



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 advisors are well trained and experienced safety professionals. Advisors are chosen based on their industry knowledge and abilities. Each advisor spends considerable time and effort every year updating their knowledge and skills. Our employees have professional designations (i.e. Canadian Registered Safety Professional (CRSP) from the Board of Canadian Safety Professionals, Certified Ergonomics Specialists (CES), Ergonomics Systems Specialist (ESS) and the Certified Health and Safety Consultant (CHSC) designation from the Canadian Society of Safety Engineering).

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

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)
30202 (Dairy Products)	31519 (Clothing & Textiles)
30204 (Pulp & Paper Mills)	31525 (Electronics)
30205 (Food Products)	31609 (Equipment & Appliances)
30209 (Soft Drinks)	31610 (Plating, Engraving, Coating & Paint)
30210 (Alcohol & Fuel)	31616 (Fertilizer & Potting Soil)
30211 (Commercial Bakeries)	31620 (Industrial Mfg, NEC)
31102 (Rough Cut Wood)	31625 (Recycling)
31105 (Fabricating Signs)	31907 (Drugs & Medicines)
31109 (Auto Parts)	31910 (Paper Boxes)
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.

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/ 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), and by registering for a regional class online at madesafe.ca. Companies wishing to arrange a site-specific course should visit 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 for the date and location of the next meeting!

CONSULTING

Made Safe provides a number of occupational hygiene and other services. These include testing of the noise, 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 consultant 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 consultant 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. If requested, Made Safe can review the report with the firm 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*.

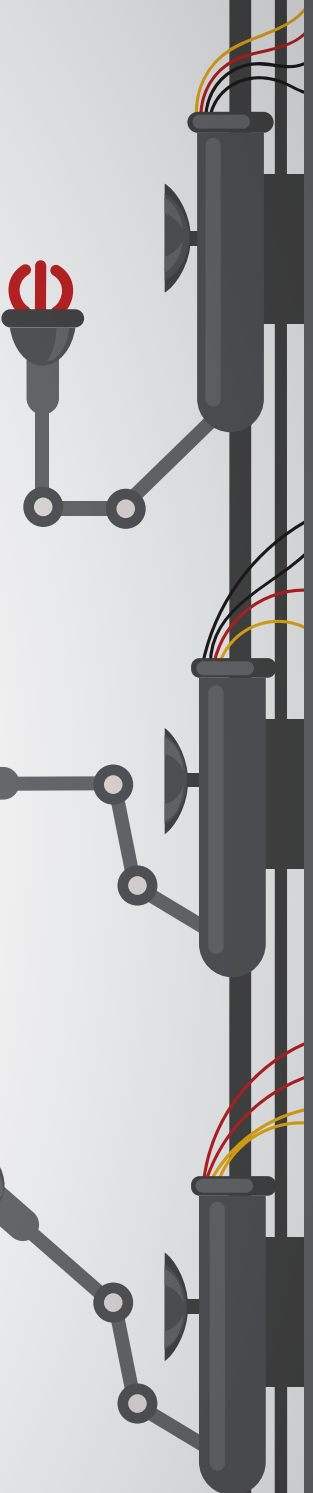
Cost	Personal Noise Dosimeters	Ambient Noise Level Testing
Members	No Cost	No Cost
Associate Members	\$250 (week)	\$250 (2 days of testing)
Non-Members	\$350 (week)	\$350 (2 days of testing)

AUDITING AND CERTIFICATION

The Made Safe Audit and Certification program is based on international, national and provincial standards and legislation. Made Safe is a certifying partner for SAFE Work Certification.

A Made Safe audit assesses the firm’s safety management system in 14 different elements, including an industry-specific section. Firms that achieve a minimum of 50 per cent in all elements and a minimum of 70 per cent overall are eligible for certification.

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.



