

SASKATCHEWAN ASSOCIATION FOR  
**SAFE WORKPLACES**  
IN HEALTH



Membership Guide  
to Programs &  
Supportive Services  
*January 2022; Version 1.0*

Workplace health and safety:  
a priority for all.

# Table of Contents

<b>About SASWH</b> .....	1
<b>Safety Management System</b> .....	2
<b>Saskatchewan’s Occupational Health &amp; Safety Legislation</b> .....	3
<b>Education and Training Programs</b> .....	3
Health and Safety for Board Members .....	4
Safety Management System .....	5
Safety Management System Basics .....	5
Safety Management System (SMS) Policy Templates (resource) .....	5
Evaluating Your SMS Using the SMS Standards Tool .....	5
Occupational Health Committee (OHC) Training & Support .....	6
OHC Level I and Level II Training .....	6
Incident Reporting & Investigation - Getting to the Root Cause .....	7
Inspections .....	8
Safety for Supervisors .....	9
Violence Intervention Programs .....	10
Violence Prevention Online Tool Kit .....	10
Professional Assault Response Training (PART®) Program® .....	11
Workplace Assessment Violence Education (W.A.V.E.) Program® .....	12
Moving Objects/Materials and Patients/Clients/Residents .....	13
Transferring Lifting Repositioning (TLR®) Program® .....	13
Transferring Lifting Repositioning (TLR®) Program® for EMS .....	14
Safe Moving And Repositioning Techniques (SMART®) Program® .....	15
Personal Protective Equipment (PPE), Fit Testing, Chemicals and Dangerous Goods .....	16
Donning & Doffing Personal Protective Equipment (PPE) .....	16
Respirator Fit Testing .....	17
Workplace Hazardous Materials Information System (WHMIS) .....	18
Transportation of Dangerous Goods - Infectious Substances (TDG 6.2) .....	19
Mental Health First Aid .....	20
<b>SASWH Support &amp; Resources</b> .....	21
Certified Ergonomic Specialists (CEs) .....	21
Safety Talks .....	21
Job Safety Analysis (JSA) .....	22
Small Employer Resources .....	23

## Disclaimer, Terms of Use

All SASWH resources are developed for its memberships use. While the majority of information on SASWH's website is accessible by any internet user; the intended audience is SASWH membership (healthcare employers and employees). SASWH secures specific permissions from a variety of providers/sources in order to produce, customize and/or develop/distribute materials. When these permissions are obtained it applies directly to SASWH's intended use and permissions are not transferrable.

SASWH incorporates due diligence when securing appropriate permissions and respects copyright processes for various resources. SASWH further appreciates its members due diligence with the same process. Depending upon the resource, SASWH may require members to have specific log-in or access information. The intent is not to restrict members from accessing specific resources but to provide a level of security to specific resources in order to protect the integrity of content and delivery and provide added functionality for data reporting.

SASWH resources are intended for non-commercial purpose.

## About SASWH

The Saskatchewan Association for Safe Workplaces in Health (SASWH) is a non-profit safety association committed to work in partnership with Saskatchewan's healthcare industry to reduce the number of workplace injuries and illnesses in the industry.

### Vision

Workplace health and safety: a priority for all.

### Mission

To guide the health related industry in the elimination of workplace illness and injury.

### Values

Health & Safety	Innovation
Stewardship	Respect
Trust	Transparency
Collaboration	Commitment

### SASWH Membership

Healthcare employers that fall under the Saskatchewan Workers' Compensation Board **G22 rate code** are automatically members of SASWH. Membership is entitled to access all SASWH training, resources and support.

SASWH is committed to work in partnership with its membership to:

- implement and sustain an effective safety management system
- determine strategies to create a culture of safety that will aid in reducing the number of workplace injuries
- determine appropriate education, training and resources to complement an employer's comprehensive program to reduce workplace injuries
- meet the minimum requirements of Saskatchewan's occupational health and safety legislation

SASWH has a team of skilled and knowledgeable Workplace Safety Specialists who are dedicated to supporting our members. Workplace Safety Specialists will:

- help members **assess their current occupational health and safety needs** with respect to creating a safer workplace.
- work one-on-one to help members **implement the standardized Provincial Safety Management System** for healthcare.
- provide members with **specialized consulting and professional guidance** on safe practices.
- deliver tailored SASWH **safety and injury prevention training programs** for members.
- provide **ongoing support** and follow-up to help members eliminate workplace injuries and sustain a strong safety culture in the workplace.

To contact SASWH's Workplace Safety Specialists, visit SASWH's website at [www.saswh.ca](http://www.saswh.ca), call the Regina office at 306.545.5595 or email [info@saswh.ca](mailto:info@saswh.ca).

### SASWH Annual General Meeting (AGM) & Education Conference

Every year in March SASWH hosts a conference style event that is free for members and their employees. SASWH proudly offers award winning speakers and content that is current, relevant and that members can use to build a stronger safety culture in their workplace.

Information on this annual event is obtainable via SASWH's website ([www.saswh.ca](http://www.saswh.ca)) or by contacting SASWH.

# Safety Management System

SASWH's Workplace Safety Specialists are available to support member firms with adopting and implementing Saskatchewan's Safety Management System (SMS) by:

- assessing a member's current situation based on the SMS standard;
- consulting with the employer regarding development and implementation of an action plan; and,
- providing education, training and support, aligned with the action plan, to enhance the employer's comprehensive program to eliminate workplace injuries.

SASWH is dedicated to educate and train all levels of healthcare workers in a variety of programs specific for the industry. SASWH is an *Approved Training Agency* by the Ministry of Labour Relations and Workplace Safety to support *The Occupational Health and Safety Regulations, 2020*, Section 4-9: Training of representatives, committee members.

