

# Pozniak Safety Associates Inc.

## Web Based & CD Safety Course Catalogue



Occupational Health & Safety

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## **What Place does Web or Computer Based Training Play in Safety**

Knowledge of workplace hazards, risks and control are some of the basics of Occupational Health and Safety. The following formats – web based and CD learning medias, are one method of provision of necessary and often jurisdictionally mandated information.

There are many ways to ensure one knows how to identify and address workplace hazards, risks and controls. We may provide Education or Training. Education is concerned with the development of the mind, of the intellect, while training deals with learning specific skills and utilizes a practical component.

Never before in the education and training world have so many delivery options been available with so much information and knowledge to convey. It is no longer a question of if you will use this type of learning media within your organization, but when and for what.

We at Pozniak Safety Associates Inc. believe that a blended method of education and training is often the best approach. The ideal blended learning model is one that integrates a wide range of functions that empower learners to participate in several formal and informal learning activities. High-quality blended learning establishes a balance between the instructional advantages for the learner and the learning objective. It allows learners to pick and choose how they want to learn, and affords them flexibility and convenience about when. A true blended solution includes online courses, online and offline access to reference materials (books, white papers, etc.), instructor-led training, mentoring by seasoned experts and practical demonstration.

The educational or training goals of the curriculum should range from increasing awareness, allowing established employees to develop new skills, to prepping staff for qualifications, if applicable. These can be met or supplemented with provision of web based or CD training provision. For some topics, the CD or Web based program can provide all the essential information necessary, where with other topics, the web based or CD is a great addition and different media to supplement your existing topic training program and practical application. Often Web based training and CD courses are a great way to provide some variety of approach to those regular refresher courses on topics such as WHMIS.

These courses are good for general awareness and understanding – giving those a head start with some information - but should not be used to replace training when a practical application is necessary, like fall protection and Confined Space Entry.

We at Pozniak Safety Associates Inc. also believes that by carefully weighing your audience and training content against this list of advantages and disadvantages, you should be able to judge if what you have in mind will ultimately meet your instructional goals:

### **ADVANTAGES:**

- Extendibility, Accessibility, and Suitability - Users can proceed through a training program at their own pace and at their own place. They can also access the training at any time, receiving only as much as they need.
- Easy and affordable training delivery.
- Inexpensive worldwide distribution .
- Travel cost and time savings.
- Access is controllable - You can direct and monitor who receives web training -when, how many times, and in what sequence.
- Schedules that need to meet timely employee needs.
- Self-paced learning.
- **Customization Available:** Clients can have courses customized to meet their specific requirements and to assist in personalizing the training to better involve the employees in the online learning process.

### **DISADVANTAGES:**

- Student interaction, assessment and feedback is limited - The Internet provides a wonderful means to get all kinds of information back and forth to your audience, but it also makes it harder to assess some types of student feedback and information.
- Many, if not most, of today's web-based training programs are too static, with little if any interactivity.
- Are computers replacing human contact? - The Net and computer is not suitable for all training.
- No physical or environmental practical component. It can provide mind and computer based exercises, but when you need to physically experience the confined space or actually raise the ladder, this format does not allow for that.

**Customization of these courses and development of specific courses are available for a fee. Just contact us at [info@pozniaksafety.com](mailto:info@pozniaksafety.com) .**

**ASBESTOS AWARENESS (NORCAT)**

The Asbestos Awareness course is intended for anyone who may come across asbestos or works in a facility where asbestos may be present. It is intended to increase worker knowledge regarding asbestos and to reduce the hazard of accidental exposure.

***Product Code: WSG- WH-1901***

***Price: \$30.00 pp***

**ASBESTOS AWARENESS (WELLNET)**

This course will enable participants working in proximity to asbestos to:

- Have a better understanding of asbestos and its health risks
- Know the common types and classifications of asbestos
- Be aware of exposure risks
- Know common locations of asbestos
- Understand the general concepts of Type 1, 2, and 3 asbestos operations
- Be familiar with certain control measures
- Understand the asbestos work report and worker's registry
- Be aware of asbestos surveys / inventory / documentation in the workplace

***Product Code: WSG-WH-1902***

***Price: \$30.00 pp***

**ASBESTOS AWARENESS (Sollocks)**

This course explains how asbestos and asbestos containing materials (ACM) can be hazardous in the workplace. The course includes a description of the requirements for employers to identify and control asbestos hazards in the workplace. The course uses the British Columbia Workers Compensation Board regulation as the regulatory standard.

***Product Code: SOL- 01***

***Price: \$30.00 pp***

**CONFINED SPACE AWARENESS (SOLLOCKS)**

This course introduces employees to what confined spaces are, and the proper procedures required to be able to safely enter a confined space. On completion of this course students will: be able to describe a confined space, understand the hazards that can be found in a confined space, be aware of confined space entry requirements and that they need further training before they can enter a confined space.

*Product Code: SOL – 02*

*Price: \$30.00 pp*

**CONFINED SPACE ENTRY (NORCAT)**

NORCAT's Confined Space Entry internet based training program addresses issues required for entering a confined space. Please note that site specific training is always required to identify specific hazards and equipment required for every work situation.

*Product Code: WSG - GIC-906*

*Price: \$30.00 pp*

**CONFINED SPACE AWARENESS (NORCAT)**

NORCAT's Confined Space Awareness online training program addresses all hazards and appropriate precautions when working around confined spaces.

*Product Code: WSG-GIC-905*

*Price: \$30.00 pp*

**CONFINED SPACE ENTRY**

An interactive online training program that teaches participants how to work safely in and around confined spaces. The course consists of 10 modules that cover topics such as the Canada Labour Code standards for confined spaces, identifying confined space hazards and working responsibly in confined spaces. Each module concludes with a trivia game to reinforce key points. The course takes approximately three hours to complete and concludes with a final test. The support website includes extra resources, a glossary and links to related websites.

