



Saskatchewan  
Association for  
Safe Workplaces  
in Health



# PROGRAMS AND SERVICES GUIDE

# **ABOUT US**

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.

## **MISSION**

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

## **VISION**

Workplace health and safety:  
a priority for all.

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# SASWH MEMBERSHIP

Healthcare employers that fall under the Saskatchewan Workers' Compensation Board G22 rate code are automatically members of SASWH. Our members have access to all SASWH safety training, resources, and support at low to no cost.

SASWH is committed to work in partnership with its members to assist with the following:

- Implement and sustain an effective Safety Management System and determine strategies to create a culture of safety.
- Determine appropriate education, training, and resources to complement an employer's comprehensive program.
- Assist employers in meeting the minimum requirements of Saskatchewan's occupational health and safety legislation.
- Injury prevention training programs.
- Provide ongoing support and follow-up to help members eliminate workplace injuries.



Special care homes, alcohol & drug treatment centres, homes for senior citizens, boarding homes, private care homes



Group care homes, houses for people with disabilities



Hospitals, healthcare administration



District home care



Ambulance service



Health authorities

# EDUCATION & TRAINING PROGRAMS

## LICENSE AGREEMENT

To support our membership, SASWH offers a wide variety of safety training and educational programs. SASWH currently holds copyright for the PART, TLR, TLR EMS, W.A.V.E. and SMART programs. For these copyright programs, employers are required to enter into a license agreement with SASWH that sets out the terms of the program, resource use, protection of copyright, and terms pertaining to training of employees. The license agreement is to ensure the quality and integrity of our programs are maintained throughout Saskatchewan's healthcare industry.

## EDUCATION & TRAINING

SASWH's training programs include theory, interactive participation, discussion, and activities to enhance learning and assist 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 utilizes the following as its standard guidelines for programs:

- Information: general information/introduction by reading/listening.
- 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 education and training programs are designed for workers at every level within an organization. Programs are offered at fully equipped SASWH training classrooms in Regina and Saskatoon, or at an employer's site. Online learning programs will be an option for some programs or components of programs.

# TRAINER & INSTRUCTOR QUALIFICATION

## SASKATCHEWAN LEGISLATION

In *The Saskatchewan Employment Act*, competent is defined as, "possessing the knowledge, experience, and training to perform a specific duty." The word competent, as applied to our programs for the trainer, would be defined as a specific duty under the legislation. This would mean that all those who train others must have the knowledge, experience, and education to become a trainer. This reference is specific to the requirement of applied knowledge from the worker offering the training session.

The trainer or instructor candidate will be required to demonstrate the competencies for the train the trainer and instructor level courses as well as the facilitation skills portions.

## REQUIREMENTS OF A TRAINER CANDIDATE

- Effective skills and abilities to educate others, at every level within the organization.
- Effective observing, listening, and clear communication skills.
- Proficient in teaching, coaching, and evaluating participants.
- Attend the required prerequisite session and a Train the Trainer for the applicable program.
- Follow the requirements to maintain approved trainer status according to the program manual.
- Meet the recertification requirements to maintain approved trainer status.
- Must possess applicable experience and knowledge specific to the program.

## REQUIREMENTS OF AN INSTRUCTOR CANDIDATE

(In addition to the requirements of a Trainer Candidate)

- Co-teach a minimum of three train-the-trainer sessions with a qualified instructor. SASWH will manage all exceptions.
- Demonstrated proficiency in all aspects of the applicable program.
- Follow the requirements to maintain approved instructor status.

Additional requirements specific to each program may apply.

For further information regarding trainer and instructor status to assist with building internal capacity for safety training at your facility, please contact SASWH.

# TRAINING DELIVERY OPTIONS

SASWH has developed multiple training delivery options to better meet the needs of our members. While some of our programs require in-person training, those that can accommodate a virtual learning environment have been updated to include an online component or a virtual classroom option.



## CLASSROOM

A traditional classroom experience at our training location or at your facility.

- Interaction with your instructor and peers, face-to-face.
- In-person discussions and hands-on learning.
- An opportunity to interact directly and share best practices with your peers from across the province.



## ONLINE

Self-study option that allows you to learn at your own pace.

- Interactive online training modules.
- All required resources are provided.
- Tech support available from 8:30am - 4:30pm Monday to Friday.
- Content that is developed by SASWH and its training partners.



## VIRTUAL CLASSROOM

Real-time instructor-led training, hosted on an online platform.

