



## CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

### DESCRIPTION OF CERTIFICATE

---

Occupational Health and Safety (OHS) is a major area of concern within every workplace in Canada, and it features many rules and regulations administered by provincial governments. Yet few people have much training in workplace OHS. Without proper oversight, policies, and program implementation— and regular review— in OHS, employees can be injured and or killed at the workplace, with employers and management held liable.

The *Certificate in Occupational Health and Safety* will give participants the knowledge and skills necessary to be competent in creating and overseeing a safe workplace that is steeped and knowledgeable in the rules, regulations, and legislation regarding OHS on Prince Edward Island. Topics like legislation, responsibilities, and due diligence will be discussed, as well as creating a realistic, relevant but thorough program for OHS within the workplace, how to properly implement and revise an OHS program, and how to properly handle OHS incidents when they take place.

At the end of the Certificate program, participants will know and be confident in their organization's responsibilities for OHS, be able to ensure those responsibilities are met and safety within the workplace is always at the forefront, and how to handle any issues involving OHS that may occur.

## COURSE STRUCTURE

The delivery method for the courses within the Certificate will include short lectures, participant interaction, small and large group work, individual and group presentations, and reflection. The courses will take place in-person. Below is a description of the three courses within the Certificate.

### OHS BASICS AND RESPONSIBILITIES (6 HOURS)

Supervisors have the front-line responsibility to keep the workplace safe and to protect workers. This course will provide an overview and interpretation of relevant and increasing Occupational Health and Safety (OHS) legislation, as well as practical exercises that enable participants to look for information in the legislation needed to solve an issue. Identifying the responsibilities of employers, supervisors, and workers is crucial to maintain a safe workplace, and as such, participants will learn to exercise due diligence, identify hazards, develop plans to reduce or eliminate hazards, and take effective preventive actions to foster a safety culture at their workplace.

Upon completion of this course, participants will be able to maintain the desired level of safety compliance through the practical and theoretical understanding of OHS basics.

### OHS PROGRAM DEVELOPMENT (6 HOURS)

Proper program development is critical for effective and functional OHS within a workplace. In this course, participants will develop the essential knowledge and skills required to develop, coordinate, implement, maintain, and evaluate an OHS program in their organization, within the frameworks of OHS legislation on Prince Edward Island. Using a risk management mindset, this course will also prepare participants to develop the policies and procedures required for a written OHS program (including workplace inspections, accident investigations, record keeping, first aid, ergonomics, emergency preparedness, job hazard analysis, training, work procedures and regular program review). Special focus will be given to psychological health and safety, a growing focal point in Canadian workplaces.

### OHS PROGRAM IMPLEMENTATION (6 HOURS)

Recognition and evaluation of hazards are foundational to the creation of a safe work environment, regardless of whether participants work within industrial and commercial settings. This course will teach participants how to develop the ability to identify and determine various hazards and controls, reinforced with case studies (based on real events). Also covered in length is how to properly investigate and use the concepts of incident causation after workplace incidents to further revise and develop OHS procedures and present report findings to management for decision-making, ultimately to lower/eliminate the number of incidents.

#### WHY TAKE THIS CERTIFICATE?

Many people become a manager or member of human resources departments without any training in OHS. Unfortunately, often they are “thrown into the fire” and are expected to know relevant OHS legislation, create plans to follow OHS procedures, and handle any issues that arise related to OHS without any real training.

The *Certificate in Occupational Health and Safety* provides that training, and builds the knowledge, skills, and confidence for participants to successfully handle OHS in their workplace, and be proactive in OHS to prevent issues and injury. This will prevent organizations from breaking OHS regulations and/or being liable for unsafe working conditions and potential injury and/or death to employees. This is practical professional development for all managers and human resources officials who deal with OHS.

Other topics covered in this course include interpreting data and information within an OHS incident and converting it to a simplified report, and planning and managing meetings following generally accepted formats. At the end of this course, participants will be confident with the implementation of any OHS program within their workplace.