create connections to resources that are available within the industry.

## ADVANCED MANUFACTURING & INNOVATION

### Advice on Technology Solutions & Best Practices

Coaching, strategic advice and connections to service providers, suppliers, leading manufacturers, prospective business partners and local and national resources – all with an eye to helping members make the right technology choices.

### Coalition for Advanced Manufacturing

The CME-led coalition for advancing technology is focused on awareness and connecting manufacturers to insights on best practices, increasing skill development and providing connections, research and funding related to Industry 4.0.

## ADVOCACY & INTELLIGENCE

### Advocacy for Manufacturers, Including Local & National Initiatives

CME ensures manufacturing interests are firmly on the radar of government, education and the community at large. Behind-the-scenes work on policies and regulations that matter create a powerful presence with access to all levels of legislators and government representatives.

### Ground Level Support

CME's holistic approach to increasing the growth of Manitoba manufacturing adjusts to suit the unique set of challenges that arise for individual companies. By using or participating on any of CME's committee efforts, such as Energy & Environment, Tax or HR, CME can offer solutions based on individual company needs.

### Industry & Economic Analysis

Insight and intelligence on the issues that matter to manufacturers, which in turn allows CME to make the case to government on key issues that matter to manufacturing.

### Deputy Ministers' Dinner

An annual event allowing members to share opportunities and issues affecting manufacturers with key influencers who advise and shape policy.

## LEAN & PRODUCTIVITY

### Lean Certification Training

Lean 101 (Whitebelt), Lean level I (Yellowbelt), level II (Greenbelt) and level III (Blackbelt); four graduated programs to take participants from understanding Lean concepts to leading enterprise-wide Lean transformation and creating a culture of continuous improvement.

### Training Within Industry (TWI)

Job Instruction (JI) and Job Relations (JR) modules; hands-on training and coaching to develop and leverage the role of the supervisor to reduce training time, establish standard works and improve quality, productivity and morale.

### Consortia

Facilitated groups of 10-12 non-competing companies, sharing best practices and leveraging and growing the knowledge, skills and capability of members to accelerating productivity improvements.

### Lean Coaching

Lean Assessments, Strategy Deployment and Kaizen Blitzes: Powerful tools to engage management, involve employees and accelerate improvements as part of a Lean plan.

### Best Practice Tour

Facilitated tours of Manitoba companies to see and learn from what others are doing to engage employees and improve productivity, responsiveness and quality.

### Lean Sessions, Seminars & Workshops

Throughout the year, CME offers a number of workshops and learning events on various aspects of Lean and productivity improvement featuring local practitioners, renown Lean gurus and industry experts.

## SUSTAINABILITY & ENVIRONMENT

### Understand the basics

CME can provide an understanding of the key wastes and how to implement dynamic processes to eliminate wastes by utilizing Lean thinking.

### Lean & Green

This program helps manufacturers apply Lean concepts to green wastes (energy, environmental and material) as well as material reduction to increase profitability. Lean & Green helps participants realize short and long-term savings.

### Sustainability Diagnostic

CME can work to identify opportunities to reduce costs, generate revenues, mitigate risks and increase competitiveness through improved environmental performance.

### Leadership Support

Assists companies in establishing goals and KPIs to measure environmental performance.

## WORKFORCE DEVELOPMENT

### Leadership Development Program

Providing front-line leaders with skills to engage people, involve everyone in continuous improvement, coach employees and create a committed workforce to achieve business goals. This program includes a mentorship element to ensure companies can create a high-performance culture.

### WIM Peer Circle

Peer Circles allow women in manufacturing (WIM) to share stories and validate experiences as leaders in the industry. Access to a peer circle allows participants to expand their vision, network with like-minded professionals, gain insights, confidence and experience growth.

## WORKFORCE DEVELOPMENT (CONTINUED)

### HR and Workforce Development Solutions

CME responds to industry HR challenges through advisory and strategy services, creating connections with government, community partners, education and others to help companies produce, attract and retain talent.

### Human Resources Networking Groups

Active at different levels – from operational to strategic – members explore current topics, labour market information, policies and trends as well as access to industry experts to enhance HR bias and competencies.

### Career Discovery and Exploration

Introduces students to workplace technologies and high-demand careers in modern manufacturing through career fairs, online tools and marketing materials. Tours and mentoring connections give students first-hand exposure to manufacturing.

### Industry Connection to Education

CME engages with education through curriculum and programming reviews to ensure industry needs are understood and addressed. Educators and administrators can tour local companies to discover career opportunities.

### Lean 101 for Youth

This one-day hands-on learning by doing workshop introduces the Lean concepts of customer focus, information and material flow as well as waste elimination.

## SAFETY (MADE SAFE)

A CME Manitoba initiative, Made Safe is the industry-based safety program (IBSP) for manufacturing in Manitoba. Made Safe delivers professional safety services as the go-to resource for the manufacturing industry, enabling safe, productive, cost-effective work environments. Made Safe is led by a Safety Advisory Council made up from a broad cross-section of manufacturers.

### Training

Access more than 30 safety courses that meet or exceed legislation and standards, delivered regionally or at your workplace.

### Consulting Services

Safety management system auditing, noise level, respirator fit testing, ergonomic assessments, safety assessments, reports and more.

### SAFE Work Certification

Made Safe is a certifying partner for the SAFE Work certified standard, helping manufacturers achieve certification, resulting in a 15 per cent rebate in WCB premiums, annually.

### Best Practices & Networking

From quarterly forums to conferences and more, CME and Made Safe provide extensive opportunities to share best practices and network with peers.

# WE'RE HERE TO HELP. LET'S TALK!

CONTACT CME TODAY FOR MORE INFORMATION ON  
HOW WE CAN HELP YOUR BUSINESS GROW!

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GROW... SAFELY!



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