



# FRONTIER

## SCHOOL DIVISION

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ONLINE TRAINING COURSE  
DESCRIPTIONS & SAFETY  
TRAINING MATRIX

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**Contact your Local Area Administrative Officer or Safety Coordinator for employee profile registration for 1Life courses. Consult the Frontier School Division – Safety Training Matrix for mandatory and optional courses per employment position.**

### 1. Ergonomics and Musculoskeletal Injury (MSI) Awareness

*Duration: 1 Hour*

**Content is general for all jurisdictions in Canada and includes:**

- What the terms ergonomics and musculoskeletal injuries mean
- The importance of lifting and handling materials and workstation setup and posture
- The types of hazards and unsafe practices that can result in serious long-term injuries
- The wide variety of occupational injuries that can result from repetitive motion, vibration, and improper positioning
- The types of exercises and stretches that you can perform to help prevent muscle skeletal injuries
- The safe way to set up your workstation and to perform lifting and handling of materials
- The consequences to you and your organization when safe practices are not followed
- Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### 2. Fall Protection Awareness / Refresher

*Duration: 2 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why fall protection is important (case studies)
- The types of hazards that can lead to a fall
- Planning for safe work at heights (risk assessments)
- When fall protection systems must be used
- Types of fall protection systems
- The components of a fall protection system and how to inspect them
- Donning and fitting
- Possible injuries and rescue plans

**Important note:** This training program is designed to provide theoretical and awareness-based knowledge. Practical, hands on training must also be provided by a competent person in all instances where workers are required to use Fall Protection. Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### 3. Harassment and Respectful Workplace Training

*Duration: 1 Hour*

**Content is general for all jurisdictions in Canada and includes:**

- What is and is not harassment
- The cost and effects of harassment in the workplace
- The general requirements and responsibilities of employers, supervisors, and workers under Canadian WSH legislation with respect to workplace harassment
- What to do if you or someone else is being harassed
- Communication tips to help manage or reduce the incidence of harassment
- Why workplace harassment should be everyone's responsibility

Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law

### 4. Hazard Awareness

*Duration: 2 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why hazard awareness is critical to workplace safety
- The general requirements and responsibilities of employers, supervisors, and workers under Canadian WSH legislation regarding hazard identification and control
- What causes workplace incidents and their “Real Cost” to Employers and Workers
- Types of hazards and how to identify them
- Methods of hazard control
- The importance of reporting hazards and near misses

**Important note:** This training program is designed to provide theoretical and awareness-based knowledge. Practical, hands on training must also be provided by a competent person in all instances where workers are working around hazards. Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### 5. Hearing and Noise

*Duration: 1 Hour*

**Content is general for all jurisdictions in Canada and includes:**

- The benefits of wearing hearing protection for yourself, your co-workers, and your employer
- The general requirements and responsibilities of employers, supervisors, and workers under Canadian WSH legislation
- Decibels, and what levels are harmful to your hearing
- The auditory and non-auditory health effects of exposure to excessive noise levels
- Noise prevention techniques
- The different types and proper use of hearing protection
- Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### 6. Ladder Safety

*Duration: 2 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why it is important that you take the hazards of ladder use seriously
- The types of hazards including unsafe practices that can result in serious injuries and fatalities
- The different types of ladders available
- Components of a ladder, and how to inspect them
- Safe work practices when using ladders

**Important note:** This training program is designed to provide theoretical and awareness-based knowledge. Practical, hands on training must also be provided by a competent person in all instances where workers are required to use ladders. Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### 7. Lockout Awareness

*Duration: 2 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why it is important that you take the hazards of energized equipment and lockout procedures seriously
- The responsibilities of employers, workers, and supervisors in the lockout system
- The types of hazards and unsafe practices that can result in serious injuries and fatalities
- The types of energy that must be locked out
- The different types of lockout systems and devices available
- The difference between locking out, tagging out and blocking
- Safe work practices and procedures when performing maintenance on energized equipment

**Important note:** This training program is designed to provide theoretical and awareness-based knowledge. Practical, hands on training must also be provided by a competent person in all instances where workers are required to use Lockout procedures. Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### 8. Prime Contractor Essentials (MB Specific)

*Duration: 2 Hours*

**Content is specific to the requirements of MANITOBA WSH legislation and includes:**

- What is Sub-Contractor Management and the relationship between Safety Management and Project Management
- The roles and responsibilities of Prime Contractors, how it applies to your organization and why it is so important
- The requirements and implications of Manitoba Workplace Safety and Health legislation with respect to Prime Contractors
- The requirements for contractor and sub-contractor evaluation, monitoring and enforcement
- Standards for pre-job safety evaluations, hazard assessments and documentation
- The requirements for communication and meetings
- How to create a due diligence defence as a Prime Contractor