*Product Code: WSG-GIC-907*

*Price: \$70.00 pp*

## CONFINED SPACES IN THE WORKPLACE



This is an interactive E-Learning training program that teaches participants how to work safely in and around confined spaces. The programs are designed to run on the typical computer found in today's industrial environment. No greater computer skills are required for the employee other than clicking the mouse driven cursor on the screen. Quizzes are continuous throughout the program to provide the employee with valuable feedback on progress. Your staff administers the written tests. Written documentation of course completion, complete with employee signatures, offer you valuable liability protection. Handouts complete the training package, offering the employee an opportunity for extended learning benefits. Plus, you get toolbox training worksheets to help establish your custom-training program.

***Product Code: JS - 1-894977-16-5    Price: \$299.00 per program,  
unlimited use at each location.***

**WHMIS – INTRODUCTION** (*available in FRENCH or ENGLISH*)

WellNet Solutions has developed an online course that introduces workers to WHMIS. By taking this course, participants will be able to:

- Understand the theory and legislation regarding WHMIS
- Identify the 6 classes and 8 symbols of controlled products
- Know how hazardous substances can enter the body
- Understand roles and responsibilities of the Employer, Supplier and Worker
- Distinguish between supplier and workplace labels
- Understand the various sections of a Material Safety Data Sheet (MSDS)
- Become familiar with control measures, including “at the source,” “along the path” and “at the worker.”

**Product Code:** WSG-WC-1701

**Price:** \$30.00pp

**WHMIS - REFRESHER**

WellNet Solutions has developed an online **Refresher** course that reviews the concepts of WHMIS. Similar to WellNet Solutions **WHMIS – Introduction**, the refresher course offers condensed WHMIS information for the purpose of an annual review. By taking this 40 minute course, participants will be able to:

- Review legislation regarding WHMIS
- Review the 6 classes and 8 symbols of controlled products
- Review how hazardous substances can enter the body
- Review the roles & responsibilities of the Employer, Supplier & Worker
- Review how to distinguish between supplier and workplace labels
- Review the various sections of a Material Safety Data Sheet
- Review control measures, including “at the source,” “along the path” and “at the worker”

**Product Code:** WSG-WC-1702

**Price:** \$30.00pp

**Workplace Hazardous Materials Information System (WHMIS) - Basic**

This course is an overview of the federal, provincial and territorial workplace legislation requiring employers to provide WHMIS training to employees working in building maintenance, light manufacturing, transportation, construction, service providers, education providers, medical facilities, warehousing and distribution companies. Hazardous products used in Canadian workplaces must be identified and labelled according to the Controlled Products regulations in the Hazardous Products Act. The course is a stand-alone program and does not require any external reference materials.

On completion of this course students will be able to:

- Recognize WHMIS products by the supplier labels, workplace labels or workplace markings used to identify the products.
- Recognize the hazard symbols used in WHMIS.
- Identify products in the workplace by their labels and markings.
- Have knowledge of the information contained on Materials Safety Data Sheets (MSDS).
- Be aware the written safe work procedures that need to be used to safely handle hazardous materials in the workplace.
- Be aware of the requirements for personal protective equipment if workplace controls will not be effective in preventing employees coming in contact with hazardous materials.
- Be aware of their employee rights under the WHMIS and workplace legislation.

***Product Code: SOL – WH01***

***Price: \$32.00pp***

**Workplace Hazardous Materials Information System (WHMIS) – Basic Industrial**

This course is an overview of the federal, provincial and territorial workplace legislation requiring employers to provide WHMIS training to employees in companies such as chemical distributors, chemical manufactures, chemical processors, smelters, refineries, pulp mills and municipal services. The course is a stand-alone program and does not require any external reference materials.

***Product Code: SOL – WH02***

***Price: \$32.00 pp***

## **SPILLS MANAGEMENT**

This course provides participants with a basic understanding of how to manage spills in the workplace. The course consists of four modules that cover topics such as how to recognize a spill and what to do in the event of a spill. The modules conclude with a trivia game to reinforce key points covered in each module. The course takes less than one hour to complete and concludes with a final test. The support website includes resources, a glossary and links to related websites.

*Product Code: WSG-CS-104*

*Price: \$45.00 pp*

## **WHMIS Compliance for Managers and Supervisors**

**Prerequisite for this course:** Participants are required to have completed Workplace Hazardous Materials Information System (WHMIS) Basic Industrial training.

This course explains to supervisors and managers the requirements and processes to develop a WHMIS Compliance Program for their organization. Each participant is supplied with an electronic copy of the template to produce a WHMIS Compliance Program.

On completion of this course students will:

- Understand the requirements for management to maintain a WHMIS compliance program.
- Have a customized WHMIS Compliance Program Manual for managers, supervisors and employees to refer to for applicable compliance processes and procedures.
- Have an audit process to use to confirm WHMIS compliance within the companies operations.
- Be aware of the processes employed by Human Resources Development Canada (HRDC) and provincial labour or safety organizations when conducting an inspection or an investigation into your company's performance as required to meet the applicable legislated workplace compliance requirements.

*Product Code: SOL – WH03*

*Price: \$45.00 pp*

## *WHMIS in the Workplace, 2nd Edition, Computer-Based Training Version 2.01*



This training course will provide you the knowledge and skill to carry out your duties where WHMIS is concerned. Whether you are new to WHMIS, or experienced in chemical labelling, handling or management, you will benefit from this training program.

### **Contents of Program:**

- Viewers
- Managers Tutorial & Administrative Package
- WHMIS-CBT
- Testing Package with Answer Keys
- Printable Certificates & Wallet Cards
- Bonus Reference Material



The program takes about 60 minutes to complete. A set of 10 question tests with answer keys are included.

Also included are printable wallet cards and certificates, and bonus reference materials.