1 Go to madesafe.ca



2 Apply for SAFE Work Certification by Made Safe

Complete the four courses needed for certification:
a. Safety Essentials for Leaders
b. Workplace Committee Training
c. Safety Management Systems
d. Internal Auditor Training



4 Book and complete a gap analysis by Made Safe

5 Develop an action plan based on the gap analysis



6 Maintain your safety management program

When you're ready, contact Made Safe to request a certification Audit



8 Complete the Audit

Pass the audit and become certified



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Receive a 15% annual rebate on WCB premiums (yearly on certification date)



Complete annual internal audits and submit to Made Safe for review

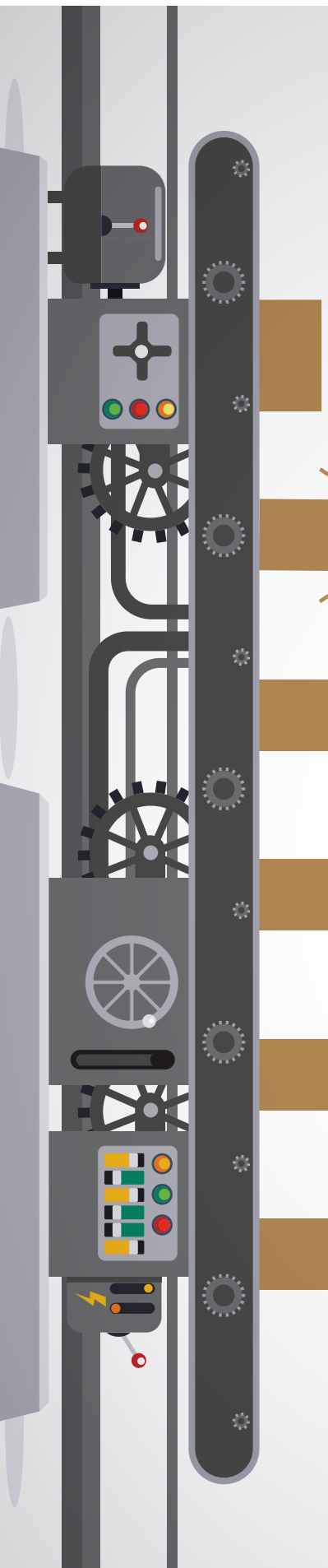


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Complete a recertification audit every three years



12



Course Lengths: Two days each

Course Dates: See madesafe.ca for training calendar

Accelerate safety progress in your workplace. Join Made Safe for a single source to experienced industry safety professionals and training for Manitoba manufacturers.

TRAINING

MAJOR COURSES

Companies will receive certificates and/or wallet cards via email upon successful completion of the course. Upon request, firms can also receive quarterly reports of the training provided to them by Made Safe. The courses are as follows:

Note: For a definition of membership categories and fee structures, see the Membership Structure section on page 4.

REGIONAL TRAINING COURSES	DURATION	MEMBERS	ASSOCIATE MEMBERS	NON-MEMBERS
(prices are PER PERSON unless otherwise specified)				
Adult Learning Theory *Prerequisite for all TTT classes	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 *Crane training prerequisite	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 *SAFE Work Certified Prerequisite	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 *SAFE Work Certified Prerequisite	2 day	Member benefit	\$150	\$450
Safety Essentials for Supervisors	1 day	Member benefit	\$150	\$450
Safety Management Systems (SMS) *SAFE Work Certified Prerequisite	2 day	Member benefit	\$150	\$450
Violence & Harassment Training	1 day	Member benefit	\$200	\$600

WHMIS after GHS 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

Respiratory Protection <i>*Includes fit testing</i>	1 day	Member benefit	\$200 + \$25 per person	\$600 + \$25 per person
Respiratory Fit Testing (<i>theory & 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 after GHS 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.

LUNCH AND LEARN

Generally, these courses are provided on a day when the Made Safe advisor will also be performing an inspection (see Services) at the firm's location. The advisor comes prepared with handouts and sign-in sheets so that Made Safe and your firm can track/prove the training. The courses are designed to be delivered in a cafeteria or other gathering location while the workers have their lunch. Typically, the entire course takes approximately 45 minutes so that your workers are not away from their stations for more than an hour.

Current subjects include Violence and Harassment in the Workplace, Ergonomics Signs & Symptoms, Hand Safety, Eye Safety, Back Safety and many more. If an organization has a specific subject in mind that we do not already have packaged, we can have the course ready for delivery in approximately two to four weeks, depending on the content requested.

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 AFTER GHS 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.



MADE SAFE MANUFACTURERS' FORUM

JOIN US EVERY MARCH, JUNE, SEPTEMBER AND DECEMBER
FOR THE MADE SAFE MANUFACTURERS' FORUM.

FOR MORE INFORMATION, VISIT [MADESAFE.CA](https://www.madesafe.ca)

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ABOUT US

At CME Manitoba, 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.

CONNECT

Build meaningful connections with manufacturing peers and services to accelerate your organizational success with precision focus.

