SASWH+

Saskatchewan Association for Safe Workplaces in Health



# PROGRAMS AND SERVICES GUIDE

A Directory for Healthcare Safety Education and Training Programs and Safety Consulting Services

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# INTRODUCTION

## ABOUT SASWH

The Saskatchewan Association for Safe Workplaces in Health (SASWH) is a non-profit safety association committed to working with healthcare employers and system partners to reduce the number of workplace injuries and illnesses in the industry. SASWH is governed by a Board of Directors representing healthcare workers, employers, and unions. This unprecedented, co-operative level of labour and management participation is critical to the association's success at eliminating injuries within the healthcare sector.

## MISSION

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

## VISION

Workplace health and safety: a priority for all.

## LICENSE AGREEMENT

SASWH offers a wide variety of safety training and educational programs to best support its membership. While all programs have been tailored to the healthcare sector, the association is the owner of and holds copyright for: Professional Assault Response Training (PART®), Transferring Lifting Repositioning (TLR®), Transferring Lifting Repositioning for Emergency Medical Services (TLR® EMS), and Workplace Assessment Violence Education (W.A.V.E.®). **As copyrighted programs, SASWH possesses the exclusive legal rights in Canada to these programs and associated materials, and they cannot be instructed, reproduced, redistributed or modified without prior written consent from SASWH.**

Employers are required to enter into a no fee license agreement with SASWH to participate in these programs. The agreement sets out the terms of the program, resource use, protection of copyright, and conditions pertaining to the training of employees. These license agreements exist to ensure the quality and integrity of SASWH programs are maintained throughout Saskatchewan's healthcare industry.

# SASWH MEMBERSHIP

## G22 MEMBERSHIP

SASWH was established as a safety association on March 12, 2010. The association is funded by healthcare employers (G22 rate code – Health Authority, Hospitals and Care Homes) through a portion of their Saskatchewan Workers' Compensation Board (WCB) premiums.

Employers who fall under the G22 rate code with WCB are automatically members of SASWH and may access the association's injury prevention programs and services at low to no-cost.

If an employer is uncertain of their membership status, they can contact SASWH at info@saswh.ca.

**G22 – Health Authority, Hospitals and Care Homes (sub codes):**



01 – Special care homes, homes for senior citizens, boarding houses, alcohol and drug treatment centres, private care homes



02 – Group care homes, houses for people with disabilities



03 – Hospitals, health care administration



04 – District home care



05 – Ambulance service



06 – Health authorities

# SAFETY EDUCATION AND TRAINING PRINCIPLES

## INJURY PREVENTION EDUCATION AND TRAINING PROGRAMS

SASWH's Programs and Services Guide is available to view/print/download on the association's website. The Guide provides a comprehensive list of SASWH's injury prevention programs including training goals and objectives, delivery format, and pricing. The flipbook is a "live" document and is the most up-to-date version for program information including pricing.

SASWH's Training Schedule is also available to view on the association's website. This schedule lists open registration training sessions in SASWH training classrooms in Regina or Saskatoon. Participants may request a registration link on the training schedule for open registration sessions.

Organizations interested in scheduling a closed (private) session at their facility can contact info@saswh.ca for more information.

## ADULT LEARNING THEORY

SASWH identifies as an industry leader in health and safety education and training. Training programs include theory, interactive participation, discussion, and activities to enhance adult learning and assist with achieving learning outcomes. Classroom delivery provides adequate practice time as well as guidance and coaching for required return demonstration by each participant.

SASWH standard guidelines for programs are:

- **Information:** general information/introduction by reading or listening.
- **Education:** the sharing of theoretical knowledge in a lecture or online education format.
- **Training:** provides information and explanation on a specific subject and verifies that the worker has acquired the required knowledge or skills. (*Meets the legislative definition for training.)*
- **Assessment:** knowledge-testing components are built into all delivery formats.

SASWH's education and training programs are designed to meet the needs of the workforce at every level within an organization.

# TRAINING DELIVERY OPTIONS

SASWH offers multiple delivery options for training and education to better meet the needs of its membership. An in-person element is mandatory when the program includes a practice and return demonstration requirement.

**CLASSROOM**

A traditional classroom experience at a SASWH training location or the member's facility. This format allows for face-to-face interaction between the learner, their peers, and the instructor leading the class, as well as hands-on learning.

**ONLINE**

Self-study option that allows participants to work through provided resources and content at their own pace. Online training is built to be interactive and tests the participant's understanding of content through assessments. SASWH technical support is available from 8:30 a.m. – 4:30 p.m. Monday to Friday.

**VIRTUAL CLASSROOM**

Real-time instructor-led training hosted on an online platform. This interactive format allows for the same discussion and group activities as a traditional classroom, and class sizes are limited to create a more engaging experience.

**BLENDED**

Blended training includes in-class instruction (at a SASWH training location or the member's facility) as well as a mandatory online component which must be completed prior to the in-class portion. Train the Trainer/Educator/Tester sessions are primarily offered in a blended delivery format.



# SAFETY EDUCATION AND TRAINING PROGRAMS

# SAFETY MANAGEMENT SYSTEM (SMS) FOR HEALTHCARE

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

The SMS is a comprehensive framework for safety management in healthcare organizations which consists of six elements and 22 sub-elements. The framework was constructed with considerable engagement across the Saskatchewan healthcare field and has wide acceptance. SMS elements include the broad domains critical to safety management in any organization:




1. Management and Leadership
2. Hazard Identification and Control
3. Training and Communication
4. Inspections
5. Reporting and Investigations
6. Emergency Response

SASWH Workplace Safety Specialists are available to support the association's members with adopting and implementing an SMS in their organization 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.