**Product Code: JS - 1-894977-12-2    Price: \$299.00 per program, unlimited use at each location.**

**STORAGE TANK SYSTEMS COURSE ONLINE**

This course teaches participants about the *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products*. The Code is a model set of technical requirements designed to protect the environment from aboveground and underground leaking storage tank systems. Each of the nine course modules includes interactive exercises to reinforce course material and a review quiz. The support website includes extra resources, a glossary and links to related websites.

**Product Code: WSG-HMC-1009**

**Price: \$60.00 pp**

**TRANSPORTATION OF DANGEROUS GOODS**

An exciting online alternative to classroom-based training. **It is perfect for workforces on the go!** The course content meets the requirements of the Transportation of Dangerous Goods Act and provides certificates (valid for three years) from the Jacques Whitford Training Institute (JWTI). This 10 module course provides all training necessary for shippers, carriers and receivers. The support website includes extra resources, a glossary and links to related websites.

**Product Code: WSG-HMC-1010**

**Price: \$30.00 pp**

**TDG COURSE (WELLNET)**

This course provides an overview of TDG and includes information on:

- How the government enforces TDG
- The classification and labelling of hazardous products & substances
- Creating shipping documents that comply with TDG regulations
- Selecting correct means of containment for goods being shipped
- Procedures to follow in the event of an emergency

**Product Code: WSG-HMC-1011**

**Price: \$30.00 pp**

**DANGEROUS GOODS TRAINING FOR SHIPPERS BY AIR**

This course explains how to prepare dangerous goods for air transport. A copy of the current edition of the AIR Shipper manual as prepared by LabelMaster must be available for reference when taking this program. On completion of this course, when provided with the classification of the dangerous goods, students will be able to:

- Use the required reference manual to determine, the allowed quantities of dangerous goods acceptable for air shipment by cargo or passenger and cargo aircraft.
- Select and prepare packaging.
- Select and apply labels and marks to packages.
- Prepare air-shipping documents to be accepted by air carriers.
- Be aware of the emergency reporting requirements in the event of a dangerous goods occurrence.

The reference manual is revised annually effective January 1 of each year. The employer can issue a certificate of training valid for a period of 24 months upon a student's successful completion of this course. Reference guide must be purchased & can be supplied by Pozniak Safety Associates Inc..

***Product Code: SOL – TDG - 01***

***Price: \$52.00 pp***

**DANGEROUS GOODS TRAINING FOR SHIPPERS - SURFACE TRANSPORT.**

This course explains how to prepare dangerous goods for shipment by surface transport within Canada and to the USA.

On completion of this course students, when provided with the classification for the dangerous goods, will be able to:

- Determine the appropriate standard for packaging or containment.
- Prepare packages or large means of containment.
- Select and apply correct labels and marks to packages.
- Select and apply correct placards to large means of containment.
- Prepare shipping documents to offer dangerous goods for shipment by surface in Canada and to the USA.
- Be aware of the emergency reporting requirements in the event of a dangerous goods accident / spill / emergency?

The employer can issue a certificate of training valid for a period of 36 months upon a student's successful completion of this course.

***Product Code: SOL – TDG - 02***

***Price: \$35.00pp***

## **DANGEROUS GOODS TRAINING FOR SMALL VEHICLE DRIVERS**

This course explains the requirements to be able to accept dangerous goods for surface transport within Canada in vehicles with a maximum carrying capacity of 500 kg.

On completion of this course students will be able to:

- Recognize packages / small means of containment containing dangerous goods by the labels and markings.
- Determine if the packaging is in suitable condition for transport.
- Determine if the required labels and marks are in-place on the packages.
- Determine appropriate shipping documents.
- Be aware of the emergency reporting requirements in the event of a dangerous goods release or imminent release.

The employer can issue a certificate of training valid for a period of 36 months upon a student's successful completion of this course.

***Product Code: SOL – TDG - 03***

***Price: \$35.00 pp***

## **DANGEROUS GOODS TRAINING FOR TRUCK DRIVERS**

This course explains the requirements to be able to accept dangerous goods for surface transport within Canada and to the USA in vehicles with a carrying capacity of over 500 kg. On completion of this course students will be able to:

- Recognize and determine if the packaging is in suitable condition for transport and labels and safety markings.
- Determine if the required labels and marks are in-place on the packages.
- Determine if the shipping document is complete for surface transport in Canada or to the USA.
- Determine when placards are required on a transport vehicle.
- Be able to apply placards correctly to a vehicle.
- Be aware of dangerous goods transport routes and restrictions.
- Be able to provide copies of shipping documents required for transport on a ship, ferry or barge.
- Be aware of the emergency reporting requirements in the event of a dangerous goods release or imminent release.

The employer can issue a certificate of training valid for a period of 36 months upon a student's successful completion of this course.

***Product Code: SOL – TDG - 04***

***Price: \$35.00pp***

## **DANGEROUS GOODS TRAINING FOR SERVICE VEHICLE DRIVERS**

This course explains the requirements to be able to accept and transport dangerous goods for surface transport within Canada in a service vehicle.

On completion of this course students will be able to:

- Recognize packages containing dangerous goods by the labels and markings.
- Determine if the packaging is in suitable condition for transport.
- Determine if the required labels and marks are in-place on the packages.
- Prepare and revise shipping documents for shipments of dangerous goods on a service vehicle.
- Confirm the shipping document is complete for surface transport in Canada.
- Determine when placards are required on a transport vehicle.
- Be able to apply placards correctly to a vehicle.
- Be aware of dangerous goods transport routes and restrictions.
- Be able to provide copies of shipping documents required for transport on a ship, ferry or barge.
- Be aware of the emergency reporting requirements in the event of a dangerous goods release or imminent release.

The employer can issue a certificate of training valid for a period of 36 months upon a student's successful completion of this course.

