

EXPRESSION OF INTEREST

(EOI)

For Companies Seeking BCCSA Approved Training Provider Status

for the following courses:

- Confined Space / Entry Monitor
- Fall Protection
- Respiratory Protection & Fit Tester
- Joint Health & Safety Committee

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INTRODUCTION

The BC Construction Safety Alliance (BCCSA) is calling for Expressions of Interest (EOIs) from individuals, sole proprietors, or corporations to deliver one or more of the following courses:

- Confined Space / Entry Monitor(7 hours of classroom training)
- Fall Protection(7 hours of classroom training)
- Respirator Protection and Fit Tester.....(Minimum of 3.5 hours classroom training)
- Joint Health and Safety Committee (JHSC) Training(Minimum of 8 hours of classroom or eLearning training)

* (See course descriptions below)

This EOI addresses part of the NCSO®/NHSA™ training requirements and establishes a minimum standard for high quality and consistent delivery of Approved Training Provider's course content.

Successful applicants will be audited every three years to ensure program standards are maintained. Successful applicants will also be asked to sign a Letter of Agreement each year and provide an update as to any changes that have occurred relative to administrative management, programs, resources, testing, instructors, and/or program delivery.

Approved Training Providers will be recognized as BCCSA trainers for the required courses. BCCSA will maintain an active list of Approved Training Providers on its website, promote them at BCCSA training sessions, and provide training information upon request. The BCCSA will not recommend one Training Provider over another.

COURSE DESCRIPTIONS

Here is the list of required courses and the topics that must be covered in each course:

Confined Space / Entry Monitor

Seven (7) hours of instructor-led classroom training designed for workers who are required to enter and/or monitor entry into restricted/confined spaces. Course topics must include:

- British Columbia OH&S legislated standards
- Identification and definition of a confined space
- Requirements for working in or around restricted/confined space
- Risk/hazard assessment and control methods for restricted/confined space
- Atmospheric testing
- Entry and confined space permits
- Signage and tagging
- Emergency procedures
- Roles and responsibilities of workers, supervisors, managers, and confined space standby persons

Certification:

This course must have a written exam component and include equipment demonstration(s). Participants must achieve a minimum score of 75% for course certification.

Fall Protection

Seven (7) hours of instructor-led classroom training designed to provide participants with information regarding legislated responsibilities and requirements of fall protection and the various fall protection systems available in industry. Students must be shown that an effective Fall Protection Plan will assist in creating a safe work environment for workers who perform their daily job-related activities at heights or depths. Course topics must include:

- Legislative requirements for fall protection
- Hierarchy of Fall Protection
- Assessing and controlling hazards
- Generic fall protection systems
- Basic requirements of an effective site-specific Fall Protection Plan
- Integrating a Fall Protection Plan into an existing Health & Safety Management System
- Active vs. passive fall protection systems
- Fall arrest and travel restraint systems
- Clearance calculations
- Donning a harness (theory & practical)
- Safety harness and lanyard inspection process (theory & practical)
- Ladder safety requirements
- Self-Rescue procedures (theory & practical)

Certification:

This course must have a written exam component with participants achieving a minimum score of 75% for course certification & includes various types of fall protection equipment demonstrations.

Respirator Protection & Fit Tester

Three and one-half (3.5) hours of instructor-led classroom training designed for workers who are or may be exposed to air contaminants above the permissible exposure limits (PELs) or suggested exposure levels. Course topics must include:

- Legislative requirements for respirators
- Roles and responsibilities
- Hazard identification
- Respirator selection, use, and Assigned Protection Factor (APF)
- Types of respirators and filter ratings
- Pre-medical screening and medical evaluation
- Respiratory fit test record
- Cartridge classifications
- Fit test (theory & practical)
- Inspection, donning, and removal (theory & practical)
- Conducting a proper seal check (theory & practical)
- Maintenance, cleaning, and storage methods
- Respirator limitations and capabilities

Certification:

This course must have a written exam component with participants achieving a minimum score of 75% for course certification & includes equipment demonstration(s) of respirator use and the Joint Health & Safety Content supplied.