# 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 a process and/or policy in place that will control the identified hazards. When workplace health and safety is actively managed, the potential for incidents decreases.

## WHO SHOULD ATTEND?

This education benefits 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 Standard and gain a working knowledge of the principles of hazard identification and control.

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Know the elements and sub-elements in an SMS.
- Understand the value of a high-functioning SMS.
- Understand the steps to assess the current state of an organization's safety program.
- Review policies and procedures that support an effective SMS.

| PROGRAM | DURATION | DELIVERY OPTIONS |
|---|---|---|
| SMS Basics | Self-guided education | Online only |

# TRANSFERRING LIFTING REPOSITIONING (TLR®) PROGRAM©

## WHAT IS TLR®?

Under Saskatchewan's occupational health and safety legislation, employers are required to ensure that any worker who lifts, holds or transports loads receives appropriate training in safely completing these tasks. 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/clients/residents. In Saskatchewan, safe patient handling is a legislative requirement. TLR® assists employers in meeting this requirement.

TLR® emphasizes minimal use of manual effort with the maximum use of equipment. This training highlights the importance of applying the principles of safe body mechanics and assessing risk. The TLR® principles serve to eliminate and manage the risk associated with the moving task.

All TLR® courses require an in-class return demonstration of assessment and technique.

## WHO SHOULD ATTEND?

This program 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.

## GOALS AND OBJECTIVES

TLR® is offered in two formats depending on the participant's job tasks in the workplace.

By the end of TLR® Object Moving, participants will…

- Know TLR® Program© theory, including the principles of safe body mechanics and the steps to a moving task.
- Be able to conduct risk assessments of self, environment, object/material, and the job task.
- Perform safe object moving techniques.

By the end of TLR® Object and Client Moving, participants will learn the above as well as…

- Understand and perform effective safe client mobility risk assessments, transferring, and repositioning of clients.
- Train in the use of mechanical lifts.
- Perform safe client moving techniques.



| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| TLR® Object Moving | ½ day | Classroom | 4 hours in class |
| | | Blended | Online portion + 2 hours in class |
| Re-evaluation | 2 hours | Classroom | 2 hours in class |
| TLR® Object and Client Moving | 1 day | Classroom | 8 hours in class |
| | | Blended | Online portion + 5 hours in class |
| Re-evaluation | ½ day | Classroom | 4 hours in class |

Certificates for TLR® Object Moving and TLR® Object and Client Moving are valid for three years.

# TRANSFERRING LIFTING REPOSITIONING FOR EMS (TLR® EMS) PROGRAM©

### WHAT IS TLR® EMS?

TLR® EMS was developed in collaboration with Saskatchewan EMS workers for EMS workers. This program focuses on a safe moving task – at the time, in the moment, modifying and adapting with safety in mind. Through a comprehensive risk assessment process, identified risks are then managed or eliminated to the best of the workers' ability, dependent upon the specific situation and degree of emergency. TLR® EMS assists employers in meeting the minimum requirements of Saskatchewan legislation.

All TLR® courses require an in-class return demonstration of assessment and technique.

## WHO SHOULD ATTEND?

This program is designed for EMS workers who work predominantly in uncontrolled environments (e.g., outside, in a private residence).

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Understand the principles behind the TLR® EMS Program© of using safe body mechanics and incorporating equipment whenever possible to assist with the elimination of injury.
- Be able to apply skills and techniques for risk assessment of self, environment, equipment, objects and tasks, as well as other general moving techniques in controlled and uncontrolled environments.
- Receive training on safe and appropriate patient risk assessments and moving techniques, and ways to adapt or modify techniques for different circumstances.



| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| TLR® EMS | 1 day | Classroom | 8 hours in class |
| | | Blended | Online portion + 5 hours in class |
| Re-evaluation | ½ day | Classroom | 4 hours in class |

Certificates for TLR® EMS are valid for three years.

# PROFESSIONAL ASSAULT RESPONSE TRAINING (PART®) PROGRAM©

## WHAT IS PART®?

Under Saskatchewan's legislation, employers are required to protect workers from violence and to develop and implement a written policy and prevention plan for violence in the workplace. PART® assists employers in meeting the minimum requirements of Saskatchewan legislation.

The PART® Program© has a heavy focus on self-control and places emphasis on assessment skills, verbal crisis intervention, and de-escalation. This training provides workers with the skills and confidence to safely respond to aggressive or potentially violent individuals. When PART® principles are applied, workers are empowered to assess situations and make safe choices.

**PART® is not a self-defense program.**

## WHO SHOULD ATTEND?

This program can benefit managers, supervisors, OHC members, frontline healthcare workers, and anyone responsible for developing, monitoring, and assessing risks associated with violence or acts of aggression.