***Product Code: SOL – TDG - 05***

***Price: \$35.00pp***

**DANGEROUS GOODS TRAINING CLASSIFICATION – SURFACE TRANSPORT**

**Prerequisite for this course:** Participants required to have completed Dangerous Goods training for Shippers – Surface and have sufficient technical knowledge of chemistry and physical sciences to be able to apply the appropriate chemical and physical science concepts as required to classify items that may be dangerous goods through the appropriate technical interpretation of the information provided within the *TDG Regulations* in Part 2 - Classification. This course explains how to classify dangerous goods for shipment by surface transport within Canada and to the USA. On completion of this course students will be able to: determine the classification for dangerous goods from the physical properties of the dangerous goods and assign correct shipping names, UN numbers class(s) and packing groups (as applicable) to dangerous goods items to be able to provide the classification for use by shippers. The employer can issue a certificate of training valid for a period of 36 months upon a student's successful completion.

**Product Code:** SOL – TDG - 06

**Price:** \$35.00pp

**DANGEROUS GOODS COMPLIANCE FOR MANAGERS AND SUPERVISORS – SURFACE TRANSPORT**

**Prerequisite for this course:** Participants require to have completed Dangerous Goods training for Shippers – Surface. This course explains to supervisors and managers the requirements and process to develop a TDG Compliance Program for their organization. Each participant is supplied with an electronic copy of a template to use to produce a Transportation of Dangerous Goods Compliance Program. On completion of this course students will:

- Understand the requirements for management to maintain a TDG compliance program and have a customized TDG Compliance Program Manual for managers, supervisors and employees to refer to for applicable compliance processes and procedures.
- Have an audit process to use to confirm TDG compliance within the companies operations.
- Be aware of the processes employed by Transport Canada when conducting an inspection or an investigation into your company's performance as required to meet the requirements of the Transportation of Dangerous Goods regulations.

**Product Code:** SOL – TDG - 07

**Price:** \$35.00pp

## *The New Clear Language Transportation of Dangerous Goods - Computer-Based Training Version 3.01*



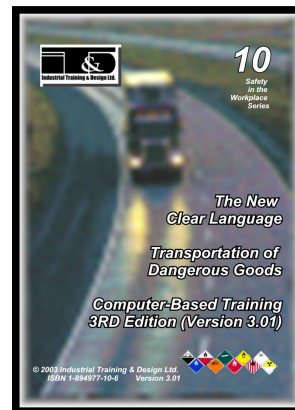
This training course will provide you the knowledge and skill to carry out your duties in the transportation of dangerous goods. Whether you are new to TDG, or an experienced Consignor, Carrier or Consignee, you will benefit from this training program.

Contents Disc One:

- Viewers
- Managers Tutorial & Administrative Package
- TDG Part 1

Contents Disc Two;

- TDG Part 2
- Testing Package
- Certification Material
- Bonus Material
- Complete 2002 "Clear Language" TDG Act & Regulations, including the September 2005 amendments
- Printable Reference Material



Each disc takes about 60 minutes to complete. A set of 20 question tests with answer keys are included. Also included are printable wallet cards and certificates, reference materials, and a copy of the New Clear Language Transportation of Dangerous Goods Regulations.

***Product Code: JS - 1-894977-12-2      Price: \$299.00 per program, unlimited use at each location.***

**ONLINE EMERGENCY RESPONSE CODES COURSE**

The WellNet Emergency Response Codes course is designed to be delivered to all hospital employees to help them understand:

- What each emergency response code means
- The role and responsibilities of “**all staff**” when each code is called
- Where to find information on the specific roles and responsibilities that certain individuals/departments have for each emergency code response. This course offers separate chapters for each emergency response code, including Code Red, Green, Orange, Yellow, Black, Purple, Blue, Pink, Brown, White and Amber. Each chapter includes a description of the code; its procedures (algorithm); roles and responsibilities of all staff during the code and a demonstration (using graphic images) of a possible scenario that would prompt that particular code response.

***Product Code: WSG-EPC-406***

***Price: \$30.00pp***

**FORKLIFT THEORY FOR SIT DOWN / COUNTER  
 BALANCED (SD/CB) LIFT TRUCKS**

This course reviews the theory and operating requirements that need to be understood by an employee to be assigned as a forklift operator. Workplace legislation requires all forklift operators to be trained and certified by their employer before operating a forklift. This course provides the theory component that is then combined with a practical training component to establish each employee as a competent forklift operator.

On completion of this course students will:

- Be able to use a pre-shift inspection form to complete a pre-shift inspection procedure for an electric or fuel powered SD/CB lift truck.
- Be able to name the components of a lift truck.
- Be aware of the requirements to safely get on and off a lift truck.
- Be aware of the safety equipment and the proper use of the safety equipment on a lift truck.
- Be aware of the hazards of operating a lift truck.
- Be aware of the operating procedures when pedestrians are present in the workplace.
- Be aware of the procedures required to safely operate a lift truck.
- Be aware of how to fuel the forklift / lift truck
- Be aware of how to connect and disconnect the battery when charging is required.
- Be aware of special requirements and equipment needed if the lift truck is to be used to lift other workers.

***Product Code: SOL – FL - 01***

***Price: \$52.00pp***

## Forklift Safety in the Workplace Computer-Based Training



This training course will provide you the knowledge and skill to operate a powered industrial lift truck safely. Whether you are new to forklifts, or an experienced forklift operator, you will benefit from this training program.

### Contents Disc One:

- Viewers
- Managers Tutorial & Administrative Package
- Forklift Safety Part 1

### Contents Disc 2:

- Forklift Safety Part 2
- Testing Package with Answer Keys
- Printable Certificates & Wallet Cards
- Bonus Material



The program takes about 60 minutes to complete.

A set of 10 question tests with answer keys are included. Also included are printable wallet cards and certificates, reference materials, an optional driving test layout and a sample pre-operational checklist.