Joint Health and Safety Committee (JHSC) Training

Eight (8) hours of classroom Instructor-led or eLearning training program designed for workers who are required to serve on a Joint Health and Safety Committee. The course content, learning outcomes, assessment requirements, and certification standards are identical regardless of delivery format. Course topics must include:

- Duties and functions of a joint committee under the *Workers' Compensation Act* (WCA), section 36
- Rules of procedure of the joint committee as established under or set out in the WCA, section 37
- Requirements respecting investigations under the WCA, sections 69–72
- Requirements respecting inspections under Regulation 3.5, 3.7, and 3.8, including how to conduct regular inspections under section 3.5
- Requirements respecting refusal of unsafe work under Regulation 3.12
- Requirements respecting the evaluation of joint committees under section 3.26 of the regulation

Certification:

This course must have a written exam component, with participants achieving a minimum score of 75% for course certification.

BCCSA BACKGROUND

The BC Construction Safety Alliance (BCCSA) is a not-for-profit association that provides services to over 52,000 construction companies employing over 220,000 workers. We are financed entirely by the BC construction, aggregate, and ready-mixed industries through a small percentage of their assessment premiums collected by WorkSafeBC.

BCCSA is governed by a Board of Directors who are representative of all areas of the construction industry: residential, road building, aggregate, ready-mixed, industrial, commercial, institutional, and heavy construction. Worker safety is our number one priority. To that end, we offer a range of services that (1) focus on injury prevention and creating or enhancing a culture of safety on construction sites: and (2) meet a diversity of needs among owners, managers, supervisors, and workers.

As a safety association recognized by WorkSafeBC, we promote and develop workplace health and safety in compliance with WorkSafeBC's regulations and guidelines. The BCCSA also acts as the construction industry's apolitical spokesperson on construction health and safety issues.

NCSO® DESIGNATION

BCCSA offers the National Construction Safety Officer designation (NCSO®). It was approved by the Canadian Federation of Construction Safety Associations (CFCSA) in 2017. The objective of the NCSO® program is to provide verification of a nationally recognized level of competency in relation to construction safety. Persons who achieve the NCSO® designation will possess a combination of three years of construction field experience, as well as practical and theoretical knowledge of various health and safety management skills and principles.

The NCSO® designation is intended to identify participants as individuals with a unique set of skills. These skills combine hands-on experience with the education required to support health and safety initiatives on the job. NCSO® designated holders will be able to:

- Assist construction managers to implement and maintain a health and safety management system
- Recognize, assess, control, and evaluate health and safety hazards relevant to the work
- Communicate with management, inspection authorities, and other groups on health and safety issues
- Provide workers and other workplace parties with the relevant information and skills required for safe work

To attain the NCSO® designation, participants must:

- Complete the NCSO® application
- Complete all course requirements
- Provide proof of 3 years practical construction experience
- Complete the NCSO® exams

The training requirements consist of ten (10) mandatory courses and two (2) electives. Fall Protection is mandatory; Confined Space, and Respirator Protection courses are electives. The BCCSA delivers the other mandatory and elective courses apart from Level 1 First Aid.

NHSA™ DESIGNATION

The National Health and Safety Administrator (NHSA™) designation provides formal, entry-level training to individuals who are active in the administration of their company's health and safety program, but do not currently possess a minimum of three years construction safety related field experience. NHSA™ indicates to employers that the participant has practical and theoretical knowledge in various health and safety management skills and principles. An NHSA™ designation holder offers valuable administrative support to the company and NCSO® in implementing and maintaining the company health and safety program.

EOI SUBMISSION PROCESS AND EVALUATION

APPLICATION EVALUATION CRITERIA

All applications will be reviewed and evaluated by the BCCSA. Incomplete applications or applications that fail to follow the application requirements will not be considered for review.