SASWH, in collaboration with our members, has developed a strong and effective SMS that supports the needs of the Saskatchewan healthcare industry. It has been proven that the use of a SMS decreases the risk of a workplace related injury or illness.

SASWH has developed specific training programs and services that support a SMS. This table shows the alignment of SASWH's programs and services to support an employer's progress with meeting the SMS elements.

SASWH Programs/ Services	Supports Progress to Meeting SMS Elements					
	1 Management and Leadership	2 Hazard Identification and Control	3 Training and Communication	4 Inspections	5 Reporting and Investigation	6 Emergency Response
<b>Safety Management Systems</b>						
SMS Basics	✓	✓	✓	✓	✓	✓
Self-evaluation using the Standards Tool	✓	✓	✓	✓	✓	✓
<b>Occupational Health Committee (OHC) Training and Support</b>						
OHC LI	✓	✓	✓	✓	✓	✓
Effective OHCs	✓	✓	✓	✓	✓	✓
OHC LII (Inspections and Investigations*)	✓	✓	✓	✓	✓	✓
<b>Safety for Supervisors*</b>	✓	✓	✓	✓	✓	✓
<b>Violence Intervention</b>						
Online Toolkit	✓	✓	✓	✓	✓	✓
Mental Health First Aid	✓	✓	✓			✓
PART*	✓	✓	✓		✓	✓
WAVE*	✓	✓	✓		✓	
<b>Moving Objects/materials and Patients/clients/residents</b>						
TLR*	✓	✓	✓	✓	✓	
TLR EMS*	✓	✓	✓	✓	✓	
SMART*	✓	✓	✓	✓	✓	
<b>Personal Protective Equipment; Respirator Fit Testing, Chemicals and Dangerous Goods</b>						
Donning & Doffing PPE*	✓	✓	✓	✓	✓	✓
Respirator Fit Testing*	✓	✓	✓	✓	✓	✓
WHMIS*	✓	✓	✓	✓	✓	✓
TDG 6.2*	✓	✓	✓	✓	✓	✓

\* To assist with building capacity within the healthcare industry, the Train the Trainer model exists in a number of SASWH programs.

# Saskatchewan's Occupational Health & Safety Legislation

SASWH's education and training programs directly support the requirements of *The Saskatchewan Employment Act, PART III* and *The Occupational Health and Safety Regulations, 2020*.

When new legislation is introduced for healthcare employers, SASWH designs its programs to meet minimum standards.

Saskatchewan's occupational health and safety legislation is available to download or purchase by contacting Publications Saskatchewan ([www.publications.gov.sk.ca](http://www.publications.gov.sk.ca) | p. 1.800.226.7302).



## Education and Training Programs

Saskatchewan healthcare employers are working diligently to reduce and eliminate workplace injuries and illnesses. With support and assistance from SASWH, continued success in decreasing injuries will remain a reality in healthcare. SASWH works collaboratively with employers to identify appropriate solutions to meet the specific needs. Programs offered by SASWH complement and form part of an employer's comprehensive program to reduce injuries.

SASWH holds copyright to a number of its safety training programs. For these copyright programs, employers enter into a license agreement with SASWH that sets out the terms of program and resource use, protection of copyright as well as terms pertaining to training of employees. Programs that are copyright are noted with the copyright symbol (©).

Successful program implementation, that is supported to achieve an effective transfer of classroom learning to the workplace, has a positive effect on creating and sustaining a safe work environment. Supports may include various education and training such as:

- implementing and sustaining an effective safety management system
- training for supervisors on legislated responsibilities
- effective occupational health committees
- workplace inspections
- incident reporting and investigation – getting to the root cause

SASWH's education and training programs are designed for workers at every level within an organization. Programs are offered at SASWH's Regina office in its well-equipped training room, or at an employer's site. Online learning programs will be an option for some programs or components of programs.

SASWH utilizes the following as its standard guidelines for programs:

- *Information:* general information/introduction by reading/listening. Limited or no interaction.
- *Education:* primarily online courses; facilitated sessions are primarily lecture style.
- *Training:* defined in OH&S legislation and is classroom facilitated by an approved SASWH trainer/instructor; requires active participation, practice and return demonstration.

SASWH's training programs include theory, interactive participation, discussion and activities to enhance learning - assisting with achieving learning outcomes. Classroom time provides for adequate practice time for learners, as well as guidance and coaching for every learner's required return demonstration. SASWH provides the employer with a list of attendees for an employer's due diligence with recording education and training provided to staff.

The following pages provide a more in-depth look at the current education, training and supportive resources offered by SASWH, along with fees if applicable. If your organization has a safety education or training request not identified in this resource please contact SASWH; we will work with you to address your request for safety services.

## Health and Safety for Board Members

SASWH has secured an industry standard *Health and Safety for Board Members* online learning course developed by the Public Services Health & Safety Association (PSHSA). SASWH acknowledges the partnership with PSHSA to achieve this efficiency for Saskatchewan's healthcare industry.

The intent of this online learning is to provide board members with information on safety as it pertains to the governance aspect of being a board member. The course holds a focus on accountability and the shared responsibility for safety in the workplace. The interest to create safe workplaces and protect the public with quality safe care is a blended message of this online education.

The course includes applicable Saskatchewan occupational health and safety legislative requirements. Examples and practical exercises are provided throughout the course to assist with putting the learning outcomes into practice.

### Online learning course details:

This course includes topics on:

- Health and Safety as a Business Risk
- Workplace Responsibility System
- Legislated Roles and Responsibilities
- Performing Due Diligence
- Health and Safety Case Studies
- Supporting Workers in Saskatchewan



Useful links and documents are also included as resources. A quiz consisting of 10 questions concludes the online course. The quiz assists with testing knowledge gained.

SASWH offers its membership this online course for \$50.00 per person.