**Product Code: JS -1-894977-14-9**

**Price: \$299.00 per program,  
unlimited use at each location.**

**INTRODUCTION TO WORKPLACE SAFETY - FEDERAL**

This course introduces new employees to general workplace safety requirements and processes as required by Canada Labour Code Part II.

On completion of this course students will:

- Be able to describe the purpose of workplace safety legislation and employer safety programs.
- Be aware of their right to refuse unsafe work.
- Be aware of requirements for employees not to be working alone or in isolation.
- Be aware of the need to report all injuries immediately to their supervisor or to a first aid attendant.
- Be aware of their legal responsibilities as an employee to maintain a safe workplace.

***Product Code: SOL – L - 01***

***Price: \$30.00pp***

**INTRODUCTION TO WORKPLACE SAFETY – B.C.  
(PROVINCIAL)**

This course introduces new employees to general workplace safety requirements and processes as required by British Columbia workplace safety legislation. This can be adapted to suit the requirement of different jurisdictions.

On completion of this course students will:

- Be able to describe the purpose of workplace safety legislation and employer safety programs.
  - Be aware of their right to refuse unsafe work.
  - Be aware of requirements for employees not to be working alone or in isolation.
  - Be aware of the need to report all injuries immediately to their supervisor or to a first aid attendant.
  - Be aware of their legal responsibilities as an employee to maintain a safe workplace.
- Be prepared for hands-on lockout instruction.

***Product Code: SOL – L - 02***

***Price: \$30.00pp***

**LOCKOUT AWARENESS**

This course introduces the student to the theory and operating requirements to safely lockout equipment and machinery to prevent injury to people when equipment is being maintained or repaired.

*Product Code: SOL-EMC-504*

*Price: \$30.00 pp*

**Lock-Out / Tag-Out in the Workplace  
Computer-Based Training**



This training course will provide you the knowledge and skill to perform your duties under Lock-Out / Tag-Out safely. Whether you are new to lockout, or an experienced worker, you will benefit from this training program.

**Contents of Program:**

- Viewers
- Managers Tutorial & Administrative Package
- Lock-Out/Tag-Out CBT
- Testing Package with Answer Keys
- Printable Certificates & Wallet Cards



The program takes about 60 minutes to complete. A set of 10 question tests with answer keys are included. Also included are printable wallet cards and certificates.

*Product Code: JS - 1-894977-17-3*

*Price: \$299.00 per program,  
unlimited use at each location.*

## Winery Retail & Boutique Health and Safety Management Handbook

This handbook deals with Health and Safety management for employees in the retail and boutique sector of the wine industry. Health and Safety issues for winery and vineyard tour guides are also addressed. For the safety of winery employees and patrons, this book encourages safe and “best practice” strategies to reduce liability risks to wineries. Easy, on-site accessibility will encourage regular referral to the information, important for establishing and validating continued “due diligence”.

This handbook provides:

- Important occupational health and safety information, first aid, emergency planning, identified risks and general safety requirements for employees. Employees, in their interaction with patrons, need an awareness of potential, situational hazards and effective ways to deal with them.
- Valuable information for new workers as an introduction to their employment position, and to long term staff as a refresher and review policy.
- Sample reference checklists, contact information sheets and incident reporting logs are provided as templates for in-house use.
- The accompanying CD provides 17 training courses, allowing repeated access to training for any number of employees. In addition contact information sheets, forms and checklist templates are provided.
- A general Health & Safety policy statement template is provided and can be printed with Winery Name customization as well as inclusions specific to wineries.

### **Product Code: WSG-WM-1801**

Handbook + CD package \$130.00

Additional handbooks \$40.00 each (when handbook/CD package has been purchased)

### **Product Code: WSG-WM-1802**

**Additional CD: \$98.00 each**

## **CONFINED SPACE AWARENESS**

NORCAT's Confined Space Awareness online training addresses hazards and appropriate precautions when working around confined spaces.

*Product Code: WSG-FRC-801*

*Price: \$30.00 pp*

## **GREEN DEFENSIVE DRIVING COURSES**

A web-based learning experience to help participants become safer and greener drivers. Modeled on the Canada Safety Council Defensive Driving Course, this course provides an opportunity to learn what is involved in driving defensively and how to reduce the environmental impact of driving. It is comprised of nine modules that participants complete at their own pace. There are interactive exercises throughout the course and review quizzes at the end of each module in preparation for the final test. Upon successful completion, participants receive a certificate supplied by the Canada Safety Council. The support web site includes extra resources, a glossary and links to related websites.

*Product Code: WSG-FRC-802*

*Price: \$60.00 pp*

## **LOCKOUT/TAGOUT**

NORCAT's Lockout/Tagout training program is an introduction to the practices and procedures of lockout/tagout. This training is designed for any employee who could come in contact with an energy source. As the exact procedures for lockout/ tagout will depend on the individual workplace, this training program can be combined with your company's policies for an effective lockout/ tagout program.

- Introduction to lockout/ tagout
- Identification of energy sources
- Locking out
- Tagging out
  - Start-up

*Product Code: WSG-FRC-803*

*Price: \$30.00 pp*

## TRANSPORTATION OF DANGEROUS GOODS

Whenever dangerous goods are being transported, the safety of the public must be the prime consideration. For this reason, persons who provide, handle or transport dangerous goods as well as persons who respond to dangerous goods events must be aware of the Transportation of Dangerous Goods Act and comply with all training and safety-related aspects of the Act. NORCAT's Transportation of Dangerous Goods complements the Act and fulfills training requirements as established by Transport Canada.

