

Safety Training Catalogue -	NATT Safety Services

## Working at Heights



Our Working at Heights training program was created and developed by NATT Safety Services and is CPO approved (PRO-34727).

## Working at Heights Training

The aim for this training is to create the easiest and safest solution when working at heights. This training allows you to recognize and avoid hazards associated with working at heights.

#### Duration

6.5 hours total theory + practical

#### Course Topics - Theory

- i. Roles, right and responsibilities related to working at heights under the Occupational Health and Safety Act
- ii. General hazard recognition for working at heights
- iii. Hierarchy of controls
- iv. Safety procedures for warning methods and physical barriers
- · v. Barriers and Safety Nets
- · vi. Ladders and Similar Equipment

#### Course Topics - Practical

- i. Fall protection Systems
- ii. Personal Fall Protection Equipment
- iii. Anchor Points
- iv. Work Access Equipment and Platforms
- v. Rescue Plans

You must achieve an 80% or higher on the written evaluation and successfully complete the practical evaluation in order to successfully complete the course.

#### Legislation

The Occupational Health and Safety Awareness and Training Regulation (Ontario Regulation 297/13) under the OHS Act clearly sets out WAH as a mandatory requirement.

In addition to these requirements, employers continue to have a duty under subsection 26.2 (1) of O. Reg. 213/91 (Construction Projects) to ensure that workers who may use a fall protection system are adequately trained on the use of the system, and are given adequate oral and written instructions by a competent person.

Employers with workers who are required by O. Reg. 213/91 (Construction Projects) to use any of the fall protection methods listed above must do the following:

- Ensure the worker completes a working at heights training program that has been approved by the CPO as having met the Working at Heights Training Program Standard applicable at the time of the training;
- Ensure the training provider delivering the training program was approved by the CPO as having met the Working at Heights Training Provider Standard applicable at the time of training;
- Ensure the worker's training is valid and has not expired;
- Maintain a training record for the worker that includes the worker's name, the approved training provider's name, the date the training was completed and the name of the approved training program;
- And make the training record available to a Ministry of Labour inspector on request.

#### Who Requires this Training

- Any worker who is required under Ontario Regulation 213/91 (Construction Projects) to use any of the following methods of fall protection:
- A travel restraint system
- A fall restricting system
- A fall arrest system
- A safety net
- A work belt
- A safety belt under O.Reg 253/14, s. 1.

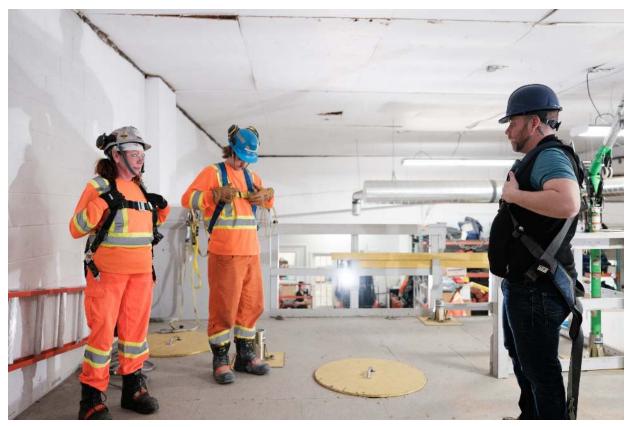
#### Course Benefits

Successful participants of the Working at Heights training will receive their certification for a 3-year period.

#### PPE Requirements

Full Body Harness.

## Working at Heights Refresher Training



## Working at Heights Refresher Training

Working at Heights refresher training reinforces key learning outcomes for workers who are exposed to the danger of falling from heights on construction projects. All workers who work at heights on construction projects must be able to demonstrate their knowledge of the correct use of fall protection equipment.

#### Duration

4 hours

#### Course Topics - Practical

- i. Fall protection Systems
- ii. Personal fall Protection Equipment
- iii. Anchor Points
- iv. Work Access Equipment and Platforms
- v. Rescue Plans

You must achieve an 80% or higher on the written evaluation and successfully complete the practical evaluation in order to successfully complete the course.

#### Legislation

The Occupational Health and Safety Awareness and Training Regulation (Ontario Regulation 297/13) under the OHS Act clearly sets out WAH as a mandatory requirement.

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Employers with workers who are required by O. Reg. 213/91 (Construction Projects) to use any of the fall protection methods listed above must do the following:

- Ensure the worker completes a working at heights training program that has been approved by the CPO as having met the Working at Heights Training Program Standard applicable at the time of the training;
- Ensure the training provider delivering the training program was approved by the CPO as having met the Working at Heights Training Provider Standard applicable at the time of training;
- Ensure the worker's training is valid and has not expired;
- Maintain a training record for the worker that includes the worker's name, the approved training provider's name, the date the training was completed and the name of the approved training program;
- And make the training record available to a Ministry of Labour inspector on request.

#### Who Requires this Training

- Any worker who is required under Ontario Regulation 213/91 (Construction Projects) to use any of the following methods of fall protection:
- A travel restraint system
- A fall restricting system
- A fall arrest system
- A safety net
- A work belt
- A safety belt under O.Reg 253/14, s. 1.

#### Course Benefits

Successful participants of the Working at Heights Refresher training will maintain their valid certification for 3 years.

#### PPE Requirements

Full Body Harness.

## ASERT Fire & Spills



The ASERT Program has proven itself to be a crucial part in maintaining safety standards as well as increasing awareness on Fire and Spills safety through out many different industries.

## ASERT Fire and Spills

The ASERT Program was developed by industry engineers to minimize the impact of a critical event and provide emergency response training to those first on the scene.

#### Duration

2 Hours

#### Course Learning Objectives

- To provide training to respond to any emergency
- To ensure that when an emergency occurs, the responder (who acts as the on-scene commander) is prepared to protect life, property, and the environment.
- To minimize the impact of the environment of the emergency by taking appropriate action in the first critical moments of the event
- To reduce the number of incidents to zero

#### Course Topics

- Emergency Response
- Environmental Management Protocol (Technical Standards & Safety Authority)
- Spill Management
- Fire Procedure's
- Responsibilities

#### Optional Practical Component

A practical component can be scheduled after the online training course has been completed. The practical component would include the following:

- Spill clean up techniques
- Fire simulator to practice fire extinguisher techniques

#### Who Requires this Training

- Commercial Drivers
- Fuel Drivers
- Mechanics
- Health and Safety Representatives
- Municipalities

#### Legislation

The legislation under which employers and its employees are required the ASERT training are: The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9.