## GOALS AND OBJECTIVES

PART® is offered in five levels with an optional module for workers who interact with individuals living with dementia. The appropriate level of training a worker requires is determined by their employer based on the degree of risk the worker may be exposed to in the workplace. The Dementia Enhancement module can be taken with any level of PART®.

| PART® LEVEL ONE© | PART® LEVEL TWO© | PART® LEVEL THREE© | PART® LEVEL FOUR© | PART® LEVEL FIVE© | PART® DEMENTIA ENHANCEMENT |
|---|---|---|---|---|---|
| De-escalation only. | De-escalation plus. | Evasion and breakaway. Requires an in-class return demonstration of assessment and technique. | Evasion, breakaway, and escorts. Requires an in-class return demonstration of assessment and technique. | Evasion, breakaway, escorts, and restraints. Requires an in-class return demonstration of assessment and technique. | Assessing and responding effectively to an individual living with dementia. |
| The risk assessment is negligible for physical and verbal violence. | The risk assessment is negligible for physical violence, and low to extreme for verbal violence. | The risk assessment is low for physical violence. | The risk assessment is moderate for physical violence. | The risk assessment is high for physical violence. | Validation therapy and redirection techniques. |

| PROGRAM | DURATION | DELIVERY OPTIONS |
|---|---|---|
| PART® Level One© | Self-guided training | Online only |
| PART® Level Two© | Self-guided training | Online only |

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| PART® Level Three© | ½ day | Blended | Online portion + 3.5 hours in class |
| Re-evaluation | ¼ day | Blended | Online re-eval + 2 hours in class |
| PART® Level Four© | ¾ day | Blended | Online portion + 5.5 hours in class |
| Re-evaluation | ½ day | Blended | Online re-eval + 3 hours in class |
| PART® Level Five© | 1 day | Blended | Online portion + 7.5 hours in class |
| Re-evaluation | ½ day | Blended | Online re-eval + 4 hours in class |

Certificates for PART® Level One©, Level Two©, and Level Three© are valid for three years. Certificates for PART® Level Four© and Level Five© are valid for two years.

# MENTAL HEALTH FIRST AID (MHFA)

### WHAT IS MENTAL HEALTH FIRST AID?

Mental Health First Aid (MHFA) is a program developed by the Mental Health Commission of Canada and delivered by accredited SASWH facilitators. MHFA provides the knowledge, skills and attitudes for participants to recognize changes in mental health.

MHFA emphasizes practical strategies that can be applied in real-life situations, empowering individuals to take action while maintaining respect, confidentiality, and safety. By building mental health literacy and response skills, the program contributes to healthier workplaces where employees feel supported and better equipped to care for their own well-being and that of their colleagues.



## WHO SHOULD ATTEND?

This program is suitable for workers at every level within an organization.

## GOALS AND OBJECTIVES

By the end of MHFA Essentials, participants will…

- Better understand mental health, which reduces stigma in the workplace.
- Have an increased ability to recognize changes in mental state.
- Have an enhanced understanding of their own psychological health and wellbeing.

By the end of MHFA Certification, participants will learn the above as well as…

- Complete scenario-based training on the identification of early signs of declining mental wellbeing.
- How to respond and support an individual who is experiencing a decline in mental health or in crisis using the ALGES approach.
- Receive a deeper understanding of mental health disorders and influences.



| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| MHFA Certification* | 2 days | Classroom | 14 hours in class |
| MHFA Essentials | 1 day | Classroom | 7 hours in class |

*A nationally recognized certificate is issued upon successful completion of MHFA Certification by the Mental Health Commission of Canada, valid for three years. No certificate is issued for MHFA Essentials.

# OCCUPATIONAL HEALTH COMMITTEE (OHC) LEVEL 1

## WHAT IS OHC LEVEL 1?

OHC Level 1 is an introductory course to occupational health and safety legislation in Saskatchewan, tailored for the healthcare sector. This training supports participants in understanding the OHCs integral role in a Workplace Responsibility System (WRS), and how an effective committee can improve workplace health and safety.

## WHO SHOULD ATTEND?

OHC Level 1 is recommended for all OHC members and is a requirement for OHC co-chairs and OH&S representatives as per Saskatchewan legislation.

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Understand how to navigate Saskatchewan legislation.
- Possess an enhanced understanding of the duties and responsibilities of an OHC and how to conduct productive meetings.
- Be able to identify, assess, and control hazards, and create recommendations for corrective actions.

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| OHC Level 1 | 1 day | Classroom | 7 hours in class |

# OCCUPATIONAL HEALTH COMMITTEE (OHC) LEVEL 2

## WHAT IS OHC LEVEL 2?

OHC Level 2 is an advanced occupational health and safety course focused on inspections, incident reporting, and incident investigations, tailored for the healthcare sector.

## WHO SHOULD ATTEND?

OHC Level 2 is recommended for all OHC members and is a requirement for OHC co-chairs and OH&S representatives as per Saskatchewan legislation. Participants are encouraged to complete OHC Level 1 prior to enrolling in Level 2.

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Understand their regulatory responsibilities of investigating workplace incidences and dangerous occurrences.
- Be able to plan and conduct a workplace inspection.
- Be able to perform a post-incident investigation, including the identification of indirect and root causes.
- Effectively identify, assess, and properly report deficiencies identified during an inspection or investigation.

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| OHC Level 2 | 1 day | Classroom | 7 hours in class |

# WORKPLACE ASSESSMENT VIOLENCE EDUCATION (W.A.V.E.®) PROGRAM©

## 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 a challenging situation, keeping respect and professionalism at the forefront.

## WHO SHOULD ATTEND?

This education is suitable for workers seeking foundational de-escalation, communication, situational awareness, and prevention skills in a low-risk work environment.

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Understand the importance of awareness of self, environment, and the patient/client/resident when performing work tasks.
- Have an enhanced understanding of assessing risks.
- Know the basic principles of W.A.V.E.® Approach Zones.

| PROGRAM | DURATION | DELIVERY OPTIONS |
|---|---|---|
| W.A.V.E.® | Self-guided education | Online only |

# SAFETY FOR SUPERVISORS

## WHAT IS SAFETY FOR SUPERVISORS?

Saskatchewan's legislation requires employers to appoint competent supervisors who have knowledge of health and safety with respect to matters within their authority.