INNOVATE

Forward thinking industry delivered training & professional development focused on equipping your team with actionable advice, practical tools and best practices to hit it out of the park.

REPRESENT

Influence decision-makers as the unified voice of industry to create and sustain 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 & Manufacturers Hall of Fame
- » Lean Kaizen Conference
- » Annual General Meeting
- » Made Safe Forum
- » Manufacturing Industry Golf Tournament
- » Southern Manitoba Manufacturers Summit
- » Deputy Ministers' Dinner
- » Trade Summit

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

9 Ways CME Manitoba Helps Manufacturers Grow.



LEADERSHIP & EXECUTIVE SUPPORT

- » **Executive Councils (MECs, EECs and SEMs)**
An exclusive group 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.
- » **Executive Advisory 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 – all with an eye to helping members make the right technology choices.
- » **Trade Summit**
The premier, annual trade event supporting SMEs in Manitoba. The Trade Summit provides opportunities to learn from other manufacturers and create connections to resources that are available within the industry.
- » **National Support**
National programs can connect businesses to qualified global opportunities, facilitate international partnerships and provide manufacturers and exporters with a steady and reliable stream of current foreign market intelligence.

ADVANCED MANUFACTURING & INNOVATION

- » **Advice on Technology Solutions & Best Practices**
Coaching, strategic insight and connections to suppliers, prospective business partners and local and national resources – all with an eye to helping members make the right technology choices.
- » **Advanced Manufacturing Network & Canada Makes**
CME led coalition for advancing manufacturing. Focused on maintaining awareness and connecting manufacturers to gain insight on best practices, increase skill development and provide research 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 utilizing or participating on any of CME's committees, 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 through Lean Level III (Blackbelt): Four, graduated modules, ranging from an introduction to Lean concepts, terms and tools to advanced guidance on how to develop a Lean strategy and culture, taught through study and practical application.
- » **Training Within Industry (TWI)**
Leverage the role of the supervisor to reduce training time, improve quality, productivity, morale and establish standard work. Leaders engage employees in a culture that embraces continuous improvement and teamwork.

- » **Consortia**
Leveraged-learning networks help businesses accelerate productivity improvements through shared learning, knowledge and expertise. CME facilitates industry driven discussions on best practices, problem solving and business challenges.
- » **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**
Visit local companies and see what others are doing to increase productivity, quality and customer service.
- » **Lean Sessions, Seminars & Workshops**
Throughout the year, CME offers a series of workshops and targeted courses dedicated to key aspects of Lean. Workshops feature internationally-renown speakers, case studies and interactive Q&As.

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.
- » **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.

HUMAN RESOURCES & SKILLS 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.
- » **HR Solutions**
Assists companies with basic HR practices and provide strategic advice on HR solutions. CME can also provide companies with connections for improving HR.
- » **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 benefits from CME.

FUTURE WORKFORCE

CME strives to provide Manitoba youth the opportunity to discover their capabilities beyond the high school walls; your time is all that is required. It is CME's mission to develop a future workforce that strives to innovate, think critically and work to continuously improve the environments around them, both in manufacturing and in the community.

» Career Discovery

Introduces students to workplace technologies and high-demand careers available in the modern world of manufacturing.

» Youth in Manufacturing

Students tour local industry and RRC to learn about the manufacturing processes to explore potential careers.

» Edge Factor

Empowers communities to tackle the national skills gap challenge with groundbreaking workforce development strategies, turnkey resources and quantifiable results. Edge Factor merges cinematic storytelling with interactive resources to bridge the gap between businesses and education.

» Lean 101

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

» Advanced Manufacturing Tours for Educators

Educators and Administrators tour local manufacturing plants and Post-Secondary institutions to gain an understating of the advanced manufacturing environment, processes and career opportunities.

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, air quality and respirator fit testing, ergonomic assessments, safety assessments, reports and more.

» SAFE Work Certification

Made Safe is a certifying partner for the SAFE Work standard, helping manufacturers achieve certification, resulting in a 15 per cent reduction in WCB fees.

» Best Practices & Networking

From quarterly meetings 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!

CME supports Manitoba manufacturers through our programs, services, advocacy and events. CME provides training (Lean, safety, leadership, etc.), best practices, and one-on-one advice that help manufacturers grow. CME's holistic approach to increasing the growth of Manitoba manufacturing adjusts to suit the unique set of challenges that arise for individual companies.

Contact CME today for more information on how we can help your business grow!

HELPING
MANUFACTURERS
GROW...SAFELY!