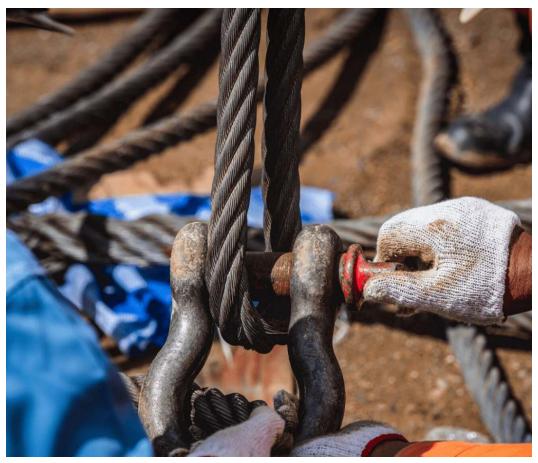
#### Course Benefits

The ASERT Fire & Spills course ensures that when an emergency occurs the responder, who acts as the on scene commander, is prepared to protect life, property and the environment, and minimizes the impact of the emergency by taking appropriate action in the first critical moments of the event.

#### PPE Requirements

No PPE Required.

## Basic Rigging Fundamentals



This rigging fundamentals course equips participants with an understanding of industry regulations and standards as well as the ability to recognize the proper rigging equipment for the applicable load and basic rigging calculations.

## Basic Rigging Fundamentals Training

Many worksites will require practical, site- specific training (in addition to theory training) before a worker is certified to operate machinery.

This rigging fundamentals course equips participants with an understanding of industry regulations and standards as well as the ability to recognize the proper rigging equipment for the applicable load and basic rigging calculations.

#### Duration

6-8 hours

#### Course Topics

- Legislation
- Signals
- Hitches
- Slings
- Rigging Hardware
- Calculating Load Weights
- Centre of Gravity
- Rigging Calculations

#### Regulations Covered

- Ontario Regulations 213/91 Construction Projects
- Ontario R.R.O 1990, Regulation 854 Mines and Mining Plants
- CSA B167 Overhead Cranes, Gantry Cranes, Monorails, Hoists and Jib Cranes
- CSA Z150 Safety Code on Mobile Cranes
- Ontario R.R.O 1990, Regulation 851 Industrial Establishments

#### Legislation

Rigging Training is required by Occupational Health and Safety. OHS Regulations state that any worker who is required or permitted to assemble, use, maintain or dismantle rigging is trained in safe rigging practices. The course curriculum reviews applicable requirements under the Construction Regulation 213/91 and the Occupational Health and Safety Act and Ontario R.R.O 1990, Regulation 854 Mines and Mining Plants.

#### Who Requires this Training

Any person who requires to use rigging equipment and calculate rigging calculations.

#### Course Benefits

NATT Safety Services' Rigging Fundamentals Training program covers safety protocols for workers required to use rigging equipment.

#### PPE Required

Site specific PPE, Gloves, Safety Glasses, Steel Toe Boots, Hi-Vis Work Vest or Coveralls.

## Cannabis in the Workplace



On October 17, 2018, the Cannabis Act (also known as Bill C-45) came into force. This federal legislation legalized recreational cannabis use nationwide in Canada in combination with its companion legislation Bill C-46, An Act to Amend the Criminal Code. Employers and employees must be informed of the issues posed by cannabis in the workplace.

## Cannabis in the Workplace Course Information

Participants will be provided with an overview of the uses, legality, and health and safety concerns of cannabis in the workplace. The course will also cover key information about Ontario's Cannabis Act.

#### Duration

45 to 60 minutes

#### **Course Topics**

- Background
- · Decriminalized or Legalized
- Composition of Cannabis & Cannabis Products
- Impairment Effects on the Body
- Medical Cannabis
- Cannabis Act
- Employer and Employee Responsibilities
- Cannabis and Workplace Health and Safety

### Legislation

Employers are legally obligated to keep workers safe from workplace hazards, including hazards resulting from impairment. Occupational Health and Safety Act and Regulations (the Act) contains many regulations that prohibit impairment, including Regulation 855 s64, Regulation 629 under sections 12 and 13, and Regulation 854 s15. As well, all general duty clauses may be applied to impairment at work as a result of cannabis use.

#### Who Requires this Training

All employees who have not had a Cannabis in the Workplace course.

#### Course Benefits

Successful participants of the Cannabis in the Workplace Course will have an understanding of the legality, health and safety concerns and cannabis and the workplace.

#### **PPE** Requirements

No PPE Required.

## Chainsaw Safety Training



Receive the best Chainsaw Safety Training and be certified in the safe use of a chainsaw.

## Chainsaw Safety Training

The Chainsaw Safety course covers basic chainsaw safety, maintenance & cutting techniques.

#### Duration

2 hours theory + practical

#### Course Topics

- · Basic PPE requirements for using a chainsaw
- Chainsaw Components
- Chain Adjustment
- Basic Controls
- Basic use of a Chainsaw
  - Grip and Hand Holds
  - Starting Methods
  - Cutting Techniques
  - Proper Stance
  - Cutting Dangers

Theory session will be followed with a Practical Exercise where participants demonstrate proper PPE donning, Starting Techniques, Stance and completing actual cuts.

#### Legislation

Ontario Law requires that workers be trained in the operation and maintenance of chainsaws. This course was developed based on Canadian federal and provincial legislation, safety standards and industry best practices.

#### Who Requires this Training

- Anyone who will operating a chainsaw and does not have the general understanding of operating safely or who needs training with cutting techniques and maintenance.
- Municipal workers
- Landscaping workers

#### Course Benefits

Successful participants of this course will have an understanding of the basic use of a chainsaw, cutting techniques and dangers, as well as understanding of safety practices and PPE requirements. The practical portion also provides participants with real-life in person training which is important for learning and safety.

#### PPE Required

Hard Hat, Safety Glasses, Hearing Protection, Work Gloves, Work Boot (steel toe), Chainsaw Chaps (optional).

## Fire Watch



This training equips participants to identify and assess hazards that can give rise to fires.

The Fire Watch training program is designed to provide participants with knowledge and information necessary to perform fire watch duties.

#### Duration

1 hour

#### **Course Topics**

- Legislation and Standards
- Employer and Worker Responsibilities
- Safe Work Practices
- Fire Watch Planning
- Steps of Fire Response (What to do in the event of a fire)
- Types of Extinguishers, Agents, and Classification
- Types of Fires, Classifications, and Behaviours
- Operation and Maintenance of Fire Extinguishers
- Fire Watch Duties

## Who Requires this Training

Any construction or industrial site engaged in "hot work", namely work processes that can produce a source of ignition such as a spark or open flame, must implement a hot work management program including the provision of fire watchers.

#### Legislation

Employers and their employees are required Fire Watch training as per the OH&S ACT: Obligations of Employers, Workers, etc. s. 2(1)-(5), Existence of Imminent Danger s. 35(1)-(2), General Protection of Workers s. 13(1)-(4), and Duties of Workers s. 14(1)-(2).