- Glossary of TDG Terms
- Classes of Dangerous Goods
- The Shipping Document
- Safety Marks
- Packaging
- Special Cases
- Reporting an Accidental
- Reporting an Accidental Release

***Product Code: WSG - FRC-804***

***Price: \$30.00 pp***

## WHMIS – INTRODUCTION

WellNet Solutions has developed an online course that introduces workers to the concepts of WHMIS. By taking this course, participants will be able to:

- Understand the theory and legislation regarding WHMIS
- Identify the 6 classes and 8 symbols of controlled products
- Determine how hazardous substances can enter the body
- Understand the roles and responsibilities of the Employer, Supplier and the Worker
- Distinguish between supplier and workplace labels
- Understand the various sections of a Material Safety Data Sheet, MSDS
- Become familiar with control measures, including “at the source,” “along the path” and “at the worker.”

***Product Code: WSG - FRC-805***

***Price: \$30.00 pp***



Using the interactive power of computer based training on a multi-media computer you can train your employees at a variety of safety and industry-related subjects for just a few dollars per program.

No more boring and ineffective videos, unread training packages or high instructional costs, just increased job training at a fraction of the time and cost. Plus, the programs are designed to run on the typical computer found in today's industrial environment. No greater computer skills are required for the employee other than clicking the mouse driven cursor on the screen.

Quizzes are continuous throughout the program to provide the employee with valuable feedback on progress. Your staff administers the written tests. Written documentation of course completion, complete with employee signatures, offer you valuable liability protection. Handouts complete the training package, offering the employee an opportunity for extended learning benefits. Plus, you get toolbox training worksheets to help establish your custom-training program. It's all here at one low price.

The following courses are complete multimedia training packages for only **\$ 299.00 per site license, for unlimited use.**

You can show the program to one employee or a million, at that individual location or site. We ask those companies with a number of locations purchased a site-license for each location, giving the individual site manager or training the coordinators the choice of customizing training needs.

Updates to previously purchased programs are free for three years following date of purchase, making it easy to meet new regulation changes.

<b>Breath Alcohol Testing in the Workplace</b>	<b>JS - 1-894977-08-4</b>
<b>The New Clear Language TDG</b>	<b>JS - 1-894977-10-6</b>
<b>WHMIS in the workplace</b>	<b>JS - 1-894977-12-2</b>
<b>Forklift Safety in the Workplace</b>	<b>JS - 1-894977-14-9</b>
<b>Personal Protective Equipment in the Workplace</b>	<b>JS -1-894977-15-7</b>
<b>Confined Spaces in the Workplace</b>	<b>JS -1-894977-16-5</b>
<b>Lock-out / Tag-out in the Workplace</b>	<b>JS -1-894977-17-3</b>
<b>Asbestos Safety in the Workplace</b>	<b>JS -1-894977-18-1</b>
<b>Conflict Management in the Workplace</b>	<b>JS -1-894977-27-0</b>
<b>Cross Cultural Relations in the Workplace</b>	<b>JS -1-894977-30-0</b>

*\$ 299.00 per site license, for unlimited use.*

## SUNDOWN CORPORATION TRAINING SUITE

**All these courses for the following price:**

**Quantity Price:** 1-49 people - \$145.00 each  
 50-99 people - \$115.00 each  
 100+ people - \$ 85.00 each

**Product Code: WSG - SD-1600**

### **Management Training**

The Occupational Health & Safety Act (OH&S Act) states that anyone directing work (managers and supervisors **MUST** be “*competent*” - person means a person who,

- a) is qualified because of knowledge, training and experience to organize the work and its performance
- b) is familiar with the OH&S Act and its regulations that apply to the work,
- c) has knowledge of any potential or actual danger to health or safety in the workplace.

### **Accident & Incident Investigations - Duration .. 30 minutes**

Topics Include:

- Introduction and the Effects of an Accident
- Effective Investigations
- Procedures to Follow
- Accident Prevention

### **Due Diligence Awareness - Duration ... 10 minutes**

The purpose of the course is to make supervisors and managers aware of the importance of “Due Diligence” in the workplace – especially new supervisors.

Topics Include:

- What is Due Diligence?
- Who can be charged?
- How to establish a due diligence defence
- Workplace safety - Fines

**Implementing Workplace Safety** - Duration ... 10 minutes

Topics Include:

- Leadership Commitment and Lines of Responsibility
- Documentation
- Training & Communication
- Personal Involvement
- Physical Site Safety

**Understanding Bill C-45** - Duration ... 15 minutes

Topics include:

- Introduction
- Purpose of Bill C-45
- How does Bill C-45 differ from the OH&S Act?
- Bill C-45: What are the penalties and Sentencing Factors
- Protecting the Organization
- Protecting the Senior Officer(s)

**Understanding the Joint Health and Safety Committee** - Duration ... 20 minutes

Topics Include:

- Introduction
- About the Committee functions and membership
- About the Meetings and other functions of the committee

**Understanding of OH&S Act** - Duration ... 25 minutes

Topics include:

- Introduction and Definitions
- Concept of Internal Responsibility System
- Fundamental Rights of the OH&S Act
- Responsibilities and Duties
- Enforcement
- Due Diligence Defence

**Workplace Safety Inspections** - Duration ... 20 minutes

Topics Include:

- Types of Inspections
- Planning and Preparing

- Conducting and reporting
- Monitoring and Follow-up

**Fire Safety Training** - Duration ... 30 minutes

This training module will teach employees about:

- The casual nature of fires
- The Fire Triangle
- Classification of fires
- Types of fire extinguishers and their use
- Rules for fighting a fire
- When not to fight a fire
- Emergency safety plans

**Forklift Safety Training** - Duration ... 3 hours

This forklift training course follows the guidelines established by the Canadian Standards Association (CSA) “Safe Operation and Maintenance of Power Lift Trucks” guidelines.

