



# **HEALTH AND SAFETY PROFESSIONAL CERTIFICATE PROGRAM**

20  
23

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# HSP CERTIFICATE PROGRAM

The HSP certificate program is designed to provide the student with a solid base of occupational health & safety knowledge that will assist them with pursuing a career in OH&S as well as assisting them in their existing role in this field.

The HSP program offers a comprehensive broad selection of OH&S courses as well as advanced-level courses and a practical field project that will provide students with additional OH&S training skills relevant to supervisory or management levels in organizations.

SSM's Certificate Program may be eligible for maintenance points and technical credit toward designation programs such as BCRSP and CRST. SSM training courses have previously been awarded as credit towards these designations. Please contact these organizations directly for current eligibility.

# COURSE DESCRIPTIONS

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Cost: \$4999.00

The HSP is a 5 month live remote safety training program scheduled 2 weekday evenings every week. Reliable internet is required. The program is delivered with the expertise of a live instructor, where you can ask questions and have interactive conversations. The course runs in the spring and fall. The following dates are for the upcoming 2023 program.

Spring start date: Feb 21, 2023    Fall start date: Sept. 5, 2023



## **01 — Manitoba Occupational Health & Safety Law**

This course will assist the participant to understand the contents of the Manitoba Workplace Safety and Health Act and Regulations. This course will also assist the participant to link Manitoba legislation to other relevant legislations, standards and the Criminal Code of Canada.



## **02 — Due Diligence**

This course provides a basic understanding of due diligence and how it works for you and your organization. It covers the rights and responsibilities of all employees/employers in the workplace and what they mean. It provides participants with an overview of Manitoba's health and safety law as well as the criminal code of Canada.



## **03 — Hazard Recognition**

Teaches participants the fundamentals of how to identify hazards in the workplace, rate the risk of the hazards identified, and recommend controls to eliminate or minimize the risks of these hazards using various tools developed by safety professionals.



## **04 — Hearing Conservation**

The course covers: Sound level monitoring/What a hearing conservation program looks like/ When employees are required to have hearing testing (Audiometric testing)/Employers' responsibilities to ensure workers noise exposures are limited/PPE use for noise reduction levels/An overview of Time Weighted Average noise levels and how exceeding these levels can cause hearing loss/Noise level reduction hierarchy in the workplace.



## **05 — Inspections/ Workplace Inspections**

This course focuses on the importance of formal and informal inspection techniques and the need to identify the hazards within the workplace. Once the hazards are identified, the student will be taught proper ways to eliminate or control the hazard through corrective actions and recommendations.



## **06 — Incident Investigation**

How to conduct an incident investigation at your workplace. It includes techniques for information gathering and scene preservation, how to interview witnesses and preparing the report. This course will teach participants the fundamental methods for preventing repeat incidents in your workplace.



## **07 — Safety & the Supervisor Training**

This course uses learning techniques developed to maximize and broaden the knowledge of safety systems, roles and responsibilities. This course is designed for those who will be managing, supervising and directing a company's health and safety program and its employees. Measuring, maintaining and developing OH&S management systems are required skills of the supervisor. Topics include the guiding principles of safety management systems, legislated rights and responsibilities.



## **08 — Workplace Safety and Health Committee & Health and Safety Representative**

Your safety committee may be ineffective unless members understand their role and carry out their individual responsibilities. The safety committee can be a “profit center” activity: As a fact gathering, problem-solving team of motivated members, the safety committee has the potential to help save lives and money. This course will give the students the effective tools and skills to perform these tasks and add value to the safety committee structure.



## **09 — Fire Prevention Safety Basics**

Fire Extinguisher Theory/Classification of Fires/Fire Decision Skills/Small Fire Protocol/What to do in the event of a fire/Fire Prevention/Reporting an Emergency



## **10 — GHS/WHMIS 2015**

This program teaches participants how to identify hazardous products, control hazards from these products, and safely handle controlled products.



## **11 — Transportation of Dangerous Goods - Ground**

This course provides the necessary tools to ensure all drivers, shippers, and receivers learn appropriate handling and ensure legal responsibilities are understood and fulfilled. This course will also teach participants the appropriate response techniques in emergency situations such as spills or accidents.



## **12 — Spill Response**

Safety Services Manitoba's Spill Response training provides students with the most current legislative information including industry best practices. Learn the basics in spill response. This course will identify best practices and products available and assist participants in generating a spill response plan for their organization.



## **13 — Preventing Workplace Violence**

Understanding of workplace violence/Understanding of legislation and responsibilities regarding workplace violence/Assessing the risk of violence/Controlling hazards and risks/Developing and implementing violence prevention and control plans/Monitoring and follow-up



## **14 — Lockout/Tagout**

This program teaches participants how to identify and control all potential energy sources that may result in injury if not locked out. Students will learn how to use different types of devices that may be required to lock equipment out.



## **15 — Fall Protection Theory**

This program teaches participants how to exercise the hierarchy of controls including fall prevention, fall restraint, and fall arrest as each situation will be different when working at heights. Students will learn how to inspect fall protection equipment, how to don a harness.



## **16 — Confined Space Theory**

The course will address the hazards associated with confined spaces and it will outline the duties and responsibilities of all members of a confined space entry team, emergency rescue procedures, and plan development.