### SMS Basics

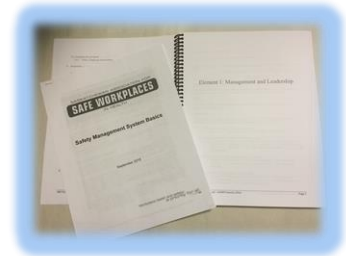
A safety management system (SMS) is a tool to proactively identify hazards for the health and safety of workers, and to put in place a process and/or policy that will control those hazards. When health and safety is actively managed, the potential for incidents decreases.

This education is of benefit to managers, supervisors, OHC members and anyone responsible for developing, monitoring and/or assessing their SMS. Participants will become familiar with the six elements of the SMS Standards and gain a working knowledge of the principles of hazard identification and control.

This educational session is based on the provincial SMS Standards for healthcare which meet or exceed provincial occupational health and safety legislation and industry best practices.

#### Course Details:

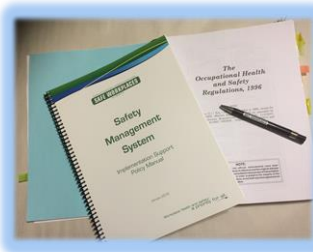
- length: 3 hours
- materials: participants will receive a workbook and reference guide
- maximum number of participants: 20
- no fees apply for SASWH membership



SMS Basics is also available through the SASWH website as an e-reading program.

### Safety Management System (SMS) Policy Templates

In collaboration with healthcare industry partners, SASWH developed a foundational set of policies to support SMS implementation in Saskatchewan’s healthcare organizations. Just over 30 policies and a number of policy supplements (procedures, responsibilities, samples, best practices) that align with the SMS six elements and 22 sub-elements are available.



The expectation is that healthcare organizations use the structure of the policies to organize their own health and safety policies around the SMS. Organizations will also use their own internal process to adopt, approve, implement and evaluate the policies.

SASWH’s Workplace Safety Specialists are available to assist employers with accessing and utilizing policy supplements.

### Evaluating Your SMS Using the SMS Standards Tool

To determine the effectiveness of health and safety improvement efforts, the employer needs to know what is going well – strengths; and know where focus is required – gaps.

SASWH’s Workplace Safety Specialists are available to support an employer with assessing a SMS to assist the employer with meeting or exceeding *The Saskatchewan Employment Act, PART III, The Occupational Health and Safety Regulations, 2020*, Ministry of Labour Relations and Workplace Safety inspections and third party safety audits.

This support is of benefit to the workers who will be developing and evaluating the SMS (e.g., OHCs, those responsible for occupational health and safety, union representation).

## OHC Training - Level I and Level II

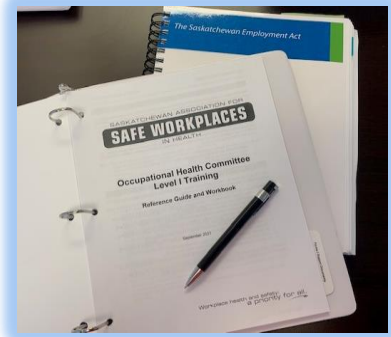
Saskatchewan's occupational health and safety legislation sets out the requirement for employers to set up a committee and ensure it is working effectively. Training assists OHC members in understanding how their duties and responsibilities directly impact implementing, supporting and sustaining a safe workplace for everyone.

OHCs are the primary mechanism for the employer and employees to work together and resolve health and safety concerns.

OHC Level I and Level II training is for OHC members and OH&S representatives. SASWH's training is tailored to Saskatchewan's healthcare industry and the content aligns directly with OHC training by WorkSafe Saskatchewan.

### OHC Level I Training

Level I training provides information on the legislated requirements and duties of an OHC, information on conducting effective meetings; OHCs role in a Workplace Responsibility System; the identification, assessment and control of hazards; and creating recommendations for corrective actions. SASWH's OHC Level I training introduces effective inspections and investigations to support a reduction of refusals to work.



SASWH offers OHC Level I training in two parts:

- one-day facilitated classroom session customized for healthcare, and
- on-site support to OHCs to achieve effectiveness

#### Course Details:

- length: full day
- materials: participants will receive an OHC Level I workbook
- maximum number of participants: 12
- no fees apply for SASWH membership
- available on-site

Participants are encouraged to bring a copy of occupational health and safety legislation.

### OHC Level II Training

Level II training focuses on inspections and investigations.

Online courses: Visit SASWH's website ([www.saswh.ca](http://www.saswh.ca)) for information/access.

Classroom courses: SASWH offers classroom sessions on *Inspections and Incident Reporting and Investigation - Getting to the Root Cause*. Each course is a half day in duration and can be delivered separately or combined to a full day course. Course details are provided on the next two pages.



## Incident Reporting & Investigation – Getting to the Root Cause

The prime objective of incident investigation is prevention – finding the root cause(s) and taking steps to prevent similar incidents from happening in the future. It is essential to ensure those who are responsible for investigating incidents are properly trained.

This education will benefit managers, supervisors, OHC members and representatives with a proper foundation and understanding of root cause incident investigation. It presents a practical approach to investigating workplace incidents by emphasizing how to find the root cause(s), and make effective recommendations to prevent similar occurrences from happening again. Basic information about root cause investigations including the role of workplace parties, workplace investigation program essentials and the steps involved in conducting the investigation is also included.