#### Course Benefits

This training equips participants to identify and assess hazards that can give rise to fires. Most important to the participant will be a focused discussion on specific efforts they can introduce in their workplaces to prevent the potential for fires and related explosions and when necessary, the steps needed to respond to fires and explosions.

#### PPE Requirements

No PPE Required.

## First Aid Training



NATT Safety Services, in partnership with Lifesaver 101, is pleased to offer First Aid Training in Sudbury

## First Aid Training Course Information

The first aid training course offers an enthusiastic, fun, and effective approach to First Air & CPR training. Participants of this program will be better equipped to confidently and effectively respond and assist in an emergency situation.

#### Duration

Emergency: one day course / Standard: two day course

#### **Course Topics**

- Training includes adult, child and infant CPR
- The recognition and treatment of airway
- Breathing, and cardiovascular emergencies
- A full automated external defibrillators (AED) certification
- Choking management
- Management of shock, fainting and severe bleeding
- Management of a casualty who has been burned or poisoned, seizure or a diabetic emergency
- Treatment of broken bones or head or spinal injuries
- Safety and prevention of illness and injury

### Legislation

According to Regulation 1101, all workplaces in Ontario covered by the Workplace Safety and Insurance Act (WSIA) must provide first aid training to their employees. For workplaces with five or fewer people working on any one shift, at least one must have an emergency first aid certificate. Our First Aid training meets and exceed the requirements of the governing body for first aid delivery organizations in the Province of Ontario.

#### Who Requires this Training

Any employers and workers who require first aid for the workplace.

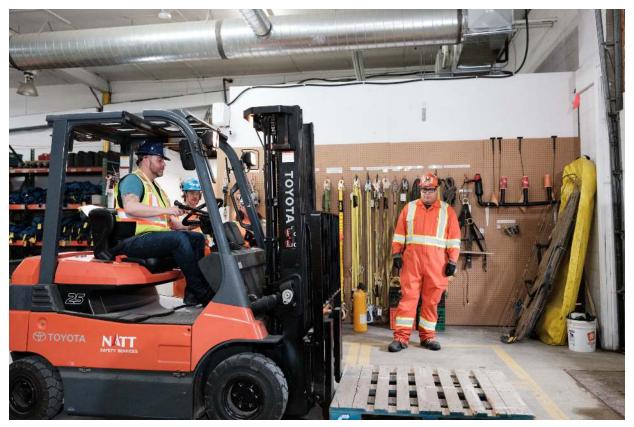
#### Course Benefits

Successful participants of our First Aid training program will be better equipped to confidently and effectively respond and assist in an emergency situation.

#### PPE Requirements

No PPE Required.

## Forklift Training Class 1 to 5



Forklift certification will teach participants how to identify specific health and safety hazards in the workplace associated with operating a powered industrial lift truck.

## Forklift Operator Training (Class 1 to 5)

Many worksites will require practical, site- specific training (in addition to theory training) before a worker is certified to operate machinery.

#### Duration

3 hours theory + practical

#### Course Topics

- Classroom Training (3-4 Hours)
- Introduction
- Basic Principles of a Forklift operation
- Importance of a Pre-Operational Check
- Safe Operating Procedures
- Proper load handling techniques
- Practical Training (approx. 0.5-1 Hour/participant depending on level of experience)

After 3 years - Expired - Full Course Required

#### Legislation

CSA B335-15

The course provides participants a general understanding of the safe and efficient operation of an industrial powered fork truck, to help companies comply with OHSA regulations & CSA Standards.

#### Who Requires this Training

- Any person operating a forklift is required to have safety training and certification.
- Warehouse workers
- Truck drivers

#### Course Benefits

Forklift certification will teach participants how to identify specific health and safety hazards in the workplace associated with operating a powered industrial lift truck. Our instructors can conduct the training at your location in order to customize the course to your facilities environment and safety issues. All training is done in full compliance of government standards including theory and practical training.

#### PPE Requirements

Site Specific PPE, Work Boots (steel toe).

## Hand Tool Safety and Awareness



The Hand Tool Safety and Awareness course will educate workers and create health and safety awareness while working with hand tools.

## Hand Tool Safety and Awareness Training Course Information

The Hand Tool Safety and Awareness course will cover the proper safety measures for both hand tools and power tools to educate workers and create health and safety awareness while working with hand tools.

#### Duration

1-2 hours

#### **Course Topics**

- Introduction
- Two types of tools
- Tool selection, inspection, and maintenance
- Hazards of hand and power tools
- Musculoskeletal disorders
- Ergonomic solutions
- · Safety procedures for hand and power tools
- Personal protective equipment

### Legislation

Ontario's Occupational Health and Safety Act requires employers to provide information and instruction to workers to protect their health and safety including health and safety hazards posed by occupational hand tools.

#### Who Requires this Training

- Joint health and safety committee (JHSC) members
- Health and safety representatives
- Supervisors and workers

#### Course Benefits

Successful participants of our Hand Tool Safety and Awareness training program will gain essential knowledge to be informed and help prevent injuries caused by hand tool hazards.

#### PPE Requirements

No PPE Required.

# Fire Safety & Indoor Fire Extinguisher Simulator Training



This training equips participants with the knowledge to successfully put out a fire.

# Fire Safety & Indoor Fire Extinguisher Simulator Training

This course equips participants with a basic understanding of fire safety and fire extinguishers. Participants will learn fire safety basics, including the combustion process and the different classes of fires. The course also covers the safe and effective use of fire extinguishers and will prepare you and your employees to successfully put out a fire, with indoor fire extinguisher simulator training.

#### Duration

#### 1-2 hours

#### **Course Topics**

- Combustion Process
- Fire Classes
- Fire Extinguisher Types
- Fire Emergency Response (R.A.C.E.)
- Risk Assessment
- Incipient Stage and Structural Stage Fires
- Evacuation
- Fire Extinguisher Use (P.A.S.S.)
- Fire Extinguisher Maintenance and Inspection

#### Simulator Training

- The lasers simulate the discharge of actual fire extinguishers for a clean and safe training experience.
- The simulator senses participants actions and responds like a real fire.
- The flames will only subside and go out if the trainee uses the proper P.A.S.S. (Pull the extinguisher pin. Aim the nozzle low at the base of the fire. Squeeze the lever above the handle. Sweep the nozzle from side to side.) method.

#### Who Requires this Training

Any person who may be required to use a fire extinguisher.

# Legislation

The Indoor Fire Extinguisher Simulator training meets OSHA and ISO 14001 fire safety training requirements.

# **Course Benefits**

This provides a safe, clean and effective solution to fire extinguisher training.

# PPE Requirements

# Ladder Safety Training



This Ladder Safety Training course helps personnel understand proper ladder selection and safe usage of ladders.

# Ladder Safety Training Course

Employers are required by Ontario's Occupational Health and Safety Act (OHSA) to take every reasonable precaution to protect workers from hazards, including those hazards related to ladders.