Applications are determined to be non-responsive and removed from consideration if any of the following occurs:

- The application is not received in a timely manner according to the terms of this EOI (see the section Timetable for Selection of Training Providers)
- The application does not follow the specified format
- The applicant's references do not fully support the submission
- The application is missing one or more of the submission requirements
- Submission requirements do not meet BCCSA standards

APPLICATION DELIVERY ADDRESS

All written EOI applications should be emailed to Erin Linde Director, Health and Safety Services at elinde@bccsa.ca

All fees should be mailed to:

BC Construction Safety Alliance
Attention: Erin Linde
Director, Health and Safety Services
Suite 400, 625 Agnes Street
New Westminster, BC V3M 5Y4

EOI TERMS AND CONDITIONS

The EOI is not a contract or an offer to enter a contract, but an EOI for the delivery of required courses for BCCSA NCSO®/NHSA™ Program. The BCCSA reserves the right to reject any or all applications, whether completed properly or not, and whether it contains all required information or not. The BCCSA reserves the right to accept or reject applications in whole or in part, to discuss different or additional terms to those included in the EOI or in any applications on, or to amend or modify any term in the EOI. The BCCSA shall not be responsible for any cost incurred by the proponent in preparing the EOI or otherwise prior to the signing of a recognized approval letter with the BCCSA. The final decision is the sole decision of the BCCSA, and the respondents to the EOI have no appeal rights or procedures guaranteed to them.

The BCCSA also reserves the right to remove any Training Provider at any time from their recognized list of providers for any reason.

The BCCSA may at any time request additional information about the Training Provider's instructors, administrative processes/policies or course material and may at any time conduct a quality assurance audit on any of the required courses at any location.

It is the Training Provider's responsibility to ensure the BCCSA remains updated (within 48 hours) on any changes to their course materials, administrative processes, or organizational structure.

LETTER OF AGREEMENT

All applicants are required to sign an annual Letter of Agreement (LOA). This LOA commits your organization to the Terms and Conditions of this BCCSA Expression of Interest (EOI) for Approved Training Providers. Further, by signing this letter, you commit your company to participating in the BCCSA Quality Assurance Program Audit process. The QA Program is designed to ensure the proper delivery of BCCSA approved courses, create accountability, and establish the minimum requirements for course administration and curriculum.

The BCCSA Quality Assurance Program Audit ensures that Approved Training Providers uphold the highest standards of professional excellence and are qualified to act as educational ambassadors of the Alliance. Approved Training Providers can proudly announce their credentials in the education marketplace to assure students that they will receive consistent and accurate information, presented professionally.

The BCCSA Quality Assurance Program Audit also requires that Approved Providers agree to a scheduled review of the elements of the Program. Providers will be notified in advance to ensure that they have enough time to gather the materials required for the Audit. Approved Providers should be prepared to provide at least three available dates within the timeframe BCCSA specifies (e.g., month of June).

BCCSA will send a quality assurance letter/email to confirm a date for a QA Program Audit at the place of business (office/training facility). Please make the required items available upon request.

BCCSA will review required documentation in person during the QA visit, or electronically as necessary, in advance. After the audit, BCCSA will give Providers an Audit Summary, which will indicate any areas of deficiency. Providers will then be expected to address those deficiencies in a Corrective Action Plan (CAP), which must be submitted to BCCSA within 30 days, or otherwise agreed upon by BCCSA.

EOI SUBMISSION REQUIREMENTS

In your EOI application, please provide the following information, documents, and materials.

COMPANY INFORMATION

Training Providers must demonstrate their competency in delivering one or more of the preceding courses. Companies will be selected based on their subject-related professional experience, instructors, training experience, and quality assurance process and policies.

Company Background

Provide a brief biography (100-150 words) of your company, including but not limited to:

- Company name and the year it was established
- Contact person and title
- Complete address
- WorkSafeBC employer ID number
- Proof of your comprehensive commercial liability and/or errors and omissions insurance to conduct the activities as a training provider

Course Submission Information

State which course(s) your company will be submitting for approval as a Training Provider. Outline the course costs (per student), process for registration, the name and location(s) of the courses, and scheduling methods.

References

Please attach three (3) client references, including names, organization, and contact information, which attest to your company's qualifications, experience, and ability to deliver the applicable courses, as well as instructor skills, qualifications, and experience for the applicable courses.