### 9. Respirator Care and Use

*Duration: 1 Hour*

**Content is general for all jurisdictions in Canada and includes:**

- Why it is important that you take the task of working around airborne contaminants seriously
- The types of hazards including unsafe practices that can result in serious respiratory illnesses, diseases and even fatalities
- The vast array of occupational diseases that can result from working unprotected in contaminated areas
- The different types of respirators available and the components of each type of respirator
- The proper way to inspect, clean and store your respirator
- The proper way of putting on and taking off your respirator
- Safe work practices when using respirators
- Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

## 1LIFE ONLINE TRAINING COURSE DESCRIPTIONS

### 10. Supervisor Essentials

*Duration: 2.5 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Workplace Safety and Health responsibilities for the various workplace parties such as employers, supervisors, and workers
- The benefits of a Safety Management System to you as a supervisor, your co-workers, and your employer
- The requirements to demonstrate Due Diligence
- The importance of Workplace Safety and Health Committees and Representatives and the Internal Responsibility System
- The work refusal process

**Important Note:** To be able to perform their duties as Supervisors it is highly recommended that any person required to direct the work of others is also provided with Workplace Inspections and Hazard Awareness Training. Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### 11. WHMIS 2015: Globally Harmonized System (GHS)

*Duration: 2.5 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Applicable legislation and regulations
- Responsibilities
- Classification of controlled / hazardous products
- Restricted consumer products and exemptions
- Requirements for labels
- Content, purpose and use of Safety Data Sheets
- Training requirements

### 12. Working Alone or in Isolation Awareness

*Duration: 1.5 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why people who work alone or in isolation tend to be more vulnerable than other workers
- Why its important to have a plan if you work alone or in isolation
- The responsibilities of employers, supervisors, and workers in the working alone system
- The necessity of being involved and following through on the safe work practices and procedures your employer has developed for working alone or in isolation
- The importance of working together with your employer to assess Working Alone Risks and develop Safe Work Plans
- Why ensuring safety while working alone or in isolation is important to you and your family
- Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### Working Around Powered Mobile Equipment (PME)

*Duration: 1.5 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why it is important that you take the hazards of working around powered mobile equipment seriously
- The types of hazards and unsafe practices that can result in serious injuries and fatalities
- The different types of PME you may work around
- Safe work practices and procedures when working around PME
- Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law

## 13. Workplace Inspections

*Duration: 2 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why conduct inspections
- What is a workplace inspection and why do them?
- The general requirements and responsibilities of employers, supervisors, and workers under Canadian WSH legislation
- Preparing to conduct effective workplace inspections
- Assessing risk
- Implementing and monitoring control measures
- Documentation
- Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

## 14. Workplace Safety and Health Representative Essentials (MB Specific)

*Duration: 3 Hours*

**Content is specific to the requirements of MANITOBA WSH legislation and includes:**

- Workplace safety and health responsibilities for the various workplace parties such as employers, supervisors, and workers
- The benefits of a safety management system to your employer and your co-workers
- The general contents of the Manitoba Workplace Safety and Health Act and Regulations
- The importance of workplace safety & health representatives and the internal responsibility system
- The duties of workplace safety & health representatives
- The requirements for communication and documentation

## 15. Workplace Safety and Health Committee Essentials (MB Specific)

*Duration: 3 Hours*

**Content is specific to the requirements of MANITOBA WSH legislation and includes:**

- Workplace Safety and Health responsibilities for the various workplace parties such as Employers, Supervisors, and workers
- The benefits of a Safety Management System
- The general contents of the Manitoba Workplace Safety and Health Act and Regulation
- The importance of Workplace Safety & Health Committees and the Internal Responsibility System
- The duties of Workplace Safety & Health Committees
- How to participate in the work refusal process
- Investigations of incidents
- Hazard identification, assessment, and control
- Regular workplace inspections
- How to set up your Committee and run effective meetings
- Requirements for communication and documentation

**Important Note:** To be able to perform their duties as Workplace Safety and Health Committee members it is highly recommended that all Committee members are also provided with Workplace Inspections and Hazard Awareness Training.

### 16. Workplace Safety and Health Orientation for New and Returning Workers

*Duration: 1 Hour*

**Content is general for all jurisdictions in Canada and includes:**

- Rights, responsibilities and accountability for safety and health
- The benefits of a Safety Management System
- How to report concerns and the right to refuse dangerous work
- The importance of reporting hazards, near misses and incidents
- The purpose and function of your Workplace Safety & Health Committee or Representative
- The requirements for Personal Protective Equipment (PPE)
- The requirements for working with hazardous materials
- Basic safety rules and emergency procedures
- The requirements for training in Safe Work Procedures

**Important Note:** To be able to perform their duties as Workplace Safety and Health Representatives it is highly recommended that all Representatives are also provided with Workplace Inspections and Hazard Awareness Training. Be sure to consult the specific OHS legislation in your jurisdiction for all intents and purposes of applying the law.