- Virtual discussion and group activities.
- Interactive learning experience in a virtual classroom.
- Small class size for a more engaging experience.



## BLENDDED

Blended (split) training includes in-class instruction (traditional or virtual classroom) as well as a mandatory online component which must be completed before the in-class portion can be taken.

- Train the Trainer/Tester programs are exclusively offered in a blended delivery format, as these programs include an online portion that must be fulfilled before the in-class instruction may commence.

# SAFETY TRAINING ALIGNMENT WITH SAFETY MANAGEMENT SYSTEM (SMS) IMPLEMENTATION

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

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

- Assessing a member's current state 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 Programs and Services	SUPPORTS PROGRESS TO MEETING SMS ELEMENTS					
	1	2	3	4	5	6
Management/ Leadership	Hazard Identification and Control	Training/ Communication	Inspections	Reporting/ Investigation	Emergency Response	
<b>SAFETY MANAGEMENT SYSTEM</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 & Investigations)	✓	✓	✓	✓	✓	✓
Safety for Supervisors	✓	✓	✓	✓	✓	✓
<b>VIOLENCE INTERVENTION</b>						
Online Toolkit	✓	✓	✓	✓	✓	✓
Mental Health First Aid (MHFA)	✓	✓	✓			✓
PART	✓	✓	✓		✓	✓
W.A.V.E.	✓	✓	✓		✓	
<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	✓	✓	✓	✓	✓	

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

# SAFETY MANAGEMENT SYSTEM (SMS) BASICS

## WHAT IS A SAFETY MANAGEMENT SYSTEM?

A Safety Management System (SMS) is a tool used 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.



## WHO IS SMS BASICS FOR?

This educational session 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.

## 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. 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 processes 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. 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).

### Program Delivery

PROGRAM	INITIAL TRAINING
	ONLINE ONLY
SMS Basics	At your own pace

### Pricing

MEMBERS	INITIAL TRAINING
SMS Basics	No charge

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# MENTAL HEALTH FIRST AID (MHFA)



Mental Health  
Commission  
of Canada

Commission de  
la santé mentale  
du Canada



## NOTICE:

MHFA has recently gone through an update which is not reflected in this version of our Programs & Services Guide. If you are interested in booking MHFA, please email us for more information. An updated Programs & Services Guide will be available soon.

## WHAT IS 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.

## APPLICATION OF MHFA

Everyone can benefit from Mental Health First Aid training and more than 300,000 Canadians have already been trained to date. The information learned over the two-day course can be applied in a variety of environments including, but not limited to, your personal life, the workplace, school, and community groups.

MHFA is highly recommended for any workplace looking to increase their knowledge and awareness of psychological health and safety, reduce stigma associated with mental health-related concerns, and establish a more resilient and supportive work environment.

## SUCCESSFUL COMPLETION

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

## Program Delivery

PROGRAM	INITIAL TRAINING
	CLASSROOM ONLY
MHFA	2 days

## Pricing

MEMBERS	INITIAL TRAINING
MHFA	\$65.00 + workbook cost

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# TRANSFERRING LIFTING REPOSITIONING (TLR<sup>®</sup>) PROGRAM<sup>©</sup>



## WHAT IS TLR<sup>®</sup>?

Under Saskatchewan's occupational health and safety legislation, employers are required 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. TLR<sup>®</sup> emphasizes minimal use of manual effort with the maximum use of equipment.

## WHO IS TLR<sup>®</sup> FOR?

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.

## APPLICATION OF THE TLR<sup>®</sup> PROGRAM<sup>©</sup>

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

## SUCCESSFUL COMPLETION

A certificate is issued upon successful completion of classroom training.

SASWH's TLR<sup>®</sup> 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.

## Program Delivery

PROGRAMS	INITIAL TRAINING		RE-CERTIFICATION/ RE-EVALUATION
	CLASSROOM	BLENDDED	CLASSROOM
TLR® Object Moving	4 hours	Online portion + 2 hours in class	2 hours
TLR® Object Moving Train the Trainer (Prerequisite = TLR - Object Moving or TLR Object & Client Moving)	N/A	Online portion + 1.5 days in class	4 hours
TLR® Object & Client Moving	1 day	Online portion + 5 hours in class	4 hours
TLR® Object & Client Moving Train the Trainer (Prerequisite = TLR - Object & Client Moving)	N/A	Online portion + 3 days in class	1 day

## Pricing

MEMBERS	INITIAL TRAINING	RE-CERTIFICATION/ RE-EVALUATION
TLR® Object Moving	No charge	No charge
TLR® Object Moving Train the Trainer	\$100.00	\$25.00
TLR® Object & Client Moving	No charge	No charge
TLR® Object & Client Moving TTT	\$175.00	\$25.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide



# TRANSFERRING LIFTING REPOSITIONING (TLR<sup>®</sup>) PROGRAM<sup>©</sup> FOR EMERGENCY MEDICAL SERVICES (EMS)

## WHAT IS TLR<sup>®</sup> EMS?

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



## WHO IS TLR<sup>®</sup> EMS FOR?

The TLR<sup>®</sup> EMS specific program considers that 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.