Topics Include

- Introduction
- Knowledge of classification & types, main components, lift truck physics, capacity plates, and manufacturer’s specifications.
- Skills to be Acquired with general operation, pre-operations check, start-up, starting, stopping and turning, shutdown and parking, forward and reverse on level ground and uneven terrain, as well as operating around personnel
- Load Handling Skills, such as selection of load, load security, stability, pick-up and placement, stacking and de-stacking, personnel lifting, loading trucks and railway cars and transporting loads in elevators
- Refuelling and/or Recharging
- Pre-course Test Questions
- Sample Performance Test

**Health and Safety Orientation** - Duration ... 1 hour

Topics include:

- Introduction
- Workplace Laws and Regulations and discuss the concept of “Due Diligence”
- Introduce the concept of IRS
- Explain the rights – right to know, participate and refuse

- Explain Committee & its Duties
  - First Aides
  - Duties of Employer, Supervisor, Worker
- Reporting injuries & unsafe conditions or acts
- Hazards to watch for...Chemical, Physical, Biological & Ergonomic hazards
  - Workplace safety training and job specific safety training
  - Personal Protective Equipment (PPE)
  - Progressive Discipline

**Isocyanates in the Workplace** - Duration ... 30 minutes

This course is intended to inform workers of hazards when using products containing Isocyanates.

**Lockout / Tagout Training** - Duration ... 1 hour

In this course, we study all the steps taken in a typical Lockout Plan. Employees will have a sound understanding of a total lockout procedure.

**Office Ergonomics** - Duration ... 15-20 minutes

In this course there is an overview of ergonomics and postures, with tips, exercises and stretches.

**Transportation of Dangerous Goods** - Duration ... 2 ½ to 3 hours

This TDG training course (Clear Language) and Reference Guide follow the *Guidelines for Training* criteria established by Transport Canada. The course includes a 23 page Reference Guide.

**WHMIS** - Duration: 1 hour + ½ hour for advanced course.

Finally ... WHMIS training that works ... using leading edge interactive multimedia software that delivers higher information retention for workers and complete “Due Diligence” for generic training and testing.

Workshop Courses are available on CD containing training course presentations, tests and written information for each course. CD's are created specifically for individual industries. The following indicate which courses are included for each specific industry.

**CHILD CARE**

- Electrical Safety
- Emergency Preparedness & Response
- Fire Safety & Prevention
- Heat Stress
- Hepatitis A, B, C Fact Sheets
- Housekeeping
- Knife Safety
- Lifting Techniques
- Non-Violent Crisis Intervention
- Office Safety
- Patient Handling
- Personal Hygiene
- Playground Safety
- School Bus Safety
- Slip & Fall Safety
- Stress in the Workplace
- Toileting
- Universal Precautions
- Working Alone
- Workplace Violence & Intimidation
- Young & New Worker Safety

***Product Code: WSG - CD-2201***

***Price: \$70.00***

**EDUCATIONAL ASSISTANTS**

- Emergency Preparedness & Response
- Fire Safety & Prevention
- Heat Stress
- Hepatitis A, B, C Fact Sheets
- Housekeeping
- Lifting Techniques
- Non-Violent Crisis Intervention
- Patient Handling
- Patient Restraint Safety
- Personal Protective Equipment
- Playground Safety
- School Bus Safety Tips
- Slip & Fall Safety
- Stress in the Workplace
- Toileting
- Universal Precautions
- Workplace Violence & Intimidation
- Young & New Worker Safety

***Product Code: WSG - CD-2202***

***Price: \$70.00***

**FARMS**

- Anhydrous Ammonia Safety
- Auger Safety
- Chainsaw Safety
- Compressed Gas Safety
- Dairy Safety
- Farm Electrical Safety
- Farm Machinery & Equipment Safety
- Farm Safety for Children
- Grain Storage Safety
- Greenhouse Pesticide Safety
- Handling Large Bales Safely
- Heat Stress
- Ladder Safety
- Lawn and Garden Pesticide Safety
- Lifting Techniques
- Personal Protective Equipment for Pesticide Use
- Respiratory Hazards on the Farm
- Safe Livestock Handling
- Silo Gas Safety
- Silo Maintenance
- Welding & Cutting Safety
- Wood Cutter Safety

***Product Code: WSG- CD-2203***

***Price: \$70.00***

**HOSPITALS**

- Compressed Gas Management
- Elder Abuse Awareness
- Electrical Safety
- Emergency Preparedness & Response
- Eye & Face Protection
- Finger, Hand & Wrist Safety
- Fire Safety & Prevention
- Knife Safety
  - Heat Stress
- Hepatitis A, B, C Fact
- Housekeeping
- Ladder Safety
- Laboratory Safety
- Lifting Techniques
- Non-Violent Crisis Intervention
- Office Safety
- Patient Handling
- Patient Restraint Safety
- Personal Hygiene
- Protective Clothing
- Slip & Fall Safety
- Spill Response
- Stress in the Workplace
- Toileting
- Universal Precautions
- Warehouse Worker Safety
- Workplace Violence & Intimidation
- Young & New Worker Safety

***Product Code: WSG- CD-2204***

***Price: \$70.00***

**HOTELS/MOTELS**

- Compressed Gas Management
- Confined Space Safety
- Conveyor Safety
- Electrical Safety
- Emergency Preparedness & Response
- Fall Arrest Safety
- Fire Safety & Prevention
- Heat Stress
- Housekeeping
- Knife Safety
- Ladder Safety
- Office Safety

***Product Code: WSG - CD-2205***

- Personal Protective Equipment
- Playground Safety
- Scaffold Safety
- Slip & Fall Safety
- Spill Response
- Stress in the Workplace
- Universal Precautions
- Warehouse Worker Safety
- Working Alone
- Workplace Violence & Intimidation
- Young & New Worker Safety
- Lawn & Garden Pesticide Safety
- Lifting Techniques
- Personal Hygiene