#### Duration

1 hour.

# Course topics - theory

- The CSA and Ontario Ministry of Labour standards
- The material composition of ladders, types and safe usage
- How to select and perform ladder inspection
- How to review ladder use and inspection checklist
- How to cover the four steps of the ladder safety guide

# Legislation

Employers' obligations under the Occupational Health and Safety Act (OHSA) and the Construction Projects Regulation include, but are not limited to:

- Ensuring workers are adequately trained in the use of fall protection systems at Ontario construction sites [O. Reg. 213/91, section 26.2]
- Appointing a competent person as a supervisor [OHSA clause 25(2)(c)]
- Taking every precaution reasonable in the circumstances for the protection of a worker [OHSA clause 25(2)(h)].

# Who Requires this Training

Any workers or employers who are working around or with ladders

#### Course Benefits

Successful participants of the Ladder Safety course will have the knowledge to work safely on ladders in the workplace.

#### PPE Requirements

# Joint Health and Safety Committee Certification



# Joint Health and Safety Committee Certification Part 1

This mandatory course provides participants with an understanding of how to recognize, assess and control workplace hazards, the rights and duties of certified members, and how to conduct effective workplace inspections and incident investigations.

#### Duration

3 days

# Joint Health and Safety Committee Certification: Part 2

Focusing on the concepts of recognition, assessment, and control of hazards, and evaluation of the hazard controls, participants learn how to apply these concepts to a minimum of six hazards relevant to their own workplaces. In addition, learners practise drafting action plans and recommendations for the employer.

By the end of the two-day course, participants will:

- Review material covered in Certification Part 1
- Understand the hazard-related concept of recognize, assess, control and evaluate (RACE) Understand key hazards specific to the sector
- Use various tools to help recognize, assess and control hazards, and evaluate hazard controls
- Understand the role of the Joint Health and Safety Committee in relation to the Internal Responsibility System.

Key hazards in many workplaces include:

- Repetitive and strenuous work
- Chemical and physical hazards
- Contact with machinery
- Slips, trips and falls
- Mobile equipment
- Confined spaces

# JHSC Certification Refresher (one day)

Training includes a review of key concepts in Part 1 and 2 of JHSC certification along with updates to legislation, standards, and best practices.

# Overhead Crane



This course equips participants with a basic understanding of industry regulations and standards when working with overhead cranes.

# Overhead Crane Training

Many worksites will require practical, site- specific training (in addition to theory training) before a worker is certified to operate machinery. NATT Safety suggests that participants take a valid Basics of Rigging Fundamentals course prior to taking Overhead Crane.

#### Duration

4 hours theory + practical

# **Course Topics**

- Legislation
- Crane Types & Components
- Inspection
- Overhead Crane Signals
- Controls
- Operating Procedures
- Planning a Lift

# Legislation

B167.16 – Overhead cranes, gantry cranes, monorails, hoists, and jib cranes

#### 4.1.4

The crane or hoist owner shall be ultimately responsible for the policies, procedures, and personnel related to the use and maintenance of this equipment, including

- a) Orientation;
- b) Training;
- c) Occupational health and safety;
- d) Protocols for testing, inspections, maintenance, and monitoring, including timings;
- e) Risk assessment; and
- f) Emergency management.

Note: Within the scope of these responsibilities, the owner may delegate individuals, departments, or third party firms to carry out defined functions and activities on his or her behalf.

Overhead Crane Training is required by Occupational Health and Safety. OHS Regulations state that any worker who is required to operate an overhead crane is trained in its safe use. The course curriculum reviews applicable requirements under the Construction Regulation 213/91 and the Occupational Health and Safety Act and Ontario R.R.O 1990, Regulation 854 Mines and Mining Plants.

# Who Requires this Training

Any person operating an overhead crane.

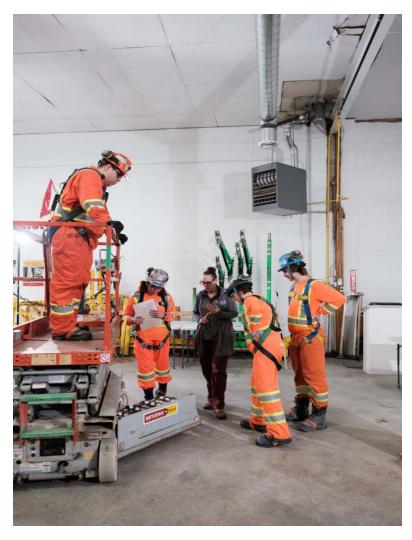
#### Course Benefits

NATT Safety Services' Overhead Crane Training program covers safety protocols for workers required to operate an overhead crane.

# PPE Requirements

Site specific PPE, Gloves, Safety Glasses, Steel Toe Boots, Hi-Vis Work vest or Coveralls.

# Mobile Elevated Work Platform



Any person operating an aerial lift or power elevated work platform is required to have safety training and certification. NATT Safety Services' program covers safety protocols for workers required to operate aerial lifts.

# Mobile Elevated Work Platform Training

Many worksites will require practical, site- specific training (in addition to theory training) before a worker is certified to operate machinery.

#### Duration

4 hours theory + practical

# Course Topics

- OHSA Regulations
- Different types of elevating work platforms
- Fall protection requirements
- Equipment inspection, care and maintenance
- Safe operating practices
- Operator responsibilities
- · Centre of gravity and tipping
- Control mechanisms
- · Ground control, barricading, and electrical awareness
- Written exam
- Practical evaluation

Participants must achieve a minimum 80% on written exam to pass.

# Legislation

CSA Standards B354.1-04, B354.2 and B354.4. The operation of any aerial platform is subject to certain hazards that can only be protected against by having competent, careful personnel trained in the intended use, safe operation, maintenance, and servicing of this type of equipment.

Employers' obligations under the Occupational Health and Safety Act (OHSA) and the Construction Projects Regulation include ensuring workers are adequately trained in the use of fall protection systems at Ontario construction sites [O. Reg. 213/91, section 26.2].

# Who Requires this Training

- Any person operating an aerial lift or power elevated work platform is required to have safety training and certification.
- \*\* Pre-requisite for this training is Working at Heights training or Fall Arrest training.

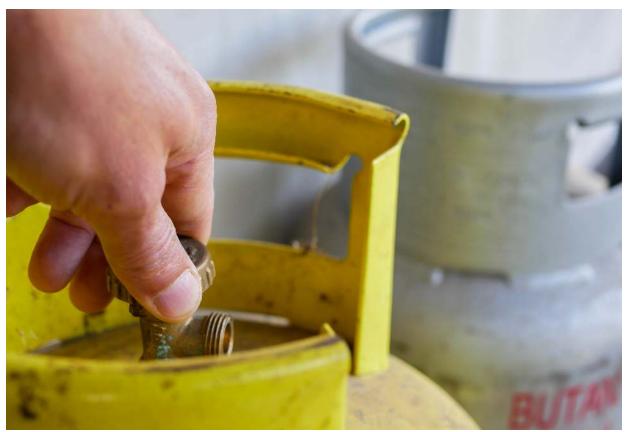
#### Course Benefits

NATT Safety Services' program covers safety protocols for workers required to operate elevated work platforms. Many worksites will require practical, site-specific training (in addition to theory training) before a worker is certified to operate machinery.