## APPLICATION OF THE TLR<sup>®</sup> EMS PROGRAM<sup>©</sup>

The TLR<sup>®</sup> EMS program<sup>©</sup> focuses on a safe moving task - at the time, in the moment - and adapting/modifying with safety in mind. Through a comprehensive risk assessment process, identified risks are then managed/eliminated to the best of the workers ability, dependent upon the specific situation and degree of emergency. TLR<sup>®</sup> EMS requires return demonstration of assessment and techniques.

## SUCCESSFUL COMPLETION

A certificate is issued upon successful completion of classroom training.

SASWH's TLR<sup>®</sup> 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.

## Program Delivery

PROGRAMS	INITIAL TRAINING		RE-CERTIFICATION/ RE-EVALUATION
	CLASSROOM	BLENDED	
TLR® EMS	1 day	Online portion + 5 hours in class	4 hours
TLR® EMS Train the Trainer (Prerequisite = TLR® EMS)	N/A	Online portion + 2 days in class	1 day

## Pricing

MEMBERS	INITIAL TRAINING	RE-CERTIFICATION/ RE-EVALUATION
TLR® EMS	No charge	No charge
TLR® EMS Train the Trainer	\$125.00	\$25.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide



# PROFESSIONAL ASSAULT RESPONSE TRAINING (PART®) PROGRAM®

## WHAT IS PART®?

PART® 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.

## APPLICATION OF THE PART PROGRAM

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, and Advanced. Understanding the level of risk a worker may be exposed to will assist in selecting the appropriate level of PART® training:

#### **BASIC**

- Understand and identify why individuals are acting out/assaultive.
- Understand dementia, person-centered 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.

#### **INTERMEDIATE**

- Includes all content covered in Basic.
- Principles of effective breakaway and evasion techniques.

#### **ADVANCED**

- Includes all content covered in Basic and Intermediate.
- Principles of effective manual restraint techniques.

#### **DEMENTIA ENHANCEMENT (INCLUDED AS PART OF EACH LEVEL)**

- Understanding dementia - high-level overview.
- Identification of potentially violent situations (understanding triggers).
- Safe work practices to minimize or eliminate risk (approach, documentation/care plan, own self-control plan).
- Appropriate response (de-escalation, person-centered care, validation, skills training).

## NOTICE:

The PART® Program recently went through an update which will be rolled out soon. Levels One-Five will replace PART Basic, Intermediate and Advanced. Please watch our website and social media for more information.

# PART®

## SUCCESSFUL COMPLETION

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 prerequisite is completion of PART® Intermediate or Advanced.

## Program Delivery

PROGRAMS	INITIAL TRAINING		RE-CERTIFICATION/ RE-EVALUATION
	CLASSROOM	BLENDED	CLASSROOM
PART® Basic (Theory Only)	1 day	Online portion + 3 hours in class	4 hours
PART® Intermediate (Theory + Evasion/Deflection Techniques)	1.5 days	Online portion + 5 hours in class	6 hours
PART® Advanced (Theory + Evasion/Deflection Techniques + Manual Restraint)	2 days	Online portion + 1 day in class	1 day
PART® Train the Trainer (Prerequisite = PART® Intermediate or Advanced)	N/A	Online portion + 3 days in class	1 day

## Pricing

MEMBERS	INITIAL TRAINING	RE-CERTIFICATION/ RE-EVALUATION
PART® Basic (Theory Only)	No charge	No charge
PART® Intermediate	No charge	No charge
PART® Advanced	No charge	No charge
PART® Train the Trainer	\$175.00	\$25.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide