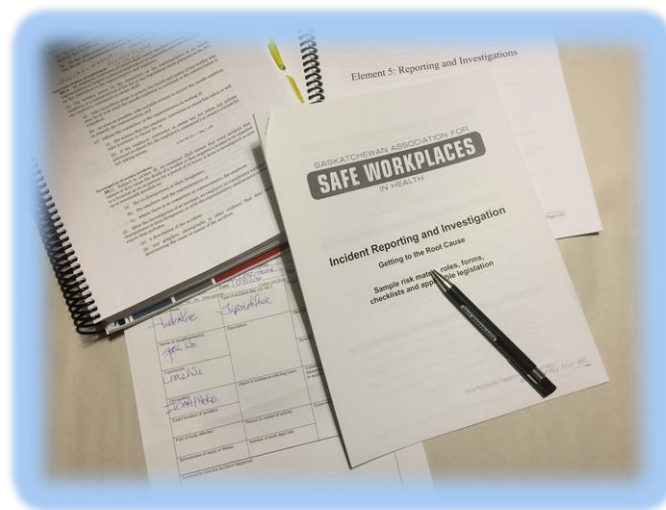
This education is designed to meet or exceed provincial legislation and industry best practices.

### Course Details:

- length: half day classroom session
- materials: a workbook will be provided
- maximum number of participants: 12
- no fees apply for SASWH membership

### Train the Trainer:

SASWH's Train the Trainer (TTT) course provides employers with the ability to implement and sustain the program utilizing staff approved as trainers to teach, mentor and support workers.



## Inspection Training

Workplace incidents are expensive and involve economic loss to both the employer and the employee. The employer's due diligence is to ensure the workplace is inspected to the point of elimination or control of a hazard. Inspections are the most effective tool for preventing illness and injury. Injuries are preventable and risk of injury can be identified, then managed and eliminated, through a comprehensive workplace inspection.

This course teaches how to inspect effectively and standards that govern health and safety, such as occupational health and safety legislation, codes of practice, standards, infection control and the SASWH Safety Management System - Elements 3 and 4.

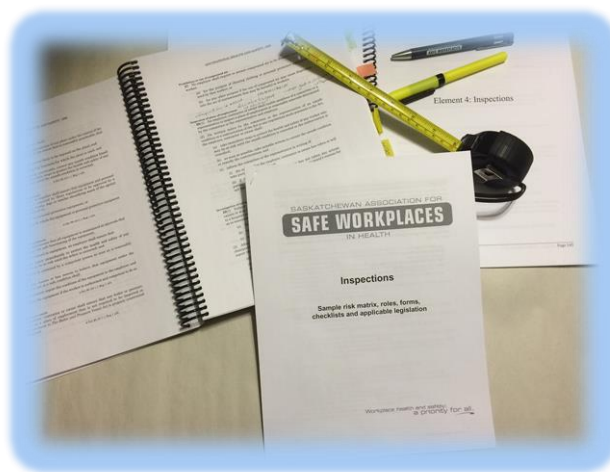
This course will provide managers, supervisors, OHC members, OH&S representatives and others involved in inspections, with a proper foundation and understanding of inspections. It offers tools needed in order to complete an effective inspection (e.g., through physical and documentation review as well as talking to the workers doing the task) and to fully understand the complete inspection process. It would be beneficial for participants to have completed the OHC Level I and Level II programs prior to attending.

Specific learning will include how to develop a site/department specific inspection form, use of incident reports in inspections, the linking of standards to recommendations, as well as writing recommendations that include target dates, accountability and follow up. Additionally, it will provide information on the roles and responsibilities of the OHC/representative, the investigation team, as well as the employer and worker.

This program is designed to meet or exceed provincial legislation and industry best practices.

### Course Details:

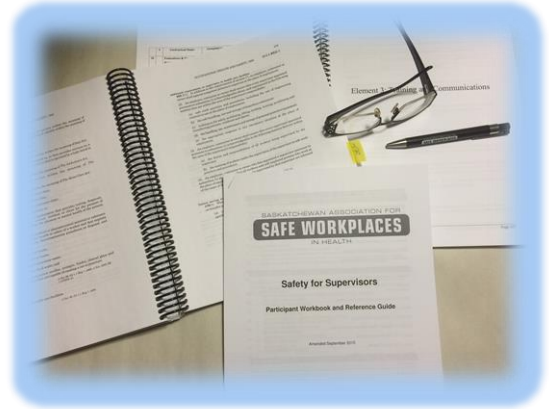
- length: half day classroom session
- materials: a workbook will be provided
- maximum number of participants: 12
- no fees apply for SASWH membership



## Safety for Supervisors Training

Saskatchewan's occupational health and safety legislation defines a supervisor as a person who is authorized by an employer to oversee or direct the work of workers.

A supervisor's role as a health and safety leader is very important - their knowledge, attitude and actions are critical for a safe workplace. Supervisors have the front-line responsibility to protect workers and keep the workplace safe. Supervisors represent the employer in the workplace and are responsible for carrying out the duties of the employer in the work areas that they manage.



Saskatchewan's occupational health and safety legislation requires employers to appoint competent supervisors and ensure they are adequately trained to carry out their legal responsibilities. SASWH's Safety for Supervisors course will assist with that requirement by providing supervisors with the information they need to create and promote a safe work environment, prevent workplace injuries and illnesses and develop a safety culture in the workplace.

The content of this course is designed to meet or exceed provincial occupational health and safety legislation and industry best practices.

This course includes an overview of Saskatchewan's occupational health and safety legislation, the roles and principles of a Workplace Responsibility System (WRS), supervisors' legal duties, the components of an effective safety management system and effective supervision. Lecture, theory, group work, case studies and other examples are included to illustrate and reinforce the concepts.

Participants bring a copy of occupational health and safety legislation to training.

### Course Details for Classroom:

- length: full day
- materials: workbook and reference guide
- maximum number of participants: 20
- no fees apply for SASWH membership
- available on-site

### Split Classroom Approach:

- consists of online learning then half day classroom session within six weeks
- available on-site as well as via virtual (e.g., WebEx) classroom
- for more information, contact SASWH's Workplace Safety Specialist for your area

### Train the Trainer:

SASWH's Safety for Supervisors Train the Trainer (TTT) course provides employers with the ability to implement and sustain the program utilizing staff approved as trainers to teach, mentor and support other healthcare supervisors.