### 17. COVID-19 Safety Awareness and Prevention

*Duration: 1 Hour*

**Content is general for all jurisdictions in Canada and includes:**

- What is COVID-19, and its symptoms and causes
- The difference between COVID-19 and the seasonal flu
- Facts about COVID-19, including how it spreads
- Safe work practices in your workplace to prevent transmission of COVID-19
- What you can do to keep yourself, your family, and others safe
- Employer, supervisor, and worker responsibilities to prevent spread of COVID-19
- How you can maintain optimum mental health and wellbeing during challenging times

### 18. Incident Investigations Basics

*Duration: 2 Hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why it is important that you take the task of investigating incidents and near misses seriously
- The legal requirements for investigation of incidents
- The different roles and responsibilities that apply to incident investigators
- The proper way to investigate an incident or near miss
- How to interview witnesses and other workers after an incident
- How to determine root cause(s)
- How to determine and apply corrective actions to prevent reoccurrence
- The importance of monitoring and follow corrective actions
- How to manage a serious incident in the workplace



### 19. Fire Extinguisher

*Duration: 1 Hour*

**Content is general for all jurisdictions in Canada and includes:**

- Fire and its chemical properties
- The different classifications of fires
- The different types of fire extinguishers as well as their:
  - Proper location and placement
  - Inspection and maintenance
  - Safe handling and using
- Basic fire prevention measures

### 20. Transportation of Dangerous Goods (TDG)

*Duration: 2 hours*

**Content is general for all jurisdictions in Canada and includes:**

- Why having a system to ensure safe transportation of dangerous goods is so important
- An overview of the Transportation of Dangerous Goods Act & Regulations
- The Classification of Dangerous Goods
- Requirements for:
  - Safety Marks
  - Containers
  - Special Situations
  - Emergency Response & Actions
  - Documentation required before Transporting Dangerous Goods
  - Training & Education

### 21. Asbestos Awareness

*Duration: 2 hours*

The objective of this training program is to increase your awareness of asbestos in the workplace so that it can be controlled before harm to you, or your co-workers occurs.

At the end of this program, you should be able to demonstrate an understanding of:

- What is asbestos?
- What are the hazards of asbestos?
- How asbestos containing materials can be identified.
- Where asbestos is typically found in a workplace.
- How to reduce the risk of exposure to asbestos and protective measures.

\*Note: this course is for awareness training only.



### 22. Job Hazard Analysis

*Duration: 1 Hour*

At completion of this training program, you should be able to demonstrate an understanding of:

- The difference between SAFETY and HEALTH hazards
- What a Job Hazard Analysis is and why they are important
- What a Safe Work Procedure is and why they are important
- How to develop a Safe Work Procedure from a Job Hazard Analysis
- The legislation requirements regarding Job Hazard Analysis
- The Internal Responsibility System
- The Hazard Control Process

### 23. Hazard and Near Miss Reporting

*Duration: 30 Minutes*

At the end of this training program, you should be able to demonstrate an understanding of:

- The difference between hazards and near misses, and why they are critical to managing safety in your workplace.
- Why near misses are messengers from the future
- Bird's Incident Theory
- Why some workers do not report hazards or near misses
- What to include on a near miss/hazard report
- The importance of corrective action and communication

### 24. Safe Handling and Lifting

*Duration: 30 Minutes*

By the end of this training program, you will be able to demonstrate and explain:

- What musculoskeletal injuries (MSI) are
- The physical risk factors for MSIs
- The four stages of lifting and handling materials
- How to perform team lifting and handling techniques
- How you can reduce your risk of an MSI by following safe lifting techniques

### 25. Hoisting and Rigging Awareness

*Duration: 30 Hour*

At the end of this training program, you should be able to demonstrate an understanding of:

- The hazards of hoisting and rigging.
- What personal protective equipment is required when hoisting and rigging.
- How to determine the load weight.
- The different types of slings.
- The different components of hoisting and rigging.
- The hand signals to use.
- How to inspect rigging equipment.
- The care, use, and storage of rigging equipment.