# VIOLENCE PREVENTION & INTERVENTION

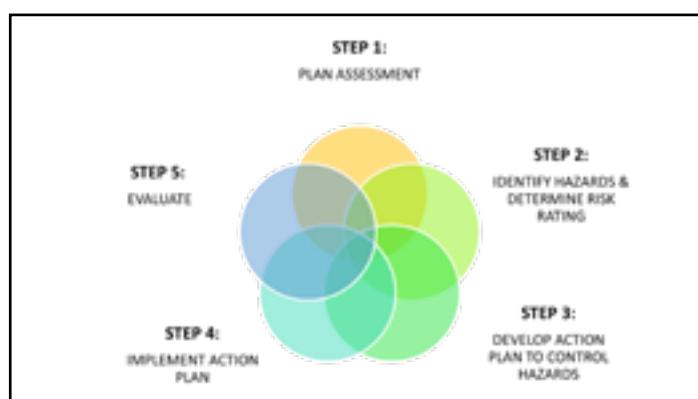
## SASKATCHEWAN'S LEGISLATION

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.

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



## VIOLENCE PREVENTION ONLINE TOOL KIT

SASWH offers three online risk assessment tools:

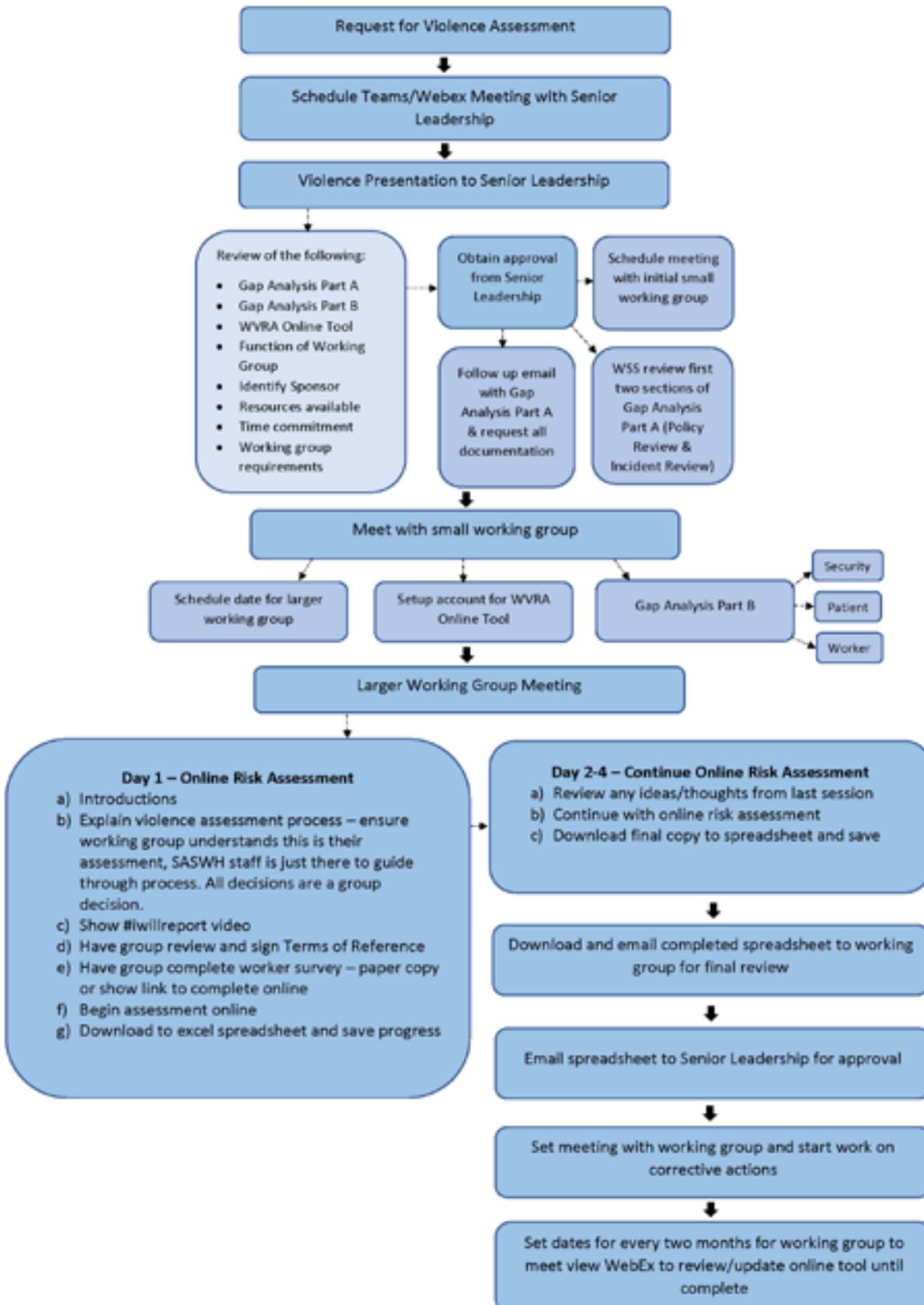
- Workplace Violence Risk Assessment - Acute Care
- Workplace Violence Risk Assessment - Long-Term Care
- Assessing Risk in the Community

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 five-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 five 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.