***Price: \$70.00***

**MANUFACTURERS**

- Aerial & Scissor Lift
- Boiler Safety
- Boom Truck Safety
- Chemical & Acid Safety
- Compressed Gas
- Confined Space Safety
- Conveyor Safety
- Crane Safety
- Electrical Safety
- Emergency Preparedness
- Eye & Face Protection
- Fall Arrest Protection
- Finger, Hand & Wrist
- Fire Safety & Prevention
- Foot Protection
- Hand Protection
- Head Protection
- Hearing Protection
- Heat Stress
- Housekeeping
- Isocyanates Safety

***Product Code: WSG-CD-2206***

- Knife Safety
- Laboratory Safety
- Ladder Safety
- Machine Safeguarding
- Office Safety
- Personal Hygiene
- Personal Protective Equipment
- Protective Clothing
- Respirator Protection
- Scaffolding Safety
- Slip & Fall Safety
- Spill Response
- Stress in the Workplace
- Universal Precautions
- Warehouse Worker Safety
- Welding & Cutting Safety
- Working Alone
- Workplace Violence & Intimidation
- Worldwide Automotive Standard
- Young & New Worker Safety

***Price: \$70.00***

**MUNICIPALITIES**

- Aerial & Scissor Lift
- Compressed Gas Management
- Confined Space Safety
- Crane Safety
- Electrical Safety
- Emergency Preparedness & Response
- Eye & Face Protection
- Fall Arrest
- Finger, Hand & Wrist
- Fire Safety & Prevention
- Foot Protection
- Hand Protection
- Head Protection
- Hearing Protection
- Heat Stress
- Housekeeping
- Ladder Safety
- Lawn & Garden Pesticide
- Lifting Techniques
- Office Safety
- Personal Hygiene
- Personal Protective Equipment
- Personal Protective Equipment for Pesticide Use
- Respirator Protection
- Scaffolding Safety
- Shoring, Trenching & Excavating
- Slip & Fall Safety
- Spill Response
- Stress in the Workplace
- Universal Precautions
- Warehouse Worker Safety
- Welding & Cutting Safety
- Working Alone
- Workplace Violence & Intimidation
- Young & New Worker Safety

***Product Code: WSG- CD-2207***

***Price: \$70.00***

**NURSING HOMES**

- Compressed Gas Management
- Elder Abuse Awareness
- Electrical Safety
- Emergency Preparedness
- Eye & Face Protection
- Finger, Hand & Wrist
- Fire Safety & Prevention
- Heat Stress
- Hepatitis A, B, C
- Housekeeping
- Knife Safety
- Ladder Safety
- Lifting Techniques
- Non-Violent Crisis Intervention
- Office Safety
- Patient Handling
- Patient Restraint Safety
- Personal Hygiene
- Protective Clothing
- Slip & Fall Safety
- Spill Response
- Stress in the Workplace
- Universal Precautions
- Warehouse Worker Safety
- Workplace Violence & Intimidation
- Young & New Worker Safe

***Product Code: WSG-CD-2208***

***Price: \$70.00***

**RESTAURANTS**

- Compressed Gas Management
- Electrical Safety
- Emergency Preparedness & Response
- Finger, Hand & Wrist Safety
- Fire Safety & Prevention
- Heat Stress
- Housekeeping

***Product Code: WSG- CD-2209***

- Knife Safety
- Lifting Techniques
- Personal Hygiene
- Slip & Fall Safety
- Stress in the Workplace
- Universal Precautions
- Workplace Violence & Intimidation
- Young & New Worker Safety

***Price: \$70.00***

**SCHOOLS*****Teachers & Administrator***

- Compressed Gas Management
- Electrical Safety
- Emergency Preparedness & Response
- Fire Safety & Prevention
- Heat Stress
- Hepatitis A, B, C Fact Sheets
- Knife Safety
- Laboratory Safety
- Ladder Safety
- Lifting Techniques
- Non-Violent Crisis

- Office Safety
- Personal Hygiene
- Personal Protective Equipment
- Playground Safety
- School Bus Safety Tips
- Slip & Fall Safety
- Spill Response
- Stress in the Workplace
- Universal Precautions
- Working Alone
- Workplace Violence & Intimidation
- Young & New Worker Safety

***Custodians***

- Compressed Gas
- Electrical Safety
- Emergency Preparedness & Response
- Fall Arrest Safety
- Fire Safety & Prevention
- Heat Stress
- Housekeeping
- Laboratory Safety
- Ladder Safety
- Lawn & Garden
- Pesticide Safety
- Lifting Techniques
- Office Safety
- Personal Hygiene
- Personal Protective Equipment
- Personal Protective Equipment for Pesticide Use
- Slip & Fall Safety
- Spill Response
- Stress in the Workplace
- Warehouse Worker Safety
- Working Alone
- Workplace Violence & Intimidation
- Young & New Worker Safety

***Product Code: WSG-CD-2210***

***Price: \$70.00***

**WINERIES**

- Boiler Safety
- Carbon Dioxide Safety
- Chemical & Acid Safety
- Compressed Gas Management
- Confined Space Safety
- Conveyor Safety
- Electrical Safety
- Emergency Preparedness & Response
- Eye & Face Protection
- Fall Arrest Safety
- Finger, Hand & Wrist Safety
- Fire Safety & Prevention
- Foot Protection
- Hand Protection
- Hearing Protection
- Heat Stress
- Housekeeping

***Product Code: WSG-CD-2211***

***Price: \$70.00***

## Product Order Form

Employee Name	Product Code	Course Name	Unit Price
<b>Applicable taxes will be added to your invoice</b>			<b>Subtotal</b>

**Billing Address:**

Co. Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Province / State: \_\_\_\_\_  
 Zip / Postal Code: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

**Payment Options:**

Please invoice me  
 Credit Card Payment  
      Visa  
      Mastercard  
 Card #: \_\_\_\_\_  
 Name on Credit Card: \_\_\_\_\_  
 Expiry Date (M/Yr): \_\_\_\_\_

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I authorize Pozniak Safety Associates Inc to send newsletters and other related material via my email.

*Pozniak Safety Associates Inc.*

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