### Violence Intervention

Saskatchewan’s occupational health and safety legislation requires employers to provide a training program that includes:

- the means to recognize potentially violent situations;
- procedures, practices, arrangements and controls to minimize or eliminate the risk of violence to workers;
- appropriate responses of workers to incidents of violence; and
- how to obtain assistance as well as procedures for reporting violent incidents.

### Violence Prevention Online Tool Kit

SASWH’s Workplace Safety Specialists offer education and training for the online tools that assist with assessing risks due to violence and acts of aggression. The aim is to reduce healthcare’s injury rates through a targeted 5 step program to build a stronger culture of safety, and to promote the enhancement of existing or adoption of effective violence prevention initiatives. Implementing the 5 steps will identify high risk areas and look at meaningful ways to eliminate or reduce the threats and prevent injuries caused by violence and acts of aggression.

Framework: 5 steps to assist you in building a meaningful, cohesive and multifaceted approach for workplace violence prevention that drives results and sustainability:

1. Secure leadership commitment
2. Assess program needs
3. Develop program components
4. Implement program communication, marketing and education
5. Evaluate the program

3 specific online risk assessment tools:

1. Workplace Violent Risk Assessment - Acute Care
2. Workplace Violent Risk Assessment - Long Term Care
3. Assessing Risk in the Community

5 steps in a risk assessment process:



### Comprehensive Injury Prevention Program

A fully implemented violence prevention program can enhance employee and patient safety, improve the quality of patient care and promote constructive labour-management relations.

SASWH’s violence intervention online tools, along with training programs offered by SASWH, complement an employer’s comprehensive injury prevention program to manage or eliminate workplace injuries.

Selection of an appropriate program begins with the identification of the risks posed to workers. Programs to effectively minimize or eliminate the risk of injury are selected based on program learning outcomes that align with the identified risks.

### Education and Training

SASWH currently offers safety education and training pertaining to violence/aggression. The following pages provide an overview of SASWH’s Professional Assault Response Training (PART®) and Workplace Assessment and Violence Education (WAVE®) programs.

In addition to education and training, employers would include communication and education for workers on its policies regarding violence intervention.

## Professional Assault Response Training (PART®) Program®



This training provides workers with the understanding of, and ability to assess, potentially violent situations and a means to manage, reduce or eliminate risks. PART interventions (e.g., verbal crisis intervention, breakaway, evasion, manual restraint techniques) can be used when the primary and back up treatment/care plans fail and workers are faced with an immediate threat of injury.

When PART principles are applied, workers are empowered to assess situations and make safe choices; workers learn how to safeguard themselves from the risks that may be present in situations at, or away from, the workplace. PART is not a self-defence program.

PART is offered in various levels - *Basic*, *Intermediate*, *Advanced*. Understanding the level of risk(s) a worker may be exposed to will assist in selecting the appropriate level of PART training:

*PART Basic* - learning outcomes include:

- understand and identify why individuals are acting out/assaultive
- understand dementia, person-centred care, validation/redirection
- understand how your attitude may aggravate the situation
- know if you are physically and mentally prepared to work with potentially assaultive individuals
- know the importance of effective communication to assist with de-escalation
- create a plan for self-control and know how you respond in a crisis situation
- understand the importance of proper communication and documentation

*PART Intermediate* (includes *Basic* theory) is training on the principles of effective breakaway and evasion techniques.

*PART Advanced* (includes *Basic* theory and *Intermediate* techniques) is training on the principles of effective manual restraint techniques.

### Course Details for Classroom Training:

- *Basic* - full day facilitated session (recommended class size is 12)
  - re-evaluation: 4 hours, once every three years
- *Intermediate* - 1.5 day facilitated session (recommended class size is 8)
  - re-evaluation: 6 hours, once every three years
- *Advanced*: 2 day facilitated session (recommended class size is 8)
  - re-evaluation: 8 hours, once every two years

### Split Classroom Approach for Training:

- consists of online learning (PART Basic) then a classroom session within six weeks

### Online Education only:

- PART Basic is offered in an online education course in modular format

A certificate is issued upon successful completion of a classroom training program.

SASWH's PART Train the Trainer (TTT) 3 day program provides employers with the ability to implement and sustain the program by utilizing staff approved as trainers to teach, mentor and support workers. Required pre-requisite is completion of PART Intermediate or Advanced.

### Fees:

- classroom training has minimal cost for materials or option to print
- Train the Trainer has an applicable fee schedule
- online education course is available at no cost

## Workplace Assessment Violence Education (W.A.V.E.)<sup>®</sup>



W.A.V.E. focuses on appropriate communication, awareness of surroundings and the safest “zone” to approach an individual to perform a task. This program assists workers with understanding how to protect themselves in an adverse situation, keeping

respect and professionalism foremost. It may be of value to all workers as an introduction to violence prevention.

W.A.V.E. focuses on *Steps to Safety* that are reinforced in the classroom setting through role-play and hands-on activities.

### Course Details:

**Online Education only** - theory

**W.A.V.E. 101** – theory, discussion

- one and a half-hour classroom facilitated session (recommended class size is 12)
- annual review

**W.A.V.E. 303** – includes 101 and introduces a selection of breakaway techniques (recommended class size is 12)

- half day classroom facilitated session
- annual review

SASWH’s W.A.V.E. Train the Trainer (TTT) 1 day program provides employers with the ability to implement and sustain the program utilizing staff approved as trainers to teach, mentor and support workers.