## APPLICATION OF A VIOLENCE PREVENTION & INTERVENTION 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.

# PROCESS FOR A VIOLENCE ASSESSMENT



# RESPIRATOR FIT TESTING (RFT)

## WHAT IS RESPIRATOR FIT TESTING?

A respirator fit test confirms 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 (QLFT) - use of a solution (e.g., Bitrex - a substance with a bitter taste) to detect gaps in the fit of a respirator.
- Quantitative (QNFT) - use of equipment (e.g., PortaCount, AccuFit) to detect gaps in the fit of a respirator.

## RESPIRATOR FIT TESTING – TRAIN THE TESTER

To assist employers with implementing and sustaining the fit testing process, SASWH offers a Respirator Fit Testing - Train the Tester (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.).

## SUCCESSFUL COMPLETION

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

A certificate is issued upon successful completion of classroom training.

## Program Delivery

PROGRAMS	INITIAL TRAINING/FITTING		RE-CERTIFICATION/RE-EVALUATION	
	CLASSROOM	BLENDED	CLASSROOM	BLENDED
Respirator Fit Testing (appointment required)	30 min	N/A	30 min	N/A
Respirator Fit Testing (RFT) TTT	N/A	Online portion + 1 day in class	1 day in class	N/A

## Pricing

MEMBERS	INITIAL TRAINING/ FITTING	RE-CERTIFICATION/ RE-EVALUATION
Respirator Fit Testing	No charge if you provide your own respirators	No charge if you provide your own respirators
Respirator Fit Testing - respirators supplied by SASWH	\$25.00	\$25.00
Respirator Fit Testing (RFT) TTT	\$50.00	\$25.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide



# SAFETY FOR SUPERVISORS

## WHAT IS SAFETY FOR SUPERVISORS?

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.

## LEGISLATIVE REQUIREMENT

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.

In the legislation, a supervisor is defined as "*a person who is authorized by an employer to oversee or direct the work of workers.*"

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.

## TRAINER CANDIDATE PREREQUISITES:

- Must have supervisory experience or currently be in a supervisory role.
- Must meet the legislative requirements to be a supervisor.
- Completion of SASWH's Safety for Supervisors course to assist with obtaining suitable level of knowledge, skills or abilities in the course subject matter.
- Employed by a SASWH member agency with job duties that provide time for preparation and facilitation of classroom sessions, and to support and follow-up with those they train.
- Competent in delivery techniques and methods appropriate to adult learning acquired through a combination of training, education, and/or experience.
- Effective observation, listening and clear communication skills.
- The ability to assist online learners with course content questions when the blended classroom approach is implemented.
- The ability to build on their own competency in teaching, coaching, and evaluating their participants.

## SUCCESSFUL COMPLETION

A certificate is issued upon successful completion of classroom training.

## Program Delivery

PROGRAMS	TRAINING	
	CLASSROOM	BLENDED
Safety for Supervisors	1 day	Online portion + 4 hours in class
Safety for Supervisors Train the Trainer <i>(Prerequisite = Safety for Supervisors)</i>	Please contact SASWH for details	N/A

## Pricing

MEMBERS	TRAINING
Safety for Supervisors	No charge
Safety for Supervisors Train the Trainer	\$50.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide



# OCCUPATIONAL HEALTH COMMITTEE (OHC) LEVEL 1 & 2

## WHAT IS OHC LEVEL 1 & 2?

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.

## WHO IS OHC LEVEL 1 & 2 TRAINING FOR?

OHC Level 1 & 2 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 1 & 2 training 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 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.

## OHC LEVEL 1 TRAINING

Level 1 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 1 training introduces effective inspections and investigations to support a reduction of refusals to work.

## OHC LEVEL 2 TRAINING

Level II training focuses on inspections and investigations.

### **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. 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.

## **Inspection Training**

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.

## **EFFECTIVE OCCUPATIONAL HEALTH AND SAFETY COMMITTEES**

Occupational Health Committees (OHCs) are required in the workplace under current Saskatchewan occupational health and safety legislation which sets out the structure for the workplace responsibility system (IRS). This is the primary mechanism for the employer and employees to work together and resolve health and safety concerns.