## **17 — Auditing Techniques**

Auditing theory/regulations and application/documentation, Due Diligence, Compliance and Planning/Learn how to Conduct Audits, Audit Process and Cycle. Approaches for Effective Auditing. Preparing and Using Checklists. How to Seek Objective Evidence.



## **18 — Practical Loss Leadership Home Study Program**

This home study program will help the participant improve the effectiveness, efficiency, and excellence of your health & safety system for managing loss control, quality, production, and cost control. Improved quality, production and cost control go hand in hand with improved loss control, and all depend on how the system is managed.



## **19 — Industrial Hygiene Basics**

- The value of occupational hygiene.
- The role of the occupational hygienist.
- The range of health hazards encountered in the workplace.
- Hazard recognition techniques.
- Sources and potential routes of occupational exposure.
- Exposure assessment and the measurement processes involved.
- Methods of controlling exposure.
- The management of occupational hygiene programs.





## 20 — Ergonomics

- Human factor approaches for office and industrial workplaces
- Anatomy and physiology
- Workplace injury causes, consequences, and treatment
- Occupational health and psychology
- Physical and mental risk factors
- Risk assessment
- Pain and performance at work
- Design ergonomics and anthropometrics



## 21 — Instructional Techniques/Adult Learning

- Understand the role and purpose of facilitating.
- Understand the qualities of effective facilitation.
- Identify the needs of your audience based on adult learning principles and styles.
- Recognize group behaviors and know how to respond.
- Understand the five P's when preparing to facilitate.
- Tools and Methods of Facilitation
- Understand the dos and don'ts of effective facilitation.
- Understand the 7 principles of effective training.
- Understand how to deal with challenges when facilitating.
- Create a training session that achieves your learning objectives.
- Assess and give appropriate feedback to your participants.
- Moderate your classroom and disruptions effectively.
- Facilitate training sessions with greater confidence.
- Build confidence by practicing and receiving feedback.
- Understand how to facilitate virtually and associated challenges.



## 22 — Final Exam

# PRACTICAL PROJECT

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This project is meant to apply the knowledge learned in the program. Normally it is set up as a reward to the employer that has put the student through the program.

SSM would work with the employer and the student/employee to benefit the company by creating a procedure or work towards something that the student/employee would like to complete in the workplace.

Examples include:

- Development of a company wide policy or program
- PowerPoint presentation to be facilitated in your workplace.
- Developing and facilitating a new orientation program for your workplace

- **Development of a company wide policy or program**
- **PowerPoint presentation to be facilitated in your workplace.**
- **Developing and facilitating a new orientation program for your workplace**



# HSP Certificate Program

## 2023–2024 SCHEDULE

**Sept**

5 STUDENT ORIENTATION  
7 OHS LAW PART 1  
12 OHS LAW PART 2  
14 DUE DILIGENCE  
19 HAZARD RECOGNITION & HEARING CONSERVATION  
21 INSPECTIONS  
26 INCIDENT INVESTIGATION PART 1  
28 INCIDENT INVESTIGATION PART 2

**Oct**

3 SAFETY & THE SUPERVISOR  
5 STUDY DAY  
10 WORKPLACE S & H COMMITTEE AND H & S REPRESENTATIVE PART 1  
12 WORKPLACE S & H COMMITTEE AND H & S REPRESENTATIVE PART 2  
17 FIRE PREVENTION SAFETY BASICS  
19 GHS/WHMIS 2015  
24 TRANSPORTATION OF DANGEROUS GOODS  
26 SPILL RESPONSE  
31 PREVENTING WORKPLACE VIOLENCE

**Nov**

2 LOCKOUT  
7 WORKING AT HEIGHTS PART 1  
9 WORKING AT HEIGHTS PART 2  
14 STUDY DAY  
16 CONFINED SPACE ENTRY THEORY PART 1  
21 CONFINED SPACE ENTRY THEORY PART 2  
23 AUDITING TECHNIQUES PART 1  
28 AUDITING TECHNIQUES PART 2  
30 AUDITING TECHNIQUES PART 3

**Dec**

5 AUDITING TECHNIQUES PART 4  
7 INDUSTRIAL HYGIENE BASICS PART 1  
12 INDUSTRIAL HYGIENE BASICS PART 2  
14 ERGONOMICS PART 1  
19 ERGONOMICS PART 2

**Jan**

2 INSTRUCTIONAL TECHNIQUES/ADULT LEARNING PART 1  
4 INSTRUCTIONAL TECHNIQUES/ADULT LEARNING PART 2

# HOW TO REGISTER

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Contact [sales@safety-services-manitoba.ca](mailto:sales@safety-services-manitoba.ca)

We will help you with the registration process and answer any questions you might have.

Visit our Health and Safety Professional Certificate Program webpage:

[Health & Safety Professional \(HSP\) Designation - Safety Services Manitoba](#)

Visit our general Safety Services Manitoba Website focused on Occupational Health:

[Occupational Safety Home - Safety Services Manitoba](#)

**We thank you for your continued efforts  
to contribute to a safer Manitoba.**

## Contact

### **Safety Services Manitoba**

3-1680 Notre Dame Ave.

Winnipeg Manitoba

204-949-1085

[sales@safety-services-manitoba.ca](mailto:sales@safety-services-manitoba.ca)

[www.safety-services-manitoba.ca](http://www.safety-services-manitoba.ca)