Safety for Supervisors provides participants with the information they need to competently supervise to create and promote a safe work environment, prevent workplace injuries and illnesses, and develop a strong safety culture in the workplace.

## WHO SHOULD ATTEND?

This training is intended for supervisors, defined in *The Saskatchewan Employment Act, Part III, as: "an individual who is authorized by an employer to oversee or direct the work of the employer's worker."*

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Be informed of their regulatory and legal duties as a supervisor.
- Understand the roles and principles of a Workplace Responsibility System (WRS), and their place within the WRS.
- Know the basics of a Safety Management System (SMS) and its components.

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| Safety for Supervisors | 1 day | Classroom | 7 hours in class |
| | | Blended | Online portion + 4 hours in class |

# WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

## WHAT IS WHMIS?

WHMIS is a hazard classification system for hazardous products in the workplace. Employers are responsible for ensuring workers who may be exposed to WHMIS-controlled products are adequately trained on the identification, proper handling, and emergency procedures for said products.



## WHO SHOULD ATTEND?

This education is designed for anyone who works in an environment with WHMIS-controlled products.

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Know how to read product labels and identify WHMIS hazard symbols.
- Understand the purpose of Safety Data Sheets (SDS) in the workplace.
- Be familiar with basic precautions on the handling, use, storage, production and disposal of different WHMIS-controlled products in the workplace.

| PROGRAM | DURATION | DELIVERY OPTIONS |
|---|---|---|
| WHMIS | Self-guided education | Online only |

# TRANSPORTATION OF DANGEROUS GOODS (TDG) BY GROUND

## 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 including infectious substances. For this training, infectious substances are defined in accordance with the TDG Regulations, Section 1.4, 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."*

## WHO SHOULD ATTEND?

This program is required for any worker who handles, offers for transport or transports dangerous goods, including infectious substances as part of their job duties.

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Understand the appropriate classification, packaging, documentation, and labelling of dangerous goods prior to transport by ground.
- Be familiar with TDG safety marks.
- Have a basic knowledge of emergency response assistance plans and reporting requirements.

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| TDG by Ground | ¾ day | Classroom | 6 hours in class |

Certificates for TDG by Ground are valid for three years.

# FALL PROTECTION AND PREVENTION

## WHAT IS FALL PROTECTION?

Under Saskatchewan's occupational health and safety legislation, employers are required to ensure that workers who perform at heights receive appropriate training to safely carry out these tasks. Fall Protection and Prevention training introduces workers to the legislation, equipment, best practices, and hazards surrounding working at heights. In addition to this training, employers are required to designate supervisors at their workplace who offer workers on-site training including individual evaluation in the safe use and inspection of equipment, hazard recognition, and who are responsible to witness safe fall protection and prevention practices.

## WHO SHOULD ATTEND?

This training is suitable for workers at every level within an organization.

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Be able to identify and control fall hazards.
- Understand legislation and best practices related to fall protection in the workplace.
- Effectively identify, select, inspect, fit, and connect fall protection systems and PPE.

| PROGRAM | DURATION | DELIVERY OPTIONS |
|---|---|---|
| Fall Protection and Prevention | Self-guided training | Online only |

# LADDER SAFETY

## WHAT IS LADDER SAFETY?

Under Saskatchewan's occupational health and safety legislation, employers are required to ensure that workers who perform at heights, including work involving the use of ladders, receive appropriate training to safely carry out these tasks. Ladder Safety training introduces workers to the legislation and best practices to reduce the likelihood of slips, falls, and equipment failure. In addition to this training, employers are required to designate supervisors at their workplace who offer workers on-site training including individual evaluation in the safe use and inspection of equipment, hazard recognition, and who are responsible to witness safe ladder practices.

## WHO SHOULD ATTEND?

This training is suitable for workers at every level within an organization.

## GOALS AND OBJECTIVES

By the end of this course, participants will…

- Be able to choose the right ladder for the task being performed.
- Know how to inspect ladders and perform an environmental risk assessment prior to use.
- Understand ladder safety best practices.

| PROGRAM | DURATION | DELIVERY OPTIONS |
|---|---|---|
| Ladder Safety | Self-guided training | Online only |



# SAFETY CONSULTING SERVICES AND RESOURCES

# SAFETY CONSULTING SERVICES



SASWH Workplace Safety Specialists provide a comprehensive range of services to support G22 members in creating and maintaining safe, healthy, and compliant work environments. In addition to delivering high-quality education and training programs, they offer expert consultation on workplace health and safety legislation, helping organizations understand and meet their regulatory obligations.

Their support extends to addressing a wide variety of health and safety-related issues, including hazard identification, risk assessment, incident prevention, and best practices in workplace safety management. SASWH Workplace Safety Specialists work collaboratively with organizations to review, develop, and enhance policies and procedures, ensuring they are practical, up to date, and aligned with current legislative requirements.

## SASWH WORKPLACE SAFETY SPECIALISTS CAN:

- Answer questions about health and safety best practices in the healthcare sector.
- Provide expert insight into SASWH program and training requirements.
- Offer guidance in auditing/assessing an organization's current safety status, and identifying areas for improvement.
- Support the development and implementation of internal safety programs and policies.
- Offer direct support services such as respirator fit testing, ergonomic assessments, donning and doffing, sound level metering, and workplace violence risk assessments.
- Provide general guidance and support following an inspection by an Occupational Health Officer (OHO).