## **EFFECTIVE OHCs IN HEALTHCARE TRAINING**

SASWH offers OHC Level 1 and Level 2 training to assist OHC members in applying the classroom theory to the workplace. The Effective OHCs in Health Care program consists of nine components to assist OHCs to become more effective as health and safety becomes standard daily work. Committee members will learn their responsibilities, help the employer identify and assess workplace hazards as well as develop and monitor policies, programs and plans. This will achieve the goal of having a safe work environment.

## **SUCCESSFUL COMPLETION**

A certificate is issued upon successful completion of classroom training.

## **Program Delivery**

PROGRAMS	INITIAL TRAINING
	CLASSROOM
OHC Level 1	1 day
OHC Level 2 - Inspections, Incident Reporting, RCA	1 day
Effective OHCs in Healthcare	Please contact SASWH for additional information

## **Pricing**

MEMBERS	INITIAL TRAINING
OHC Level 1	No charge
OHC Level 2 - Inspections, Incident Reporting, RCA	No charge
Effective OHCs in Healthcare	No charge

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# ERGONOMIC ASSESSMENTS

## WHAT IS THE PURPOSE OF AN ERGONOMIC ASSESSMENT?

The purpose of an office/industrial ergonomic assessment is to identify risk factors or ergonomic hazards and to recommend solutions to reduce or eliminate the risk of identified hazards.

**Problem:** Identify the problem and the reason for the assessment.

**Purpose:** An assessment of the office/work area and the varying components to create preventative measures for safer work processes for the employee.

**Scope:** An assessment of the employee's individual office/work area and the varying components of job tasks, environment, work structure, and workstation, and the interdependent connection with each other.

**Approach:** The workstation assessment will include interview/discussion, taking measurements, pictures, completion of assessment forms and assessment of equipment, tools, and devices.

**Desired Outcome of the Assessment:** Provide the worker with solutions that reduce the risk of injury by eliminating the hazard or reducing the risk associated with the hazard. Once the solutions are in place for a time, the Certified Ergonomic Specialists (CES) will check in with the worker to confirm that the solutions are working and to address any questions or concerns they might have.



## Program Delivery

PROGRAMS	ASSESSMENT
	IN-PERSON
Basic Ergonomic Assessment (with report)	1+ hour(s)
Comprehensive Ergonomic Assessment (with report)	2+ hours

## Pricing

MEMBERS	ASSESSMENT
Ergonomic Assessment - Basic/Comprehensive	No charge

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)



## WHAT IS WHMIS?

WHMIS education is designed to ensure learners meet the following objectives:

- Recognize pictograms and understand the hazards that they represent;
- Identify the hazards represented by each hazard class;
- Understand supplier labels;
- Understand safety data sheets (SDSs); and
- Proactive measures to protect themselves.

## SUCCESSFUL COMPLETION

A final exam is part of this training course. A grade of 80% or higher is required to successfully complete this training. A certificate will be issued once the course is completed.

## WHMIS 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.

### Program Delivery

PROGRAMS	INITIAL TRAINING	
	CLASSROOM	ONLINE
WHMIS	N/A	Work at your own pace
WHMIS Train the Educator (Prerequisite = WHMIS)	4 hours	N/A

### Pricing

MEMBERS	TRAINING
WHMIS	No charge
WHMIS Train the Educator	\$50.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# TRANSPORTATION OF DANGEROUS GOODS (TDG) - INCLUDING INFECTIOUS SUBSTANCES



## WHAT IS TDG?

The Transportation of Dangerous Goods (TDG) program promotes safety standards and regulations, provides risk-based oversight, and gives expert advice on dangerous goods to promote public safety in the transportation of dangerous goods by all modes of transport regulated by Transport Canada.

It will familiarize shippers and receivers 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 accidental release reporting requirements and air shipments.

## SUCCESSFUL COMPLETION

Participants will be required to complete an in-class quiz. A certificate will be issued upon successful completion of the training.

The Transportation of Dangerous Goods (TDG) Regulations defines an infectious substance as 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.

SASWH's TDG Train the Trainer (TTT) 1.5-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.

## Program Delivery

PROGRAMS	INITIAL TRAINING	RE-CERTIFICATION/RE-EVALUATION
	CLASSROOM	CLASSROOM
TDG*	6 hours	N/A
TDG Train the Trainer (Prerequisite = TDG)	1.5 days	1 day

\*TDG regulations require recertification every three years for ground and every two years for air.