### Fees:

- classroom sessions have minimal cost for materials or option to print
- Train the Trainer has an applicable fee schedule
- online education course is available at no cost

## Safe Moving Tasks

Employers are required under current Saskatchewan’s occupational health and safety legislation to ensure that a worker who lifts, holds or transports loads receives appropriate training in safe methods of lifting, holding or carrying of loads. In addition, employers are required to have a written program in place where workers are required or permitted to mobilize, lift, hold, turn, position or transfer patients, residents or clients [Regulation 31-4]. Legislation also requires employers to ensure that supervisors are knowledgeable about and experienced in the techniques for safely mobilizing, lifting, holding, turning, positioning and transferring patients, residents and clients [Regulation 31-3].

## Transferring Lifting Repositioning (TLR®) Program®

The TLR program assists employers in meeting the minimum requirements of legislation. TLR is one part of an employer’s comprehensive injury prevention program to eliminate or manage workplace injuries. TLR emphasizes using minimal manual effort with the maximum use of equipment. This course is designed for anyone who may perform moving tasks associated with objects/materials and/or clients, as well as for those supervising workers performing these tasks.



TLR provides workers with the theory, skills and techniques for risk assessment of self, environment, equipment, objects and tasks. It also provides workers with training on effective client mobility risk assessments, transferring and repositioning of clients and the use of mechanical lifts. TLR requires return demonstration of assessment and techniques.

When TLR principles are applied, workers are empowered to assess situations and make safe choices. By using the risk assessment process, and through the use of good posture and safe body mechanics, workers learn how to safeguard themselves from the risks that may be present in everyday activities at work and at home.

### Course Details - recommended class size with one TLR Trainer is 6

**TLR Object Moving** - half day classroom facilitated session

- re-evaluation is two hours every three years

**TLR Client Moving** - full day classroom facilitated session (includes object moving)

- re-evaluation is half day every three years

### Split Classroom Approach for Training:

- consists of online learning then classroom session within six weeks

A certificate is issued upon successful completion of classroom training.

SASWH’s TLR Train the Trainer (TTT) 3 day program provides employers with the ability to implement and sustain the program utilizing staff approved as trainers to teach, mentor and support workers.

### Fees:

- classroom sessions have minimal cost for materials or option to print
- Train the Trainer has an applicable fee schedule
- online education course is available at no cost

## **Transferring Lifting Repositioning (TLR®) Program® for Emergency Medical Services (EMS)**

The TLR EMS program assists employers in meeting the minimum requirements of legislation. TLR EMS is one part of an employer's comprehensive injury prevention program to eliminate or manage workplace injuries. TLR EMS emphasizes using minimal manual effort with the maximum use of equipment available at the time, and to modify/adapt TLR EMS techniques with safety in mind.



TLR EMS specific program considers work is primarily performed in *uncontrolled* environments (e.g., outside, in a private residence). This program was developed in collaboration with Saskatchewan EMS workers, for EMS workers.

TLR EMS provides workers with the theory, skills and techniques for risk assessment of self, environment, equipment, objects/tasks and the patient's ability to mobilize. It also provides EMS workers with safe patient handling techniques/guidelines. TLR EMS training requires return demonstration of understanding the risk assessment process and techniques.

When TLR EMS principles are applied, workers are empowered to assess situations and make safe choices. By using the risk assessment process, and through the use of good posture and safe body mechanics, workers can continue to safeguard themselves from the risks that may be present in everyday activities at work and at home.

### **Course Details - recommended class size with one TLR EMS Trainer is 6**

- full day classroom facilitated session
- re-evaluation is half day every three years

### **Split Classroom Approach for Training:**

- consists of online learning then classroom session within six weeks

A certificate is issued upon successful completion of classroom training.

SASWH's TLR EMS Train the Trainer (TTT) 2 day program provides employers with the ability to implement and sustain the program utilizing EMS staff approved as trainers to teach, mentor and support workers.

### **Fees:**

- classroom sessions have minimal cost for materials or option to print
- Train the Trainer has an applicable fee schedule
- online education course is available at no cost



## **Safe Moving And Repositioning Techniques (SMART®) Program®**

The SMART program aligns directly with the TLR Object Moving course. SMART may be implemented in areas where there are no clients involved in the day to day work. SMART assists employers in meeting the minimum requirements of legislation. SMART is one part of an employer's comprehensive injury prevention program to eliminate or manage workplace injuries.



SMART emphasizes using minimal manual effort with the maximum use of equipment. This course is designed for anyone who may perform moving tasks associated with objects/materials, as well as for those supervising workers performing these tasks.

SMART provides workers with the theory, skills and techniques for risk assessment of self, environment, equipment, objects and tasks. SMART requires return demonstration of assessment and techniques.

When SMART principles are applied, workers are empowered to assess situations and make safe choices. By using the risk assessment process, and through the use of good posture and safe body mechanics, workers learn how to safeguard themselves from the risks that may be present in everyday activities at work and at home.

### **Course Details:**

- half day classroom facilitated session
- recommended class size with one SMART Trainer is 6
- re-evaluation is two hours every three years

A certificate is issued upon successful completion of classroom training.

SASWH's SMART Train the Trainer (TTT) 2 day program provides employers with the ability to implement and sustain the program utilizing staff approved as trainers to teach, mentor and support workers.