ADMINISTRATIVE PROCESSES

INSTRUCTOR-LED

The following categories of requirements are the minimum set of administrative policies and processes that Training Providers must have in place and operational for instructor-led programs:

- Instructor Management
- Course Management
- Classroom Management
- Safety & Equipment Management
- Student Records & Statistics Management

Instructor Management - *Instructor-led Training*

Training Providers must provide evidence that they have an instructor management policy and processes in place and documented, which include but are not limited to:

- Hiring criteria, which includes a combination of occupational health & safety education, subject matter expertise, and adult-education delivery experience
- How an instructor progresses from being hired to delivering the required courses and maintaining their credentials
- An instructor evaluation process to monitor and evaluate instructional delivery and to provide feedback for continuous improvement
- An Instructor Code of Ethics requiring that instructors adhere to high standards of practice when providing instruction
- A process in place for removing instructors who demonstrate poor performance

Training Providers must provide a list of current qualified instructors that includes:

- Instructor name
- Identification number
- Date instructor was officially approved by Training Provider
- Courses qualified to train (only include those relative to this EOI)
- Credentials that qualify instructors to teach applicable courses
- Signed copies of the Instructor Code of Ethics

Course Management - *Instructor-led Training*

Training Providers must provide evidence that they have a course management policy and processes in place that ensures all instructors professionally manage, deliver, and continuously update the approved course. These processes must address but are not limited to:

- How often reviews and/or revisions of all course material (including exams) are conducted
- A means by which instructors are informed of any updates and/or changes to course material, and changes to administrative policy and processes
- A means by which participants provide feedback on the course and the instructor
- How often participant feedback forms are evaluated

Classroom Management - Instructor-led Training

Training Providers must have documented processes in place that direct and provide guidance to instructors to ensure classroom activities are managed consistently and similarly by all instructors. Classroom management processes are to include but are not limited to:

- A process for all instructors to follow in the event participants arrive late for the start of the approved course or leave prior to the end of the training session
- Stating the maximum and minimum class size for each required course
- Describing the actions required by instructors to ensure the integrity of the theory and practical testing is adhered to
- Ensuring appropriate learning space for classroom training is equipped with a seat and solid writing surface for each student
- Ensuring that classroom space is used exclusively for the training, with sufficient space to conduct practical exercises

Safety & Equipment Management - Instructor-led Training

Training Providers must have documented safety processes in place that direct and provide guidance to instructors to ensure all training activities associated with the training program are conducted in a safe environment.

Training Providers must be able to demonstrate that they have documented safety & equipment management processes that include but are not limited to:

- Ensuring instructor's review all safety requirements with participants at the beginning of the training program for both classroom and field training
- Requirement for instructors to inspect maintain all tools, materials, and equipment prior to classroom training and/or participant use
- Ensuring all classroom tools, materials, and equipment are regularly maintained and in good working order as per manufacturer's specifications and regulatory requirements

Training Providers must provide a detailed list of equipment used for the practical portion of the required course, which includes but is not limited to:

- Manufacturer Name
- Model
- Date of Manufacture

Student Records & Statistics Management - Instructor-led Training

Approved Providers must provide select records that demonstrate the success rates of students enrolled in courses. These records must be protected from loss or harm and must be managed in a safe and secure manner for both paper and electronic documentation.

Approved Providers need to prepare a block sampling* of the following records:

- Course completion (pass/fail records)
- Attendance
- Exam scores
- Student Feedback forms

*Block sampling - samples from the previous six to twelve months

Providers must also submit information on how they:

- Store, collect, and maintain custody of electronic and/or paper Student Records
- Ensure confidentiality of Student Records
- Make records and statistics accessible via a searchable database in accordance with the Personal Information Protection Act (PIPA)

COURSE MATERIAL

INSTRUCTOR-LED

Training Providers must submit a copy of all relevant course instructional material, including but not limited to:

- Learning Outcomes
- Instructor manual, including instructor notes
- PowerPoint, including notes
- Participant manual/handouts
- Proficiency exam

Training Providers must include a **course matrix** that relates lesson plans to the learning outcomes and resources used in the course.