## Pricing

MEMBERS	INITIAL TRAINING	RE-CERTIFICATION/RE-EVALUATION
TDG	No charge	N/A
TDG Train the Trainer	\$125.00	No charge

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# DONNING & DOFFING

## WHAT IS DONNING & DOFFING TTT?

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.



## SUCCESSFUL COMPLETION

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

SASWH approved trainers will have access to supports and 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.

## Program Delivery

PROGRAMS	INITIAL TRAINING	RE-CERTIFICATION
	CLASSROOM	CLASSROOM
Donning & Doffing Train the Trainer	4 hours	Contact SASWH for a re-evaluation

## Pricing

MEMBERS	INITIAL TRAINING
Donning & Doffing Train the Trainer	\$95.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# WORKPLACE ASSESSMENT VIOLENCE EDUCATION (W.A.V.E.) PROGRAM<sup>©</sup>

## WHAT IS W.A.V.E.?

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 at the forefront. 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.

## SUCCESSFUL COMPLETION

For W.A.V.E. 101, a certificate of completion will automatically be issued when you successfully complete the online education. For W.A.V.E. 303, a certificate will be given to you at the end of the in-person training.

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.



## Program Delivery

PROGRAMS	INITIAL TRAINING	
	CLASSROOM	ONLINE
W.A.V.E. 101	N/A	At your own pace
W.A.V.E. 303 (includes WAVE 101)	4 hours	N/A
W.A.V.E. Train the Trainer (Specialist) <small>(Prerequisite = W.A.V.E. 101 and 303)</small>	1 day	N/A
W.A.V.E. Train the Trainer (Senior Specialist) <small>(Prerequisite = W.A.V.E. Train the Trainer (Specialist))</small>	1 day	N/A

## Pricing

MEMBERS	INITIAL TRAINING
W.A.V.E. 101 or 303	No charge
W.A.V.E. Train the Trainer	\$50.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# HEALTH AND SAFETY FOR BOARD MEMBERS

## WHAT IS 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.

## LEARNING OBJECTIVES

- 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

## WORKPLACE APPLICATION

The intent of this online learning is to provide board members with information on occupational health and 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.

## Program Delivery

PROGRAMS	INITIAL TRAINING
	ONLINE ONLY
Health and Safety for Board Members	At your own pace

## Pricing

MEMBERS	INITIAL TRAINING
Health and Safety for Board Members	\$50.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# SAFE MOVING AND REPOSITIONING TECHNIQUES (SMART®) PROGRAM®

## WHAT IS SMART®?

SMART® emphasizes the minimal use of 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.

## APPLICATION OF THE 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.

## SUCCESSFUL COMPLETION

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.



## Program Delivery

PROGRAMS	INITIAL TRAINING		RE-CERTIFICATION/ RE-EVALUATION	
	CLASSROOM	BLENDDED	CLASSROOM	BLENDDED
SMART®	4 hours	Online portion + 2 hours in class	2 hours	Online portion + 1.5 hours in class
SMART® Train the Trainer (Prerequisite = SMART®)	N/A	Online portion + 2 days in class	1 day	N/A

## Pricing

MEMBERS	INITIAL TRAINING		RE-CERTIFICATION/ RE-EVALUATION
	SMART®	No charge	
SMART® Train the Trainer		\$100.00	\$25.00

NON-MEMBERS: See Appendix A - Non-Member Fee Guide

# MEMBER SERVICES & RESOURCES

SASWH Workplace Safety Specialists are qualified occupational health and safety professionals that are available to assist G22 membership with a variety of programs and services.

SASWH offers a variety of resources that are available on our website\*.  
[www.saswh.ca](http://www.saswh.ca)