### 26. Personal Protective Equipment (PPE)

*Duration – 1.5 Hours*

By the end of this training program, you should be able to demonstrate an understanding of:

- The Real Cost of workplace injuries
- How to design an effective PPE Program
- Hazard identification/assessing the need for PPE
- How PPE fits into the hierarchy of hazard controls
- The various forms of PPE and when and why they should be used

### 27. Care, Use, and Limitations of Fire Rated Clothing

*Duration – 1.5 Hours*

At the end of this training program, you should be able to demonstrate an understanding of:

- What fire rated clothing is and why it's important to wear it
- Hazard Risk Category and ARC Rating
- How to properly inspect fire rating clothing before use
- The limitations of fire rated clothing
- How to properly clean and store fire rated clothing

**Contact the Division Safety Coordinator for employee course registration for Canadian Center for Occupational Health & Safety (CCOHS) online courses. Consult the Frontier School Division – Safety Training Matrix for mandatory and optional courses per employment position.**

### 1. Compressed Gases:

*Duration: 1 to 1.5 hours*

**Upon completion of this course, you will be able to:**

- Define compressed gases and outline some of their uses.
- Outline the main regulatory requirements concerning the use, handling, and storage of compressed gases.
- Describe the mechanical and chemical hazards which may exist when working with compressed gases.
- Outline good practices about the use, handling, and storage of compressed gases to help control exposures.

### 2. Confined Space Programs:

*Duration: 1 hour*

**Upon completion of this course, you will be able to:**

- Recognize the responsibilities of workers, supervisors, and employers.
- Identify the purpose and key elements of a confined space program.
- Recall key facts about emergency response procedures.

### 3. Due Diligence in Occupational Health and Safety:

*Duration: 1 hour*

**Upon completion of the course, you will know how to:**

- Define due diligence as used in the context of occupational health & safety.
- Explain when and how due diligence is used as a legal defense.
- Understand the four factors determining the level of action required to achieve due diligence.
- Recognize the basic elements of an occupational health & safety program for any workplace.
- Explain the roles and responsibilities of employers, supervisors, and workers.
- Take practical steps to establish due diligence in your workplace.

### 4. Emergency Response Planning:

*Duration: 1.5 hour*

**Upon completion of this course, the participant will be able to:**

- Describe the key steps in emergency planning.
- Identify and assess potential emergencies and their organization's response capacity.
- Create an emergency response plan outline.
- Develop a process for continuous improvement of the plan.

### 5. Emergency Preparedness for Workers:

*Duration: 1 hour*

**Upon completion of this course, the participant will be able to:**

- Describe the key steps in pre-planning emergencies.
- Identify potential emergencies in the workplace.
- Explain roles in emergency planning and response.

### 6. Electrical Hazards:

*Duration – 1 Hour*

**Upon completion of this course, you will be able to:**

- Recognize the types of electrical hazards that exist in the workplace.
- Identify common electrical injuries and why they occur.
- Recognize that fuses, circuit breakers, and ground fault circuit interrupters can work to reduce the risk of hazardous conditions.
- Understand that equipment or tools require preventive maintenance and act appropriately in resolving these issues.
- Identify and understand the electrical hazards associated with powerlines, extension cords, overused outlets and live parts.

### 7. Fire Safety:

*Duration – 1 Hour*

**Upon completion of the course, you will know how to:**

- Recognize fire hazards and various classes of fire extinguishers.
- Know how to use the correct fire extinguisher for different classes of fire.
- Understand the evacuation procedures and evacuate your work area in case of fire.
- Control fire hazards and follow fire prevention practices.

### 8. Indoor Air Quality: An Introduction:

*Duration – 1 Hour*

**Upon completion of the course, you will know how to:**

- Describe reasons why good indoor air quality is important.
- List key factors that contribute to indoor air quality.
- Reference applicable legislation and standards.
- Respond to indoor air quality complaints.
- Describe preventive measures that can be taken to safeguard or improve IAQ.

### 9. Return to Work: The Basics:

*Duration – 1 Hour*

**Upon completion of this course, you will:**

- Possess the required knowledge as to what, why and how of a Return to Work Program.
- Be able to apply best practices while working with your injured employee, their attending medical professional and other parties involved.
- Be able to implement a plan to get your injured worker back to work with mutually satisfying results.

### 10. WHMIS for Managers & Supervisor:

*Duration – 1 Hour*

**Upon completion of this course, you will be able to:**

- Identify your duties and legal responsibilities as an employer.
- Recognize the components of WHMIS.
- Locate and interpret hazard information on product labels.
- Locate additional information in a safety data sheet.
- Identify the requirements of a WHMIS training program.

**11. Violence in the Workplace: Awareness:**

*Duration – 30 minutes*

**Upon completion of this course, you will know:**

- Who is affected by workplace violence.
- Workplace violence is an important workplace issue.
- The broad definition of workplace violence with respect to the types of behaviors and the source of the behavior.
- The legal obligation of employers have to protect employees from workplace violence.

**12. Violence in the Workplace: Recognize the Risk and Take Action:**

*Duration – 1 Hour*

**Upon completion of this course, you will:**

- Understand the complexity of workplace violence and harassment.
- Identify incidents of workplace violence
- Know what occupations and jobs are at higher risk for violence.
- Understand why workplace violence is such an important issue.
- Know what to do if you are involved in or witness a violent situation.
- Understand what the employer should do, including their legal responsibilities.