Training Providers must ensure that all course material used for the applicable courses contains:

- Written lesson plans, achievable learning outcomes, instructor notes of good reproductive quality, compliant with copyright rules, and a copy of participant resources for each participant
- Appropriate literacy level for learners
- Compliant with all regulations

Training providers must provide a completed content correlation document that is provided by the BCCSA.

CERTIFICATE OF COMPLETION

INSTRUCTOR-LED

Training Providers must have a process in place to ensure that each participant who successfully completes the required course receives an individual, numbered certificate of completion with expiry date (if applicable).

Training Providers must submit a sample of a Certificate of Completion for each course relevant to this application.

EXAM(S)

INSTRUCTOR-LED

Training Providers must provide a copy (or copies) of any final exams administered as part of their course delivery.

ADMINISTRATIVE PROCESSES

eLEARNING

The following categories of requirements are the minimum set of administrative policies and processes that Training Providers must have in place and operational for eLearning courses:

- Course management
- Student Records and Statistics Management

Course Management - eLearning

Training providers must provide evidence that they have a course management policy for eLearning courses in place to ensure that course user data is maintained and that courses are updated periodically. These processes must address, but are not limited to:

- How often reviews and/or revisions of all course material (including exams) are conducted
- How user data is stored
- What software is used to build courses
- How often participant feedback forms are evaluated

Student Records and Statistics Management - eLearning

Approved Providers must maintain secure and accurate student records demonstrating learner outcomes. Records must be protected from loss or harm and managed securely for both electronic and paper formats.

As part of Quality Assurance, Providers must prepare block samples from the previous six to twelve months that include:

- Course completion records (pass/fail)
- Attendance (where applicable)
- Exam scores
- Student feedback forms

Providers must also describe how they:

- Store, collect, and maintain custody of student records
- Ensure confidentiality of student information
- Make records and statistics accessible through a searchable database in accordance with the *Personal Information Protection Act (PIPA)*

COURSE MATERIAL

eLEARNING

Training Providers must include a course matrix that maps lesson plans to the learning outcomes.

Training Providers must ensure that all course material used for the applicable courses contains:

- Written lesson plans, achievable learning outcomes, compliant with copyright rules, and a copy of participant resources for each participant
- Appropriate literacy level for learners
- Compliant with all regulations

Training providers must provide a completed content correlation document that is provided by the BCCSA.

CERTIFICATE OF COMPLETION

eLEARNING

Training Providers must have a process in place to ensure that each participant who successfully completes the required course receives an individual, numbered certificate of completion with expiry date (if applicable).

Training Providers must submit a sample of a Certificate of Completion for each course relevant to this application.

EXAM(S)

eLEARNING

Training Providers must provide copies of all final exams administered as part of eLearning course delivery.

APPLICATION FEES

INSTRUCTOR-LED**eLEARNING**

All applications must include the following fees, which are non-refundable.

\$750 Application Fee for first course; \$500 for additional courses (submit with application)

Examples:

1. Submit to become a Training Provider for Fall Protection – Fee is \$750
2. Submit to become a Training Provider for Fall Protection and Confined Space Entry/Monitor – Fee is \$1,250

APPLICATION SUBMISSION CHECKLIST

Use this checklist as a confirmation that you have provided all the information/documentation required for your submission, along with your non-refundable application fee.

Company Information

- Company background
- Course submission
- References

Administration Processes

Instructor Management

- Instructor management process
- List of qualified instructors
- Instructor credentials
- Signed copies of Instructor Code of Ethics for all instructors

Course Management

- Course management process

Classroom Management

- Classroom Management Process

Safety & Equipment Management

- Safety & equipment process

Student Records and Statistics Management

- Block sampling
- Records in accordance with the Personal Information Protection Act

Company Information

- Course materials
- Course matrix

Certificate of Completion

- Copy of certificate of completion for each course

Exam(s)

- Copy of any final exam(s)