\*A sample of these resources can be found in Appendix C

# APPENDIX A - NON-MEMBER FEE GUIDE

TRAINING PROGRAMS	FEES PER PARTICIPANT	RE-CERTIFICATION/RE-EVALUATION
Ergonomic Assessment - Standard	\$200.00	N/A
Ergonomic Assessment - Comprehensive	\$450.00	N/A
OHC Level 1	\$305.00	N/A
OHC Level 2	\$305.00	N/A
PART® Level One©	\$30.00	\$30.00
PART® Level Two©	\$50.00	\$50.00
PART® Level Three©	\$305.00	\$152.50
PART® Level Four©	\$445.00	\$222.50
PART® Level Five©	\$595.00	\$297.50
Respirator Fit Testing	\$80.00	N/A
Safety for Supervisors	\$410.00	N/A
SMART®	\$225.00	\$112.50
SMS Basics - Online Only	\$150.00	N/A
TLR® Object Moving	\$225.00	\$112.50
TLR® Object and Client Moving	\$295.00	\$147.50
TLR® EMS	\$295.00	\$147.50
TDG by Ground	\$300.00	N/A
W.A.V.E. 303	\$225.00	N/A
WHMIS	\$25.00	N/A
TRAINER PROGRAMS		
PART® Train the Trainer	\$895.00	\$447.50
Respirator Fit Testing Train the Tester	\$325.00	\$162.50
SMART® Train the Trainer	\$375.00	\$187.50
TLR® EMS Train the Trainer	\$750.00	\$375.00
TLR® Object Moving Train the Trainer	\$375.00	\$187.50
TLR® Object and Client Moving Train the Trainer	\$750.00	\$375.00

\*Please note that all courses are GST and PST applicable. If you are exempt from either tax, please notify us when booking your training.

# APPENDIX B - STUDENT FEE GUIDE

We are proud to offer discounted training fees for those enrolled in a recognized post-secondary program within the healthcare industry. If you require one of the following courses for your program, please reach out to us for additional information.

If you are the training provider at a post-secondary institute and you are interested in taking a Train the Trainer program for TLR®, PART® or Respirator Fit Testing, please reach out for additional information. Discounted fees may be available.

PROGRAM	INITIAL TRAINING	RE-EVALUATION
	FEES PER STUDENT	FEES PER STUDENT
Respirator Fit Testing	\$65.00	N/A
SMART®	\$50.00	\$25.00
TLR® Object Moving	\$75.00	\$37.50
TLR® Object and Client Moving	\$110.00	\$55.00
TLR® EMS	\$110.00	\$55.00
PART® Level One®	\$30.00	\$30.00
PART® Level Two®	\$50.00	\$50.00
PART® Level Three®	\$200.00	\$100.00
PART® Level Four®	\$290.00	\$145.00
PART® Level Five®	\$390.00	\$195.00
WHMIS	\$25.00	N/A

\*Please note that all courses are GST and PST applicable. If you are exempt from either tax, please notify us when booking your training.



# APPENDIX C - RESOURCES

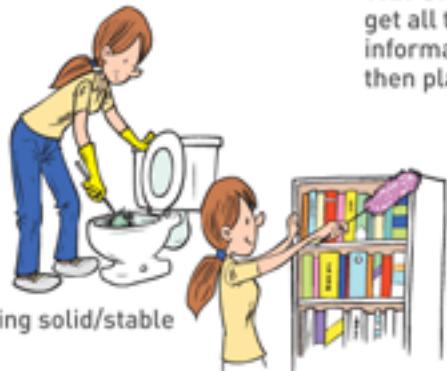


## SAFE AND HEALTHY WORK METHODS



### → SAFE BODY MECHANICS:

- Safe Stance
- Maintain Natural Curves of the Spine
- Use the Core, Buttocks, Thigh and Calf Muscles
- Use Safe and Effective Grip
- Work Within Your Comfort Zone
- Use Weight Transfer



### → TAKE CARE OF YOUR BACK:

use extension handles, lean against something solid/stable for support.



### → KEEP KNEES SLIGHTLY BENT AND USE THIGH STRENGTH TO DO THE WORK.

→ GLOVES CONTAMINATE WHATEVER THEY TOUCH:  
wash reusable gloves before removing them, and then, wash your hands.



→ NEVER COMBINE CLEANING PRODUCTS:  
follow the instructions on product labels and SDSs.

### → AVOID EXTRA TRIPS:

get all the information, then plan tasks.



### WORK METHODS



### → WITH THE RIGHT EQUIPMENT, YOU CAN:

maintain correct posture, reduce effort, increase efficiency.



Decay/ breakdown



### → REDUCE HEAVY LOADS.



### → REDUCE REPETITIVE MOTION:

when working, alternate from one hand to the other, give the cleaning product/disinfectant time to do its work, leave very dirty items to soak.



### → WEAR THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT

source: ASSSAS 2010

# Have a question or need additional information on one of our programs?

-  (306) 545-5595
-  (306) 545-6574
-  [www.saswh.ca](http://www.saswh.ca)
-  [info@saswh.ca](mailto:info@saswh.ca)
-  SASWHSK



Saskatchewan Association for  
Safe Workplaces in Health