### **Fees:**

- classroom sessions have minimal cost for materials or option to print
- Train the Trainer has an applicable fee schedule
- online education course is available at no cost

## Donning & Doffing Personal Protective Equipment (PPE)

Occupational health and safety legislation requires employers to have an exposure control plan if workers are required to handle, use or produce an infectious material or organism, **or are likely to be exposed**. Infection control measures used, such as personal protective equipment (PPE), must be part of that plan.

source: *The Occupational Health and Safety Regulations, 2020* - Regulation 6-22

When suitable and adequate PPE is used, workers are to be trained on the proper use of all required PPE.

source: *The Occupational Health and Safety Regulations, 2020* - Regulation 7-2

To assist home operators, SASWH offers a half day Donning & Doffing Train the Trainer program. Trainer candidates successfully completing SASWH's Donning & Doffing TTT would be approved to train workers in the appropriate steps to don and doff basic PPE (gloves, gown, medical grade mask/respirator, goggles/face shield) including required hand hygiene. This approach will assist employers with meeting OH&S legislation and building internal capacity within their respective home.

SASWH approved trainers will have access to supports/resources and will be a value-added resource to home operators to assist with implementing and sustaining a consistent approach to appropriate donning, doffing and hand hygiene training. Each trainer candidate attending a TTT will receive a tote with PPE supplies for use during their worker training.

### Course Details:

- half day classroom facilitated session
- re-certification is every two years

A certificate is issued upon successful completion of the TTT.

### Fees:

- Train the Trainer has an applicable fee schedule

## Respirator Fit Testing

A respirator fit test checks to confirm that a respirator protective device properly fits the employee who requires a respirator due to the nature of their work. Employers are legislated to ensure workers are fit tested and provided with the appropriate respirator. When the respirator is the right size, shape and fitted to the worker, the worker will be better protected.

SASWH's Workplace Safety Specialists are trained and competent in respirator fit testing:

- qualitative - use of a solution (e.g., Bitrex - a substance with a bitter taste) to detect gaps in the fit of a respirator
- quantitative - use of equipment (e.g., PortaCount, AccuFit) to detect gaps in the fit of a respirator

SASWH's Workplace Safety Specialists are available to assist employers in meeting the requirement to have respirator fit testing completed in their respective workplaces.

### Respirator Fit Testing Train the Trainer

To assist employers with implementing and sustaining the fit testing process, SASWH offers a Fit Tester Train the Trainer (TTT) program that aligns directly with the current *CAN/CSA Standard* for use and care of respirators.



This course applies principles of fit testing to the equipment required to conduct the test. Fit testers completing SASWH's course will require specific training on equipment for quantitative fit testing used by their employer (function, testing, maintenance, etc.).

Following successful completion of SASWH's Fit Tester TTT program, candidates will be approved to perform fit testing (qualitative [QLFT] and quantitative [QNFT]). Successful completion requires active involvement in discussion, as well as practice and return demonstration of the fit testing process.

### Course Details:

- full day classroom facilitated session
- re-evaluation is every two years

### Split Classroom Approach for Training:

- consists of online learning then classroom session within six weeks

A certificate is issued upon successful completion of classroom training.

### Fees:

- fit testing workers has a cost for respirators when provided by SASWH
- Train the Trainer and re-certification has an applicable fee schedule
- online education course for fit testers is available at no cost

## Workplace Hazardous Materials Information System (WHMIS)

*The Saskatchewan Employment Act, Part III and The Occupational Health and Safety Regulations, 2020* set out duties and responsibilities. With respect to hazardous products used, stored and handled at a workplace, the WHMIS Regulations require employers to:

- **educate** workers - meaning the delivery of general information to workers
- **train** workers - meaning the delivery of worksite and job-specific information to workers

SASWH's WHMIS Education program meets the requirements for education. Employers provide training to workers such as site/job specific chemicals, personal protective equipment, specific procedures (e.g., disposal, emissions, emergency, spill kits).

This WHMIS Education program is designed to assist learners with:

- recognizing pictograms (symbols) and understand the hazards they represent
- identifying the hazards represented by each hazard classes
- understanding supplier labels
- understanding Safety Data Sheets (SDSs) - find additional information about hazards and protective measures
- understanding additional information about the hazardous products in the workplace provided:
  - by labels and safety data sheets (SDSs)
  - through education and training programs

### Course Details:

- 2 - 2.5 hour classroom facilitated or e-learning program
- includes a required exam; must score 80% to pass (applicable to classroom and e-learning programs; a certificate is issued upon successful completion of the education)
- maximum number of participants for a classroom session: 15
- classroom sessions are available on-site as well as virtual (e.g., WebEx)

### Train the Educator:

SASWH's WHMIS Train the Educator (TTE) half day program provides employers with the ability to implement and sustain the program utilizing staff approved as WHMIS Educators to teach, mentor and support workers.

### Fees:

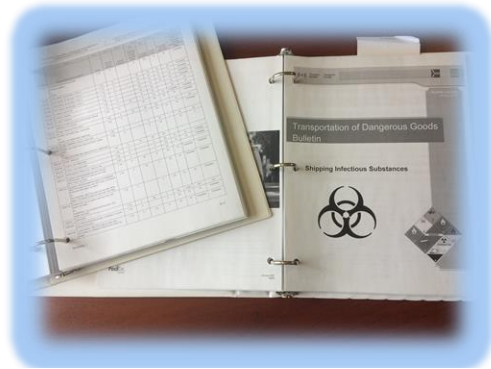
- classroom session has minimal cost for materials or option to print
- Train the Educator has an applicable fee schedule
- online learning is available at no cost



## Transportation of Dangerous Goods - Infectious Substances (TDG 6.2)

An infectious substance is defined in the *Transportation of Dangerous Goods (TDG) Regulations*. Basically, an infectious substance is a microorganism that is known or reasonably believed to cause disease in humans or animals. The infectious substance might be contained in blood, tissue, organs, body fluids or cultures.

This legislated training is applicable for those involved in the transport of infectious substances and is designed to meet the legislative requirement for training. It will familiarize shippers and receivers of biological samples with the information and training required under the *TDG Regulations* pertaining to training, classification, emergency response assistance plans, packaging, documentation, labelling, accidental release and imminent accident release report requirements and air shipments.