Fees

- Applicable Application Fee

Correlation Documents

- Completed Correlation Form

APPENDIX A

COURSE CONTENT CORRELATION MATRIX

CONFINED SPACE / ENTRY MONITOR

COURSE CURRICULUM ESSENTIAL CONTENT		CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.							
1. FEDERAL AND PROVINCIAL REGULATORY REQUIREMENTS							
1.1	Introduction to confined space (history)						
1.2	Regulatory bodies and reference material						
1.3	Key legislation						
1.4	Site specific plans						
2. IDENTIFICATION AND DEFINITION OF A CONFINED SPACE							
2.1	Definition of a confined space						
2.2	Types of confined space						
2.3	Exceptions						
3. REQUIREMENTS FOR WORKING IN OR AROUND RESTRICTED / CONFINED SPACE							
3.1	Confined Space Entry Program						
3.2	Procedures for entry and exit						
3.3	Education and training						
3.4	Proper equipment						
3.5	Documentation / rescue plan						

COURSE CURRICULUM ESSENTIAL CONTENT		CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.							
4. RISK / HAZARD ASSESSMENT AND CONTROL MEASURES FOR RESTRICTED / CONFINED SPACE							
4.1	Difference between risk and hazard						
4.2	Hazard assessment process						
4.3	Who is qualified?						
4.4	Documentation of information						
4.5	Hazardous atmospheres						
4.6	Physical and human factors						
4.7	Assessing hazards						
4.8	Flammable atmosphere						
4.9	Explosive limits						
4.10	Hierarchy of controls						
5. ATMOSPHERIC TESTING							
5.1	Testing procedures						
5.2	Testing Equipment						
5.3	Oxygen levels / respiratory protection						
6. ENTRY AND CONFINED SPACE PERMITS							
6.1	What is an entry permit? (Purpose)						
6.2	Permit contents						

COURSE CURRICULUM ESSENTIAL CONTENT		CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.							
6. ENTRY AND CONFINED SPACE PERMITS - CONTINUED							
6.3	Control Methods						
6.4	Ventilation						
6.5	Isolation / Lock out						
6.6	Cleaning / Venting / Purging / Inerting						
6.7	Hole watch						
6.8	Worker compliance (site specific procedures)						
7. SIGNAGE AND TAGGING							
7.1	Signage						
7.2	Entry tags						
8. EMERGENCY PROCEDURES							
8.1	Planning and preparation						
8.2	Rescue equipment						
8.3	Rescue techniques						
8.4	Emergency response team (ERT)						
8.5	Emergency procedures						
8.6	Communication process						

COURSE CURRICULUM ESSENTIAL CONTENT	CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
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Please indicate the location of content within each cell using page numbers, slide numbers etc.

9. ROLES AND RESPONSIBILITIES OF WORKERS, SUPERVISORS, MANAGERS AND CONFINED SPACE MONITORS						
9.1	Worker / entrant responsibilities					
9.2	Entry Supervisor responsibilities					
9.3	Management responsibilities					
9.4	Qualified person					
9.5	Confined space monitor level of authority					
9.6	Confined space monitor duties					
9.7	Training and education					
9.8	Documentation					

APPENDIX B

COURSE CONTENT CORRELATION MATRIX

FALL PROTECTION

COURSE CURRICULUM ESSENTIAL CONTENT		CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.							
1. LEGISLATIVE REQUIREMENTS FOR FALL PROTECTION							
1.1	Introduction to fall protection (history)						
1.2	Regulatory bodies and reference material						
1.3	Standards for fall protection						
1.4	Employer and employee responsibilities						
1.5	Workplace specific policies and procedures						
1.6	Recent statistical information						
2. HIERARCHY OF FALL PROTECTION							
2.1	Fall protection systems						
2.2	Hierarchy of controls						
2.3	Selection of systems						
3. ASSESSING AND CONTROLLING FALL HAZARDS							
3.1	Hazard identification						
3.2	Hazard assessment process						
3.3	Hazard control methods						
3.4	Responsibility for assessment						
3.5	Introduction to fall protection plan						

COURSE CURRICULUM ESSENTIAL CONTENT	CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
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Please indicate the location of content within each cell using page numbers, slide numbers etc.

