

Part 2 Certification Training: Office Environments

Ministry of Labour Approved Certification Training
for Joint Health & Safety Committees

Agenda

Day 1

- 9:00 am Registration & instructor welcome
Review of Part 1 key concepts
 - 10:15 am BREAK (15 mins)
Provincial hazard priorities
 - 12:00 pm LUNCH (1 hour)
Slip, trip and fall hazards
Violence and harassment
 - 2:30 pm BREAK (15 mins)
Ergonomics
 - 4:30 pm Class dismissed
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Day 2

- 9:00 am Manual material handling
Indoor air quality
 - 10:15 am BREAK (15 mins)
Fire and life safety
 - 1:00 pm LUNCH (1 hour)
Action Plans
 - 2:30 pm BREAK (15 mins)
Hazard recommendations
Review and discussion of refresher requirements
 - 4:30 p.m. Class dismissed
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* The Instructor may make small adjustments to the agenda at his discretion to ensure that all participants grasp the information presented