Participants will learn the process to properly label, placard, document and package. Emphasis is placed on handling of diagnostic specimens, biological products (microorganisms), medical waste, genetically modified organisms, dry ice and liquid nitrogen. Participants are encouraged to keep the application of their knowledge, skills and abilities current with respect to the TDG 6.2 training.

### Course Details:

- half day classroom session
- training via ground is valid for three years; training via air is valid for two years
- materials: current regulations regarding the transportation of dangerous goods will be provided for use during the training
- participants will be required to complete an in-class quiz
- maximum number of participants is 12
- available on-site as well as virtual (e.g., WebEx)

SASWH's TDG 6.2 Train the Trainer (TTT) 2 day program provides employers with the ability to implement and sustain the program by utilizing staff approved as trainers to teach, mentor and support workers.

### Fees:

- classroom session has minimal cost for materials or option to print
- actual shipping costs for loaned legislation/resources (to site and return to SASWH)
- Train the Trainer has an applicable fee schedule

A certificate will be issued upon successful completion of the training.

## Mental Health First Aid (MHFA)

The MHFA Canada program aims to improve mental health literacy, and provide the skills and knowledge to help people better manage potential or developing mental health problems in themselves, a family member, a friend or a colleague.

Anyone can benefit from MHFA, and more than 300,000 Canadians have been trained already. From psychological health and safety in the workplace to schools and community groups to people in Northern Canada, MHFA has had a positive and long lasting impact on Canadians from coast to coast to coast.

MHFA is well suited to all workplaces seeking to reduce incidences of mental health problems and issues.

source: <https://www.mentalhealthcommission.ca/English/resources/mental-health-first-aid>

### Course Details:

- two day classroom session
- materials: provided at the session
- maximum number of participants is 16

### Fees:

- cost of MHFA participant materials (approximately \$45.00/person)

A certificate will be issued by the Mental Health Commission upon successful completion of the training.



**Certified Ergonomic Specialists (CESs)**

SASWH's CESs are trained to complete ergonomic assessments: office ergonomics, industrial ergonomics and design ergonomics. A CES designation is not the same as being an ergonomist.

Contact SASWH to discuss your needs for support with ergonomic assessments. When the specialized skills of an ergonomist are required, SASWH partners with others in the healthcare system for this added level of expertise.

**Safety Talks**

Safety Talks are part of an effective safety management system. Safety Talk topics can be chosen based on the identified need and repeated at various times throughout the day, week, month or year. SASWH's Safety Management System, Element 3, indicates Safety Talks are held on a weekly basis.

A Safety Talk is a two to five minute "talk" on a safety related topic. It's a quick safety "huddle". Safety Talks are beneficial for everyone. Safety Talks should take place at the beginning of the work schedule to heighten safety awareness throughout the shift/work day.

The manager, supervisor or someone who is knowledgeable on the subject matter can lead the Safety Talk. Everyone should attend: support staff, care-giving staff, managers, supervisors and senior leadership. Safety is everyone's responsibility.

Safety Talks are available on SASWH's website ([www.saswh.ca](http://www.saswh.ca)) along with a catalogue of Safety Talks, FAQ and forms for recording Safety Talks provided to staff.

## **Job Safety Analysis (JSA)**

Hazard identification and control is an integral part of any safety management system. Hazards need to be assessed to determine the degree of risk posed to workers. Standardization of the risk assessment tool and procedure can simplify the process of assessing hazards and maintaining consistency within an organization and within the healthcare industry.

SASWH has developed tools for healthcare employers and occupational health committees to assist in hazard identification and risk assessment - SASWH's risk matrix and risk assessment procedure. Hazard risk ranking provides a reasonable guideline that can be used as a gauge to indicate how quickly corrective actions need to be implemented in any given situation.

SASWH's documents are designed to assist employers to meet or exceed provincial occupational health and safety legislation and the SASWH safety management system standards. JSA resources are available to SASWH membership needing assistance in developing, sustaining or enhancing a risk matrix and hazard identification and control procedure.

Downloadable resources are available on SASWH's website ([www.saswh.ca](http://www.saswh.ca)). Documents are user friendly and developed as templates.

SASWH's Workplace Safety Specialists are available to support members in the development and implementation of the risk management process.



## Small Employer Resources

To assist smaller employers (e.g., personal/private care homes) with developing a policy manual, SASWH, in consultation with The Association of Personal Care Home Operators of Saskatchewan, developed sample occupational health and safety policies and forms for members' use.

To ensure compliance with the relevant legislation, the Ministry of Labour Relations and Workplace Safety, Saskatchewan Workers' Compensation Board and the Saskatchewan Association of Rehabilitation Centres were consulted.

These resources are available to SASWH membership needing assistance in preparing their occupational health and safety manual.

## Infection Prevention and Control Resources

SASWH offers information via its website ([www.saswh.ca](http://www.saswh.ca)) on prevention, preparedness and planning regarding infection control practices specific for personal care, group and residential homes across Saskatchewan.

An Infection Prevention and Control (IPAC) tool kit for home operators is available and utilizes best practice guidelines already established in the IPAC community.

If you have questions about any of the SASWH programs, resources or support services please email [info@saswh.ca](mailto:info@saswh.ca) or contact SASWH's Workplace Safety Specialist for your area. To find the Workplace Safety Specialist for your area visit our website [www.saswh.ca](http://www.saswh.ca) or call SASWH and we would be happy to assist you.



### Corporate Office:

952 Albert Street, Regina, SK S4R 2P7

Phone: 306.545.5595 | Fax: 306.545.6574 | E-mail: [info@saswh.ca](mailto:info@saswh.ca) | Website: [www.saswh.ca](http://www.saswh.ca)



@SASWHSK



@SASWH\_SK