4. GENERIC FALL PROTECTION SYSTEMS

4.1	Overview of generic systems						
4.2	Purpose and application of the systems						
4.3	System types						
4.4	Guardrails						
4.5	Safety Nets						
4.6	Control Zones / Warning Lines						
4.7	Pre-use inspection requirements						
4.8	Hazards related to use and limitations						

5. FALL PROTECTION PLAN - BASIC REQUIREMENTS OF AN EFFECTIVE SITE SPECIFIC PLAN

5.1	What is a fall protection plan?						
5.2	When is a plan required?						
5.3	What must the plan contain?						
5.4	Rescue procedures						
5.5	How often is a plan created?						
5.6	Value of the plan						
5.7	Sample plan provided						

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Please indicate the location of content within each cell using page numbers, slide numbers etc.

6. INTEGRATING A FALL PROTECTION PLAN INTO A HEALTH & SAFETY MANAGEMENT SYSTEM

6.1	Define a health & safety management system						
6.2	System elements which assist in plan creation						
6.3	Applying and assessing the plan						

7. ACTIVE vs. PASSIVE FALL PROTECTION SYSTEMS

7.1	Explain active vs. passive systems						
7.2	System applications						
7.3	Hazards associated with systems						
7.4	Limitations of systems						

8. FALL ARREST AND TRAVEL RESTRAINT SYSTEMS

8.1	What is fall arrest?						
8.2	Specific application of fall arrest						
8.3	Purpose of fall arrest						
8.4	Critical components						
8.5	Inspection requirement						
8.6	Removal from service protocol						
8.7	Associated hazards of fall						
8.8	Limitations of fall arrest						
8.9	System in classroom for practical session						

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Please indicate the location of content within each cell using page numbers, slide numbers etc.

8. FALL ARREST AND TRAVEL RESTRAINT SYSTEMS - CONTINUED

8.10	What is travel restraint?						
8.11	Specific application of travel restraint						
8.12	Purpose of travel restraint						
8.13	Critical components						
8.14	Inspection requirements						
8.15	Removal from service protocol						
8.16	Associated hazards of travel restraint						
8.17	Limitations of travel restraint						
8.18	System in classroom for practical session						

9. CLEARANCE CALCULATIONS

9.1	What is clearance?						
9.2	Clearance formulas						
9.3	Safety Margin						
9.4	Fall clearance considerations						
9.5	Fall clearance calculations						
9.6	Total Fall Distance (TFD) calculation						

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Please indicate the location of content within each cell using page numbers, slide numbers etc.

10. DONNING A HARNESS (THEORY AND PRACTICAL)

10.1	Harness types						
10.2	Harness classification						
10.3	Harness construction (materials)						
10.4	Harness fitting procedure						
10.5	Control weight transfer						

11. SAFETY HARNESS AND LANYARD INSPECTION PROCESS

11.1	Inspection requirements						
11.2	Frequency of inspection						
11.3	Equipment labelling						
11.4	Maintenance						
11.5	Storage						
11.6	Identifying damage						
11.7	Documentation						
11.8	Systems in classroom for practical session						

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Please indicate the location of content within each cell using page numbers, slide numbers etc.							
12. LADDER SAFETY REQUIREMENTS							
12.1	Ladder set-up						
12.2	Ladder use and inspection						
12.3	Use of fall arrest on ladder system						
13. RESCUE PROCEDURES							
13.1	Rescue requirements						
13.2	Suspension trauma						
13.3	Rescue planning and procedures						
13.4	Equipment and techniques						
13.5	Post Fall Protocol						