## SASWH WORKPLACE SAFETY SPECIALISTS CANNOT:

- Provide legal advice.
- Offer advice or guidance on topics outside of SASWH's purview, such as: labour relations, professional licensure and regulation, non-healthcare industries or WCB claims management.

## REQUEST A CONSULTATION

G22 members can request a consultation with a Workplace Safety Specialist by contacting info@saswh.ca with a brief description of the topic they wish to discuss. This information allows the Training Coordinators to forward the request along to a team member who is a subject matter expert on the issue or training program in question.

# SAFETY MANAGEMENT SYSTEM (SMS) AUDIT

## WHAT IS AN SMS AUDIT?

A Safety Management System (SMS) audit is a systematic, comprehensive evaluation of an organization's Safety Management System, policies, procedures, and practices to ensure they meet legal standards, industry best practices, and internal requirements. An effective audit will identify hazards and ways to improve workplace health and safety performance.



As a safety association, SASWH's focus when auditing organizations is not to penalize possible violations but to improve upon the existing management system to reduce workplace injuries and illnesses. An SMS audit is most productive when there is transparency and the complete sharing of information between the employer and SASWH.

## WORKPLACE SAFETY SPECIALISTS WILL:

- Review safety manuals, training records, and incident reports.
- Observe work environments, equipment, and employee practices.
- Interview staff to understand real-world application of safety protocols.
- Check physical safety (PPE, equipment, signage) and procedural safety (emergency drills, protocols).
-

## KEY ASPECTS OF AN SMS AUDIT:

- **Systematic review:** a structured, in-depth look at all aspects of safety – not just spot checks.
- **Comprehensive scope:** covers physical hazards, emergency plans, training, documentation, and even psychological factors.
- **Compliance check:** verifies adherence to provincial acts and regulations, CSA Standards, and company policies.
- **Effectiveness assessment:** determines if the current safety measures are successful.
- **Hazard identification:** uncovers potential risks before incidents occur.
- **Improvement focus:** provides recommendations to correct issues and enhance overall safety performance.

## TIMELINE

An SMS audit takes three working days on-site. Preparatory work is provided to employers for completion prior to the Specialist's site visit.

## GOALS AND OBJECTIVES

By the end of an SMS audit, employers will…

- Have a better understanding of their legislative responsibilities and current standing.
- Possess the knowledge and information to improve the organization's safety culture and management systems.
- Be better situated to plan for new equipment, expansions or management changes in the future.

## REQUEST A CONSULT

Contact info@saswh.ca for more information.

# WORKPLACE VIOLENCE RISK ASSESSMENT (WVRA)

## WHAT IS A WORKPLACE VIOLENCE RISK ASSESSMENT?

Under Saskatchewan's legislation, employers are obligated to assess and control risks of workplace violence arising from the nature of the workplace, type of work, and conditions of work. A WVRA can be a valuable tool to identify such risks and determine if appropriate controls are in place.

A WVRA has five steps which are outlined on the following page.



### STEP 1

**Plan Assessment:** Once the employer commits to an audit, SASWH provides detailed information about the roles and responsibilities of all parties involved. A gap analysis is carried out to determine the difference between current performance and desired performance levels. Additionally, a confidential survey is distributed to employees to collect insights directly from frontline staff within the organization.

### STEP 2

**Identify Hazards and Determine Risk Rating:** A working group is assembled and must include representatives from all department that work within the area being assessed (e.g., nurses, administrators, food services, environmental services, security). The working group will use tools provided by SASWH to determine risk ratings for different hazards.

### STEP 3

**Develop Action Plan to Control Hazards:** Once risks are rated and control measures are populated, the working group uses this information to create a comprehensive action plan.

### STEP 4

**Implement Action Plan:** Once the action plan has been reviewed and approved by senior leadership, action items are assigned, and progress is tracked.

### STEP 5

**Evaluate:** SASWH provides ongoing support to the organization with 30-60-90-day interval meetings to assess progress and support revisions to the action plan.

## TIMELINE

A WVRA can be completed over five consecutive working days (recommended) or it may be scheduled as a series of interval meetings with completion taking from six months up to one year. Preparatory work is provided to employers for completion prior to the Specialist's site visit.

## GOALS AND OBJECTIVES

By the end of a WVRA, the employer will…

- Have a better understanding of their legislative responsibilities and current state as it relates to violence prevention.
- Possess the knowledge and information to improve the organization's safety culture and management systems.

## REQUEST A CONSULT

Contact info@saswh.ca for more information.

# RESPIRATOR FIT TESTING (RFT)

## WHAT IS RESPIRATOR FIT TESTING?

A respirator fit test confirms that a respiratory protective device properly fits the worker who requires that PPE due to the nature of their work. When the respirator is the right size, shape, and properly fitted, the worker will be better protected. RFT assists employers in meeting the minimum requirements of Saskatchewan legislation.



SASWH offers:

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

* This equipment is suitable for use on all air purifying, air supplying, and N, R, and P series filtering face piece respirators. QNFT does not rely on the participants' sense of taste, smell or irritation to detect leakage or a break in the seal. The equipment measures real-time fit while the user simultaneously performs a series of moving, breathing, and talking exercises designed to simulate the same movements carried out through a standard workday.

## GOALS AND OBJECTIVES

By the end of a respirator fit test, participants will…

- Know how to safely don and doff a respirator.
- Receive a card with their respirator information (make, model, size).