#### PPE Requirements

Site Specific PPE, Hard Hat, Full Body Harness, Work Boots (steel toe).

# Propane Awareness



# Propane Awareness Training Course Information

The Propane Awareness training program is designed to provide participants with knowledge and information necessary to safely handle and transport propane tanks.

# Duration

1-2 hours

# Course Topics

- Characteristics of propane
- Hazards
- Personal protective equipment
- First aid measures
- Propane fire safety
- Inspection of propane tanks
- Safe handling
- Transporting propane tanks
- Proper storage of propane tanks

# Legislation

This course satisfies the regulatory requirements of the most current CAN/CSA-B149.1 Natural Gas and Propane Installation Code and the CAN/CSA-B149.2 Propane Storage and Handling Code.

#### Who Requires this Training

This training is aimed at workers who work around propane in the workplace and does not cover filling of propane tanks or the use of job specific propane powered equipment.

#### Course Benefits

This training equips participants to safely handle and transport propane tanks.

#### PPE Requirements

# Respect in the Workplace: Workplace Violence and Harassment Training



In Ontario, the Ministry of Labour has seen an increase of more than 100% in workplace harassment complaints since Bill 132: The Sexual Violence and Harassment Action Plan Act came into force in September 2016. It is imperative that Ontarians understand, identify, investigate and take action against workplace violence, harassment, and sexual harassment.

# Respect in the Workplace: Workplace Violence and Harassment Training

Workers, supervisors and employers have rights and duties set out by Ontario's Occupational Health and Safety Act (OHSA) concerning workplace violence and harassment. This course will provide participants with the knowledge and skills needed to prevent and address violence and harassment in the workplace.

#### Duration

1-2 hours

# Course Topics

- Definitions of workplace violence, workplace harassment and workplace sexual harassment.
- Consequences of violating the Human Rights Code, OHSA and the Criminal Code
- Steps to follow if you observe and/or experience harassment or violence in the workplace
- Workplace Policies and Programs
- Warning Signs
- Prevention
- Case Studies

# Who Requires this Training

This training is for any employees who have not completed a Workplace Violence and Harassment training.

# Legislation

Employers are required by the Canadian Human Rights commission and Canada Labour Code to develop their own harassment policies and provide anti-harassment, bullying and discrimination training. Occupational Health and Safety Act, R.S.O. 1990, c. O.1

#### Course Benefits

This training equips participants with the knowledge of workplace violence, harassment and workplace sexual harassment.

# PPE Requirements

# Class 7 Forklift (Telehandler/ Rough Terrain) Training



By the end of the training course, learners will learn how to identify specific health and safety hazards in the workplace associated with operating a powered industrial /construction lift truck.

# Telehandler Training

Many worksites will require practical, site- specific training (in addition to theory training) before a worker is certified to operate machinery.

#### Duration

4 hours theory + practical

# **Course Topics**

- Introduction & Types
- Legislation
- Pre-operational Inspection
- Periodic Inspection Requirements
- Hazards & Precautions
- Stability & Load Charts
- Hand Signals
- Forklift Operation
- Load Handling

# Legislation

The program is designed using the CSA B335-04 Safety Standard for Lift Trucks, the Ontario Regulation 851 for Industrial Establishments program is designed using the CSA B335-04 Safety Standard for Lift Trucks, the Ontario Regulation 851 for Industrial Establishments and the Ontario Regulation 213/91 Construction Projects.

# Who Requires this Training

for any employees required to operate a class 7 forklift

#### Course Benefits

This training course is designed to help you develop the competency needed to operate your Class 7 Forklift safely.

#### Course Benefits

Site specific PPE, Gloves, Safety Glasses, Steel Toe Boots, Hi-Vis Work vest or Coveralls.

# Traffic Control Person

This course has been developed for workers that require the knowledge and skill to safely and competently perform the role of a Traffic Control Person.



# Traffic Control Person

This course has been developed for workers that require the knowledge and skills to safely and competently perform the role of a Traffic Control Person.

#### Duration

1-1.5 hours

# Course Topics

- Training Requirements
- Traffic Control Person Qualifications
- Legislation
- Roles and Responsibilities of Workers and Supervisors
- Hazards of Traffic Control
- Personal Protection Equipment (PPE)
- Job Preparation
- Stop/Slow Signs and Hand Signals
- Location and Positioning
- Traffic Control Person Authority
- Communication Requirements

# Who Requires This Training?

This training is for workers who are to perform Traffic Control Person duties.

#### Course Benefits

Successful participants will receive a certificate of completion and the knowledge necessary to safely and competently perform the role of a Traffic Control Person.

#### **PPE** Requirements

# Transportation of Dangerous Goods



This up-to-date course meets all of Transport Canada's training requirements under the TDG Regulations and is designed to provide focused comprehensive training in the principles and intent of the act.

# Transportation of Dangerous Goods

This up-to-date course meets all of Transport Canada's training requirements under the TDG Regulations and is designed to provide focused comprehensive training in the principles and intent of the act.

#### Duration

2 hours

#### Course Topics

- Training Classification
- Preparation of documents such as shipping papers
- Using dangerous goods safety marks to communicate hazards that the product may pose to the public or the environment
- Selection of appropriate containment (packaging)
- Emergency response assistance plans (ERAP) if required
- Reporting incidents

# Who Requires this Training

- This course is mandatory for anyone handing, offering for transport, or transporting dangerous goods, from drivers, to shippers, to management
- You must be re-certified every 3 years and you must be retrained at every change of Employer.

# Legislation

This up-to-date course meets all of Transport Canada's training requirements under the TDG Regulations and is designed to provide focused comprehensive training in the principles and intent of the act.

#### Course Benefits

This up-to-date course meets all of Transport Canada's training requirements under the TDG Regulations and is designed to provide focused comprehensive training in the principles and intent of the act. This program can be readily 'customized' according to the needs and type of business of the client.

#### PPE Requirements

# WHMIS



WHMIS is a national system to identify workplace hazardous material and provide safety information pertaining to them. Workers have the right to know and understand. Employers and suppliers must: Ensure proper labeling of hazardous materials, Provide Materials Safety Data Sheets (MSDS) on hazardous materials, Provide worker education and training.