APPENDIX C

COURSE CONTENT CORRELATION MATRIX

Respiratory Protection and Fit Tester

COURSE CURRICULUM ESSENTIAL CONTENT		CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.							
1. LEGISLATIVE REQUIREMENTS FOR RESPIRATORS							
1.1	Introduction to fall protection (history)						
1.2	Regulatory bodies and reference material						
1.3	Key legislation						
1.4	Respiratory Program						
2. ROLES AND RESPONSIBILITIES							
2.1	Role of Management and Supervisors						
2.2	Role of Employees						
2.3	Responsibility to implement a program						
3. HAZARD IDENTIFICATION							
3.1	Hazard Types						
3.2	Hazard specifics (particulates / gas & vapour)						
3.3	Routes of entry						
3.4	Hazard assessment						
3.5	Hierarchy of controls						

COURSE CURRICULUM ESSENTIAL CONTENT	CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.						
4. RESPIRATOR & FILTER TYPE, SELECTION, USE AND (APF)						
4.1	Respirator selection					
4.2	Types of respirator					
4.3	Filter and cartridge classification					
4.4	Change out					
4.5	Respirator vs Mask					
4.6	Respirators limitations and capabilities					
5. PRE-MEDICAL SCREENING AND MEDICAL EVALUATION						
5.1	Need for pre-medical screening					
5.2	Types of conditions that may affect use					
5.3	Medical evaluation					
6. RESPIRATORY FIT TEST RECORD						
6.1	What is a fit test record?					
6.2	Fit test record contents					
6.3	How often must record be completed?					
7. CONDUCTING A PROPER SEAL CHECK (THEORY & PRACTICAL)						
7.1	User seal check					
7.2	Negative pressure / positive pressure check					

COURSE CURRICULUM ESSENTIAL CONTENT		CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.							
8. FIT TEST (THEORY & PRACTICAL)							
8.1	Types of fit test						
8.2	Preparation to test (see inspection topic)						
8.3	Threshold screening						
8.4	User check						
8.5	Fit test exercises						
8.6	Pass or fail						
9. INSPECTION, DONNING AND REMOVAL							
9.1	Inspection procedure / checklist						
9.2	Donning procedure						
9.3	Removal procedure						
10. MAINTENANCE, CLEANING AND STORAGE METHODS							
10.1	Manufacturer's instructions						
10.2	Filter / cartridge replacement schedules						
10.3	Cleaning procedure / schedule						
10.4	Storage procedure						
10.5	Removal from service						

APPENDIX D

COURSE CONTENT CORRELATION MATRIX

Joint Occupational Health and Safety Committee Training

COURSE CURRICULUM ESSENTIAL CONTENT		CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.							
1. INTRODUCTION AND REGULATORY BODIES							
1.1	Introduction to JHSCs						
1.2	Regulatory bodies						
1.3	Workers Compensation Act						
1.4	OHS Regulation						
1.5	Duty to Consult						
2. JHSC REQUIREMENTS AND ACTIVITIES							
2.1	Requirement to Establish a JHSC						
2.2	Role of the JHSC						
2.3	Functions of the Committee						
2.4	Membership/ Composition						
2.5	Member Roles						
3. TERMS OF REFERENCE							
3.1	Defintion						
3.2	Contents						
4. RECORDS AND STATISTICS							
4.1	Purpose						
4.2	Required Records						

COURSE CURRICULUM ESSENTIAL CONTENT		CONTENT LOCATION <i>(Instructor Manual - Instructor-led Training Only)</i>	INSTRUCTIONAL AIDE <i>(PowerPoint Slide Instructor-led Training Only)</i>	CONTENT LOCATION <i>(Student Manual or Location in eLearning course)</i>	WRITTEN EXAM <i>(Question #)</i>	PRACTICAL EXAM <i>(Skill Assessment / Activities)</i>	COMMENTS
Please indicate the location of content within each cell using page numbers, slide numbers etc.							
5. MEETING LOGISTICS							
5.1	Meeting						
5.2	Communication						
5.3	Agenda						
5.4	Meeting Minutes						
5.5	Recommendations						
6. EVALUATION							
6.1	Evaluation Requirement						
6.2	Evaluation Tool						
6.3	Evaluation Focus						
6.4	Evaluation Response						
7. LEGISLATED COMMITTEE REQUIRMENTS							
7.1	Inspections						
7.2	Investigations						
7.3	Refusal of Unsafe Work						