## FIT TESTING REQUIREMENTS

- The worker being fit tested must be clean shaven to the point of getting a secure seal to the skin.
- The worker must complete a “Respirator Fit Test Screening Form” prior to their appointment. This may direct them to seek medical clearance before attending.
- SASWH will provide respirators for fit testing for workers employed by Saskatchewan Health Authority or students registered in recognized post-secondary healthcare programs only. All other fit testing clients must provide their own respirator for this service. Failure to provide appropriate fit testing supplies will result in the appointment being cancelled or rescheduled.

## REQUEST A CONSULT

Respirator fit testing appointments can be booked and performed at a SASWH training space through the SASWH Training Schedule. Each appointment takes approximately 20-25 minutes.

Employers who require RFT for 6+ workers can contact info@saswh.ca for more information about private (on-site) RFT services.



# OCCUPATIONAL HEALTH AND SAFETY (OHS) CONSULTATION

## WHAT IS AN OHS CONSULTATION?

An OHS consultation involves a third-party safety consultant – such as a SASWH Workplace Safety Specialist - assisting organizations in meeting health and safety goals. An OHS consultation can be broad in scope (*e.g., SMS Audit*) or designed to target a specific concern in the workplace (*e.g., emergency preparedness*).

## GOALS AND OBJECTIVES

Goals and objectives for OHS consultations are set by the employer and SASWH Workplace Safety Specialist involved in the initial consultation. Goals and objectives should be recorded and tracked throughout the process, and depending on the issues being addressed, SASWH may provide ongoing support.

## REQUEST A CONSULT

Contact info@saswh.ca for more information.

# EFFECTIVE OHCs IN HEALTHCARE

## WHAT IS EFFECTIVE OHCs IN HEALTHCARE?

A high-functioning occupational health committee can have a significant impact on workplace health and safety by identifying and assessing potential hazards and developing and monitoring policies, programs, and plans. Effective OHCs in Healthcare education consists of nine components to assist OHCs in the healthcare sector to become more knowledgeable in their role in the company's Workplace Responsibility System (WRS).

Effective OHCs in Healthcare is not a substitute for OHC Level 1 or 2 training.

## GOALS AND OBJECTIVES

By the end of this session, committee members will…

- Know the attributes of a productive – and unproductive – OHC member.
- Be more confident attending and contributing to their committee.
- Be prepared to set achievable goals for their own committee, such as improving injury targets, developing new policies, and scheduling further training for committee members.

## REQUEST A CONSULT

Contact info@saswh.ca for more information.

# DONNING AND DOFFING

## WHAT IS DONNING AND DOFFING?

Donning and doffing education shows the appropriate steps to put on (“don”) and remove (“doff”) basic personal protective equipment (PPE) such as gloves, gowns, medical-grade masks/respirators, goggles, and face shields. Proper donning and doffing and handwashing practices can significantly reduce contact transmissions between workers, materials, and patients/clients/residents.

This training benefits managers, supervisors, frontline workers, and anyone who uses PPE in the workplace or who supervises other workers using PPE in the workplace.

## GOALS AND OBJECTIVES

By the end of this session, participants will…

- Know how to safely don and doff required PPE.
- Understand the principles of infection prevention and control when it comes to reducing the spread of infectious disease.
- Effectively perform hand hygiene through the steps of donning and doffing PPE.

## REQUEST A CONSULT

Contact info@saswh.ca for more information.

# ERGONOMIC ASSESSMENT

## WHAT IS AN ERGONOMIC ASSESSMENT?

An ergonomic assessment is an evaluation of a worker's environment to identify and reduce the risk of injury by investigating the nature of the work, tasks related to the role, and their relationship to the worker. The assessment will identify awkward postures, forceful exertion, and chronic/sustained tasks and make recommendations for improvement. The intent is to reduce the potential for or presence of known musculoskeletal injuries (MSI) to improve worker comfort and productivity.

SASWH specializes in both office and industrial ergonomics:

**Office Ergonomics:** SASWH offers workstation assessments and adjustment recommendations such as: monitor/computer height, wrist placement when typing, chair adjustments, posture, and body mechanics. A SASWH Certified Ergonomic Specialist can provide on-site assistance, educating workers on workstation setup that improves health, comfort, and productivity.

**Industrial Ergonomics:** Industrial assessments focus on high-force, repetitive or material-handling tasks such as dietary, environmental services, and maintenance.

Both office and industrial ergonomic assessments include a follow-up by the Certified Ergonomic Specialist to ensure the recommendations have been implemented and are effective.

## GOALS AND OBJECTIVES

By the end of an ergonomic assessment, participants will…

- Have received hands-on corrections to equipment, body mechanics, and workspace layout.
- Be provided solutions to reduce the risk of injury and improve health, comfort, and productivity.
- Receive a written report outlining the findings of the assessment and recommendations.

## REQUEST A CONSULT

Contact info@saswh.ca for more information.

# SOUND LEVEL METERING

## WHAT IS SOUND LEVEL METERING?

Sound level metering measures noise levels and helps identify workers' exposure to noise hazards in the workplace. The SASWH Workplace Safety Specialist could then make recommendations to the employer on what noise control measures may need to be put in place (*e.g., hearing protection, eliminating or reducing the noise source*). Sound level metering tests can be performed in multiple locations in a facility to provide more accurate reporting and recommendations. Sound level metering assists employers in meeting the minimum requirements of Saskatchewan legislation.