# WHMIS Training Course Information

Upon completion of WHMIS training, participants will be able to:

- Understand the essential role WHMIS plays in protecting the health and safety of workers
- Identify the WHMIS responsibilities of suppliers, employers, and workers
- Know the workplace requirements related to the use of supplier labels and workplace labels, and how to locate and interpret the information found on these labels
- Recognize the WHMIS pictograms and the types of hazard each represents
- Recognize the Safety Data Sheet (SDS) as a source of comprehensive information about a hazardous chemical in the workplace and know how to locate various types of information when reading an SDS
- Identify the WHMIS exemptions for suppliers and importers
- Know general safe work practices that should be followed when working with hazardous products

#### Duration

Classroom training: 1.5 Hours

#### Course Topics

- Overview of WHMIS
- Overview of hazard groups and classes
- Labels
- Physical hazards
- Health hazards
- Safety data sheets (SDSs)

# Legislation

Our WHMIS training program covers Ontario's WHMIS requirements under the Occupational Health and Safety Act and Regulation 860.

# Who Requires this Training

All workers, supervisors and employers.

#### Course Benefits

Every worker who works with, or in proximity to, a hazardous product in the workplace must have Workplace Hazardous Materials Information System (WHMIS) training. In February 2015, WHMIS was modified to align with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). The "new" WHMIS is known as WHMIS 2015. Employers must also provide workplace-specific WHMIS training and instruction for each of the hazardous products in the workplace.

# **PPE** Requirements

# Young and New Workers Awareness

The purpose of this program is to convey health and safety information to young and new workers entering the workforce for the first time so that they will be aware of their rights and responsibilities, as well as those of their employers.



# Young and New Workers Awareness Training

The goal of the program is the prevention of workplace injuries and illness by providing young and new workers with the knowledge they need to protect themselves and their coworkers.

#### Duration

1 hour

#### Course Topics

- Introduction
- Laws and Regulations
- Rights and Responsibilities
- Types of Training
- Personal Protective Equipment
- Workplace Injury
- Workplace Hazards
- Identifying Hazards
- Communication
- Surviving in the Workplace

# Who Requires this Training

This training for any employees who are young workers under the age of 25, or workers who are new to the job.

# Legislation

The Young Workers Awareness Training covers the Occupational Health and Safety Act, R.S.O. 1990, c. O.1 regulations.

#### Course Benefits

This training equips participants with the knowledge of PPE, workplace hazards and safety in the workplace.

# **PPE** Requirements

# Safety Training + Industrial Services

Our in-house and on-site safety and rescue training services is suitable for workers and supervisors in the mining, construction, pulp and paper industry, and more. NATT Safety Services has grown to be the largest confined space rescue provider and in-house training facility in Northern Ontario.

We work with our own in-house personnel team, NATT Personnel Solutions, to find qualified individuals for your shutdown, provide training, and gear.

We provide on-site services in order to review and examine whether the safety programs and strategies are meeting a company's overall safety goals.



# Transportation Training - Northern Academy of Transportation Training



# AZ Program (6 weeks)



This program includes all mandatory objectives set forth in the Ministry of Transportation's Commercial Truck Driver Training Standard (Class A), released July 2016, plus additional objectives that exceeds the minimum standard.

# AZ Program (6 weeks)

This program includes all mandatory objectives set forth in the Ministry of Transportation's Commercial Truck Driver Training Standard (Class A), released July 2016, plus additional objectives that exceeds the minimum standard.

#### Duration

Our AZ Truck Driving Program includes 1 week of class room training and 5 weeks of practical training.

# **Course Topics**

- Employment in the Commercial Vehicle Industry
- Vehicle Components & Systems
- Basic Driving Techniques
- Professional Driving Habits
- Tractor-Trailer Off-Road Tasks and Manoeuvres
- Documents, Paperwork and Regulatory Requirements
- Vehicle Inspection Activities
- Hours of Service Compliance
- Cargo Securement
- Handling Emergencies
- Real World Scenarios
- Fuel Efficiency
- Recruiting/Employment Preparation
- Air Brake
- Transportation Review

# Transportation Training - Northern Academy of Transportation Training

# Admission Requirements

- Must be 18 years of age or older
- Must have minimum Grade 10 English (or equivalent)
- Must hold a valid Ontario Class G license or Higher
- MTO Medical that meets the vision, hearing and medical requirements for a class A licence.
- Drivers Abstract.

#### Course Benefits

This AZ Program includes both classroom and practical training. The hands-on training takes place in the yard and on the road using a tractor-trailer, while under the instruction of a qualified trainer. The Truck Training Schools Association of Ontario (TTSAO) Airbrake Course is included with this program, consisting of 12 Hr of training and then Practical testing all done on site.

We pride ourselves on the success of our Students and each of our Students will be signed up for the Ontario Apprenticeship Program. We have a 98% Employment rate with our students.

# AZ MELT (4 weeks)



This program includes all mandatory objectives set forth in the Ministry of Transportation's This program includes all mandatory objectives set forth in the Ministry of Transportation's Commercial Truck Driver Training Standard (Class A), released July 2016.

# AZ MELT (4 weeks)

This program includes all mandatory objectives set forth in the Ministry of Transportation's This program includes all mandatory objectives set forth in the Ministry of Transportation's Commercial Truck Driver Training Standard (Class A), released July 2016.

#### Duration

103.5 hours- 1 week Theory, 3 Weeks Practical

### **Course Topics**

- Employment in the Commercial Vehicle Industry
- Vehicle Components & Systems
- Basic Driving Techniques
- Professional Driving Habits
- Tractor-Trailer Off-Road Tasks and Manoeuvres
- Documents, Paperwork and Regulatory Requirements
- Vehicle Inspection Activities
- Hours of Service Compliance
- Cargo Securement
- Handling Emergencies

# **Admission Requirements**

- Must be 18 years of age or older
- Must have minimum Grade 10 English (or equivalent)
- Must hold a valid Ontario Class G license or Higher
- MTO Medical that meets the vision, hearing and medical requirements for a class A licence.
- Drivers Abstract.

# DZ Driver Training Course

Learn how to drive a straight truck and earn your Ontario DZ Driver Training Course in a program designed by experienced trucking professionals. Graduates of this program will understand how to comply with the regulatory issues related to the industry and will have acquired the necessary driving skills to operate a straight truck in today's heavy traffic environment.



# DZ Driver Training Course

After successful completion of the interview and before beginning the 2-Week program, students must complete the following: Based upon Ministry of Transport of Ontario requirements, the applying student must: provide a satisfactory medical certificate in accordance with MTO regulations meet vision standards obtain a current statement of driving record (abstract) (We recommend a maximum of 5 or less accumulated demerit points)

#### Duration

Our approved driver training course consists of 58 hours of which:

- A minimum of forty (40) hours instructor led virtual classroom theory (this will include Air Brake, Dangerous Goods, Hours of Service, Defensive Driving and Trip planning instructor led courses)
- A minimum of eighteen (18) hours behind the wheel.

### **Course Topics**

- Shifting
- Control Maneuvers (i.e. steering, braking, acceleration and turns)
- Safe Operating Practices (i.e. personal injury prevention, etc.)
- Vehicle Inspection
- Backing
- Interaction between trainee, vehicle and the highway traffic environment
- Visual Search and Hazard Perception
- Communication
- Space Management
- Speed Management

# **Admission Requirements**

- 18 yrs of age or older
- Grade 10 English or TTSAO Admissions Test (Equivalency)
- Valid Class G Licence
- Knowledge verification of Rules of the Road and Signs
- Completed and Approved MTO Medical

### Course Benefits

Graduates of this program will understand how to comply with the regulatory issues related to the industry and will have acquired the necessary driving skills to operate a straight truck in today's heavy traffic environment.

# DZ Driver Training Fast Track

1 Day of Truck Training + Use of Truck for the Road Test



# DZ Driver Training Fast Track

#### Duration

1 Day of Truck Training & Use of Truck for the Road test The TTSAO (Truck Training Schools Association of Ontario) Airbrake Course is included with this program, consisting of 12 Hr of training and then Practical testing all done on site.

### **Course Topics**

- Shifting
- Control Maneuvers (i.e. steering, braking, acceleration and turns)
- Safe Operating Practices (i.e. personal injury prevention, etc.)
- Vehicle Inspection
- Backing
- Interaction between trainee, vehicle and the highway traffic environment
- Visual Search and Hazard Perception

### Admission Requirements

The following is what you will need to do in order to enter into NATT Corporate DZ Program.

- 1. Complete an MTO medical.
- 2. Successfully pass the written 'D' portion at the Drive Test Centre.
- 3. Complete the TTSAO 12hr Air Brake Course with NATT.
- 4. Email sguillemette@tpsgroup with D paperwork and we will book the road test for you.
- 5. One day of training plus road test. A log book / hours of service overview will be done during the training to ensure trainee has an understanding of the rules.

# **Dump Truck Training**

Training includes theory, practical, Air Brake and road test.



# Dump Truck Training

#### Duration

Training includes theory, practical, Air Brake and road test.

### Course Topics

- Introduction
- Anatomy
- Stability
- Operations
- Hazards
- Conclusion

Upon successful completion of this course, a certificate of completion will be available for download and printing. Practical training is completed on a Tandem with Manual Transmission.

# TTSAO Air Brake Course

A valid "Z" endorsement is required to operate any vehicle equipped with air brakes in the province of Ontario. This would include large motor homes, and other RV's. This MTO-approved air brake course is both fun and informative where you can earn your Z-endorsement over a 2-day period.



### TTSAO Air Brake Course

An on-site working TTSAO Z AirBrake Board will teach Air Brake component names and assist with steps to prepare for Practical Air Exam.

#### Duration

Classroom Training: 12 hours over 2 days

# **Course Topics**

A valid "Z" endorsement is required to operate any vehicle equipped with air brakes in the province of Ontario. This would include large motor homes, and other RV's.

This MTO-approved air brake course is both fun and informative where you can earn your Z-endorsement over a 2-day period. Day 1 begins at 8:00 a.m. SHARP and goes to about 4:30 p.m. We use our in-class air brake board and learning tools as well as practical training at our truck. Day 2 begins at 8:00 a.m.; written and practical testing will be done on day 2. Upon successful completion of the written and practical exams you simply go to a Drive Test Centre (after 48 hours but within 6 months) to have the Z-endorsement added to your license. You MUST get your Z-endorsement applied to your driver's licence within 6 months of taking this course. If you are doing a road test in a vehicle equipped with air brakes you must have the Z-endorsement on your licence at the time of testing.

### **Admission Requirements**

Minimum full "G" licence. Payment in full is required by cash, debit or credit. A clear copy of your driver's licence is also required to register.

#### Course Benefits

Successful participants will obtain a license to operate any vehicle equipped with air brakes in Ontario.

# Transportation and Construction Express

This program includes all mandatory objectives set forth in the Ministry of Transportation's Commercial Truck Driver Training Standard (Class A), released July 2016 (103.5hrs), plus additional objectives that include Backhoe Loader Operation.



# Transportation and Construction Express

This program includes both classroom and practical training. The hands-on training takes place in the yard and on the road, while under the instruction of a qualified trainer. Students will also engage in various classroom activities to help prepare for a career as a professional driver.

#### Duration

167.5 Hours over 6 Weeks

### Course Topics

- Backhoe Loader Theory (16hrs)
- Backhoe Loader Operations (40hrs)
- Forklift Training (8hrs)
- AZ MELT (103.5hrs)
- Employment in the Commercial Vehicle Industry
- Vehicle Components and Systems
- Basic Driving Techniques
- Professional Driving Habits
- Documents, Paperwork and Regulatory Requirements
- Vehicle Inspection Activities
- Hours of Service Compliance
- Cargo Securement and Loss Prevention
- Handing Emergencies

### Admission Requirements

Must be 18 years of age or older, Must have minimum Grade 10 English (or TTSAO Admissions Test), Must hold a Valid Ontario full Class G Licence, MTO Medical that meets the vision, hearing and medical requirements for a class A licence, Drivers Abstract.

# Defensive Driving

This is not just another Defensive Driving Training Course, but one that provides factual and specific information for a greater understanding of vehicle safety and driving.



### Duration

2 hours

### Course Topics

- Driver's blind spots, safe following distances and mirror adjustments.
- Railroad crossings, pedestrian courtesy and safety, vehicle condition and maintenance.
- Seat belt safety.
- Road condition and sharing the road are important topics discussed in this program.
- · Dangers of drowsy driving.
- How aging affects driving.
- Sharing the road with trucks and smaller vehicles.
- Driving the speed limit.
- Road rage and how to prevent it.
- Drinking and driving.
- · Hydroplaning.
- What to do in case of an accident.
- Distracted driving.
- Review / Quiz

No driving course would be complete without mentioning the dangers of cell phones, iPods and texting.

### **Customized Training**

Let us customize a training program for you: Customized training to meet the needs of your staff, your equipment, your location and working environment.

Comprehensive training in our facility or onsite at your location.

### Course Benefits

Participants of the Defensive Driving course will have a better understanding of road safety, vehicle safety and driving.

# Hours of Service

Hours of Service have long been a topic of confusion and contention for truck drivers. The NATT trainers bring clarity to this subject that often causes significant financial and legal burden to the non-compliant driver or company. This program is an excellent topic for Driver / H & S Meetings. All drivers and companies must ensure that they are compliant and consistent with respect of MTO's zero tolerance/road check programs.



# Hours of Service

Count on NATT to have the definitive hours of service training program available once the new Canadian Legislation takes effect. Hours of service training is offered every six weeks at the Northern Academy training facility and upon request for all on-site training.