## GOALS AND OBJECTIVES

By the end of a sound level metering assessment, employers will…

- Understand the workplace noise hazards workers may be exposed to.
- Have a documented and direct dBA reading of noise given off by certain equipment.
- Receive a written report outlining the findings of the assessment and recommendations.
- Have a point of contact for follow-up questions or assessments once corrective actions have been implemented.

## REQUEST A CONSULT

Contact info@saswh.ca for more information.


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# TRAINER AND INSTRUCTOR PROGRAMS

# TRAINER/INSTRUCTOR FAQs

## SASWH OFFERS TRAIN THE TRAINER AND INSTRUCTOR LEVELS FOR THESE LICENSED PROGRAMS:

- Professional Assault Response Training (PART®) Program©
- Transferring Lifting Repositioning (TLR®) Program©
- Transferring Lifting Repositioning for Emergency Medical Services (TLR® EMS) Program©

## SASWH ALSO OFFERS TRAIN THE TRAINER/EDUCATOR/TESTER FOR:

- Safety for Supervisors
- Respirator Fit Testing
- Donning and Doffing
- Workplace Hazardous Materials Information System (WHMIS)

*"Competent means possessing knowledge, experience and training to perform a specific duty."*

*The Saskatchewan Employment Act, 3-1(1)(e)*

## WHAT IS THE BENEFIT OF THIS SERVICE?

By offering Train the Trainer and Instructor level programs, SASWH can significantly increase internal capacity within the healthcare sector. Employers can utilize and sustain the programs in their own organizations by utilizing staff approved as trainers to teach, mentor, and support workers.

TLR®, TLR® EMS, and PART® trainers are certified to teach initial and re-evaluation sessions to staff in their facility.

## WHAT IS THE DIFFERENCE BETWEEN A "TRAINER" AND "INSTRUCTOR"?

A worker or supervisor who has successfully attained ***trainer*** status in a program can provide training or education to workers within their organization in that program. Trainers must have deep knowledge and familiarity of the program they are leading and must possess the ability to educate others to have the knowledge, experience, and training to be assessed as competent in that content. Even outside of the classroom, trainers are "on the job" mentoring and supporting others in the workplace.

An individual who has successfully attained ***instructor*** status in a program can train other trainers. Instructors must be **subject-matter experts** who are responsible for assessing, evaluating, and qualifying competent trainers. The success of every training participant relies heavily upon the instruction, coaching, mentoring, and guidance provided by their trainer/instructor.

# TRAINER/INSTRUCTOR QUALIFICATIONS AND RESPONSIBILITIES

## REQUIREMENTS OF A TRAINER CANDIDATE

- Employer has an active (unexpired) license agreement with SASWH for the program.
- Possesses strong facilitation and consensus-building skills and abilities to educate others at every level within the organization.
- Can effectively observe, listen, and communicate with an audience.
- Proficient in teaching, coaching, and evaluating adult participants.
- Has completed the required prerequisite session and a Train the Trainer for the applicable program.
- Follows the requirements to maintain approved trainer status according to the program manual.
- Meets the recertification requirements to maintain 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)*

- Has co-taught a minimum of three Train the Trainer sessions with a qualified instructor.
- Demonstrates proficiency in all aspects of the applicable program.
- Follows the requirements to maintain approved instructor status.

## TRAINER/INSTRUCTOR RESPONSIBILITIES

Trainers and instructors and are required to adhere to the terms of their trainer contract* with SASWH to:

- Provide training only to workers of the trainer/instructor's employer.
- Comply with copyright laws – program materials and presentations cannot be altered.
- Follow program guidelines set by SASWH, such as class size, training duration, and content delivery.
- Instructors are expected to participate in annual provincial instructor meetings and provide program feedback to SASWH upon request.

** "Contract" in this context refers to the relationship between the trainer/instructor and the organization which has certified them to train others.*

Additional requirements specific to each program may apply. Employers who are interested in building internal capacity for safety training at their organization can learn more about trainer and/or instructor status requirements by contacting info@saswh.ca.

# TRAINER PROGRAMS

## TLR® TRAIN THE TRAINER

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| TLR® Object Moving Train the Trainer | 1.5 days | Blended | Online portion + 1.5 days in class |
| Recertification | ½ day | Blended | Online portion + 4 hours in class |
| TLR® Object and Client Moving Train the Trainer | 3 days | Blended | Online portion + 3 days in class |
| Recertification | 1 day | Blended | Online portion + 1 day in class |

Trainer certificates for TLR® are valid for three years.

## TLR® EMS TRAIN THE TRAINER

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| TLR® EMS Train the Trainer | 2 days | Blended | Online portion + 2 days in class |
| Recertification | 1 day | Blended | Online portion + 1 day in class |

Trainer certificates for TLR® EMS are valid for three years.

## PART® TRAIN THE TRAINER

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| PART® Train the Trainer | 3 days | Blended | Online portion + 3 days in class |
| Recertification | 1 day | Blended | Online portion + 1 day in class |

Trainer certificates for PART® Level Three© are valid for three years. Trainer certificates for PART® Level Four© and Level Five© are valid for two years

## SAFETY FOR SUPERVISORS TRAIN THE TRAINER

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| Safety for Supervisors Train the Trainer | 1 day | Blended | Online portion + 1 day in class |

# TRAINER PROGRAMS

## RESPIRATOR FIT TESTING TRAIN THE TESTER

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| RFT Train the Tester | 1 day | Blended | Online portion + 7 hours in class |
| Recertification | 1 day | Blended | Online portion + 1 day in class |

Trainer certificates for Respirator Fit Testing Train the Tester are valid for two years.