### Duration

Classroom Training: 4 hours

# Course Topics

- · Responsibilities.
- Driver activities.
- Regulations.

### Course Benefits

The Hours of Service program will help ensure that participants are compliant and consistent with respect of MTO's zero tolerance/road check programs.

# Accident Investigation

This Accident Investigations Training course was designed to ensure employees involved in investigating accidents know what needs to be done, what their responsibilities are and how to use the investigation process as a tool to prevent future accidents.



# Accident Investigation

This Accident Investigations Training course was designed to ensure employees involved in investigating accidents know what needs to be done, what their responsibilities are and how to use the investigation process as a tool to prevent future accidents.

#### Duration

Classroom Training: 8 hours

### Course Topics

- Identify the need to investigate accidents.
- The legal requirements affecting accident investigation.
- Emergency response and reporting.
- Why accidents happen.
- The process leading to an accident.
- How to plan for an effective investigation.
- Steps involved in conducting an effective investigation.
- How to analyze the information gathered.
- Ways to develop and implement solutions.
- How to prepare the final accident report.

### Course Benefits

The Accident Investigations course was designed to ensure employees involved in investigating accidents know what needs to be done, what their responsibilities are and how to use the investigation process as a tool to prevent future accidents.

# **Pre-Trip Inspection**

This comprehensive program defines 'best practices' in the industry. The training session is designed to give candidates a thorough, detailed knowledge of how to conduct a proper pre-trip and post-trip inspection.



# Pre-Trip Inspection

This Pre-Trip Inspection Training course is critical for compliance with MTO's zero tolerance inspection mandate.

#### Duration

Classroom Training: 4 hours

# **Course Topics**

Complete air brake diagnostics with mark and measure of push rod travel.

### Course Benefits

This comprehensive program defines 'best practices' in the industry. The training session is designed to give candidates a thorough, detailed knowledge of how to conduct a proper pre-trip and post-trip inspection. This course is critical for compliance with MTO's zero tolerance inspection mandate.

# **Driver Safety Meeting**

Northern Academy of Transportation Training consultants have developed a Driver Safety Meeting Consultation & Training Program to assist small to medium sized transportation companies in maintaining consistent, informative and thorough Driver Safety Meetings.



# **Driver Safety Meeting**

This training will assist small to medium sized transportation companies in maintaining consistent, informative and thorough Driver Safety Meetings.

#### Duration

Duration is dependent on the specific organizations training needs.

# **Course Topics**

Your company's Driver Safety Meeting Program will be customized to your company and drivers' needs. After thorough research and needs analysis, our NATT experts will develop a program that addresses the immediate driver safety issues and execute success strategies. After a regular routine checklist and tracking program have been developed, the NATT team will resolve and address all safety concerns and issues.

### Course Benefits

Our NATT instructors can deliver high-impact driver safety meetings at a level consistent with larger transportation companies.

# **Pre-Hire Evaluation**

The concept of 'Due Diligence' is defined as an operator must take every precaution reasonable in the circumstances to protect the safety and health of their workers, customers and the general public. In turn the need for better standards of health and safety has been matched by an increasing requirement for documentation of commercial vehicle driver operations and activities.



# **Pre-Hire Evaluation**

The need for better standards of health and safety has been matched by an increasing requirement for documentation of commercial vehicle driver operations and activities.

#### Duration

Classroom Training: 2 hours

# Course Topics

Although professional drivers may be experienced, pre-employment road tests are recommended to ensure the potential candidate demonstrates the required skills and abilities to operate your company's equipment in a safe and professional manner. The Road test will consist of a pre-trip inspection, including:

- Coupling / uncoupling procedures.
- Evaluation of the client's overall driving skills.
- Observing road management, shifting, mirror usage and backing skills.

A Record of Road Test Form will be completed with our recommendation to either 'pass' or 'fail' the driver. An explanation will be included in addition to recommendations for improvement.

### Course Benefits

Pre-employment road tests are recommended to ensure the potential candidate demonstrates the required skills and abilities to operate your company's equipment in a safe and professional manner.

# Professional Driver Improvement

PDIC helps professional drivers improve their defensive driving techniques. The Professional Driver Improvement Course instructors will show your drivers how to avoid potentially dangerous situations using theory and visual aids.



# Professional Driver Improvement

PDIC helps professional drivers improve their defensive driving techniques. The Professional Driver Improvement Course instructors will show your drivers how to avoid potentially dangerous situations using theory and visual aids.

#### Duration

4 hours

### Course Topics

As an employer, you already have a large investment in you drivers, and this course will help them to:

- Prevent collisions.
- Reduce vehicle abuse.
- Prevent injuries.
- Minimize operating costs.
- Deliver cargo safely and on-time.
- Maintain good driving habits.

### Course Benefits

Benefits to your company:

- Reduces operating costs.
- Reduces collisions.
- Reduces sick leave, insurance and other benefit payments related to traffic collisions.
- Reduces vehicle abuse and maintenance costs.
- Increases customer satisfaction with on-time deliveries and undamaged product.
- Increase morale.

# Load Securement

This Load Security Training course will cover the Standards required under the National Safety Code (NSC) Standard #10 for Canada and the Code of Federal Regulations CFR 49 for the United States.



# **Load Securement**

This course will cover the Standards required under the National Safety Code (NSC) Standard #10 for Canada and the Code of Federal Regulations CFR 49 for the United States.

#### Duration

Classroom Training: 8 hours

# **Course Topics**

- Load security.
- Preparing cargo for transportation.
- · Vehicle requirements both van and flat decks.
- · Cargo tie downs.
- Enforcement and compliance.

#### Course Benefits

Participants of the course will learn the standards and codes for load securement in Canada and the United States.

# Class F

Regular Bus – Maximum 24 Passenger Capacity and Ambulances. Written test must be completed at the DriveTest Level prior to registering for the Class F Program. Contact us for materials to assist in writing the exam.



# Class F

Our Class F program prepares participants for a Regular Bus – Maximum 24 Passenger Capacity and Ambulances.

#### Duration

6hrs + Road Test.

### Course Topics

- 1 Vehicle Inspection Lesson- 2hrs
- 1 Driving Lesson- 2hrs
- 1 Road Test Preparation Lesson (to take place before road test)- 2hrs

Vehicle Provided for Road Test. In the case of a failed road test, a charge of \$85/hr will be applied to additional training hours and use of a vehicle for a re-test (min. of 2hrs).

# Truck Training

Northern Academy specializes in Transportation training. Visit our online Training academy, course catalogue for all your training requirements. If we don't have a course that you are looking for let us know and we will find it and implement it into our curriculum.

Northern Academy has been in business for 25 years. We are registered as a private career college under the Private Career Colleges Act, 2005.

Northern Academy of Transportation Training provides you with the necessary training to succeed in a career in transportation and construction.