## DONNING AND DOFFING TRAIN THE TRAINER

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| Donning and Doffing Train the Trainer | ½ day | Classroom | 4 hours in class |

## WHMIS TRAIN THE EDUCATOR

| PROGRAM | DURATION | DELIVERY OPTIONS | |
|---|---|---|---|
| WHMIS Train the Educator | ½ day | Classroom | 4 hours in class |

## INSTRUCTOR TRAINING

Employers and trainers can contact info@saswh.ca for more information on reaching instructor status in a SASWH licensed program.



# PRICING GUIDE

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

# APPENDIX A
# MEMBER FEE GUIDE

SASWH offers a wide variety of training, education, and consultation services to G22 members at no cost as part of the association's mission to guide the health-related industry in the elimination of workplace illness and injury.

| TRAINING PROGRAMS AND EDUCATION AVAILABLE AT NO COST FOR SASWH MEMBERS | |
|---|---|
| • Fall Protection and Prevention | • Safety for Supervisors |
| • Ladder Safety | • SMS Basics |
| • OHC Level 1 | • TLR® EMS |
| • OHC Level 2 | • TLR® Object Moving |
| • PART® Level One© | • TLR® Object and Client Moving |
| • PART® Level Two© | • TDG by Ground |
| • PART® Level Three© | • W.A.V.E.® |
| • PART® Level Four© | • WHMIS |
| • PART® Level Five© | |
| **SAFETY CONSULTING SERVICES AVAILABLE AT NO COST FOR SASWH MEMBERS** | |
| • Donning and Doffing | • Respirator Fit Testing |
| • Effective OHCs in Healthcare | • Safety Management System (SMS) Audit |
| • Ergonomic Assessment - Basic | • Sound Level Metering |
| • Ergonomic Assessment - Comprehensive | • Workplace Violence Risk Assessment (WVRA) |
| • OHS Consultation | |

The following training programs have a reduced fee per participant to cover the cost of program materials and supplies.

| TRAINING PROGRAMS | FEE PER PARTICIPANT | RE-EVALUATION |
|---|---|---|
| Mental Health First Aid (MHFA) - Essentials | $105.00 | N/A |
| Mental Health First Aid (MHFA) - Certification | $125.00 | N/A |
| **TRAINER PROGRAMS** | **FEE PER PARTICIPANT** | **RECERTIFICATION** |
| Donning and Doffing Train the Trainer | $95.00 | N/A |
| PART® Train the Trainer | $175.00 | $25.00 |
| Respirator Fit Testing Train the Tester | $50.00 | $25.00 |
| Safety for Supervisors Train the Trainer | $50.00 | N/A |
| TLR® EMS Train the Trainer | $120.00 | $25.00 |
| TLR® Object Moving Train the Trainer | $100.00 | $25.00 |
| TLR® Object and Client Moving Train the Trainer | $175.00 | $25.00 |
| WHMIS Train the Educator | $50.00 | N/A |

# APPENDIX B
# NON-MEMBER FEE GUIDE

| TRAINING PROGRAMS AND SERVICES | FEE PER PARTICIPANT | RE-EVALUATION |
|---|---|---|
| Ergonomic Assessment - Basic | $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 |
| | | |
| SMS Basics | $150.00 | N/A |
| | | |
| TLR® Object Moving | $225.00 | $112.50 |
| TLR® Object and Client Moving | $295.00 | $147.50 |
| | | |
| TDG by Ground | $300.00 | N/A |
| | | |
| W.A.V.E.® | $150.00 | N/A |
| | | |
| WHMIS | $25.00 | N/A |
| **TRAINER PROGRAMS** | **FEE PER PARTICIPANT** | **RECERTIFICATION** |
| PART® Train the Trainer | $895.00 | $447.50 |
| Respirator Fit Testing Train the Tester | $325.00 | $162.50 |
| TLR® Object Moving Train the Trainer | $375.00 | $187.50 |
| TLR® Object and Client Moving Train the Trainer | $750.00 | $375.00 |

# APPENDIX C
# STUDENT FEE GUIDE

SASWH is proud to offer discounted training fees to students enrolled in a recognized healthcare post-secondary program.

Training providers at post-secondary institutions can contact SASWH if they are interested in attaining trainer status for TLR® or PART®, or tester status for Respirator Fit Testing. Discounted fees may be available.

| TRAINING PROGRAMS AND SERVICES | FEE PER PARTICIPANT | RE-EVALUATION |
|---|---|---|
| Respirator Fit Testing* | $65.00 | N/A |
| | | |
| 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© | $120.00 | $60.00 |
| PART® Level Four© | $160.00 | $80.00 |
| PART® Level Five© | $215.00 | $107.50 |
| | | |
| WHMIS | $25.00 | N/A |

*In partnership with SHA, students scheduled for a respirator fit test will be provided with the respirators needed for their assessment.



# BEST PRACTICES TOOLS AND RESOURCES

SASWH has developed a library of healthcare-specific occupational health and safety and injury prevention resources. Many of these documents can be customized by the employer and are available for download on the association's website.



SAFETY TALKS



SAFETY POSTERS



OHS 101



INFECTION PREVENTION AND CONTROL RESOURCES

SASWH CONNECTS
QUARTERLY E-MAGAZINE

# SASWH CONTACT INFORMATION



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SASWHSK



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SASWH

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Safe Workplaces in Health