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A Coming of Age

The Ontario Service Safety Alliance is proud to present you with this catalogue of our products and services.

We commenced operations ten years ago with just one product – the Basic Certification Training Package. Today we serve Ontario's service sector with over a hundred products and services that meet the health and safety needs of over 4300 clients. Quality has always been and will continue to be a cornerstone in all our research & product development efforts in the years to come.

Each of our products and services represents OSSA's response to the specific needs of employers and workers alike. They represent the hopes and aspirations of Ontario's service sector, that employers everywhere will recognize the importance of workplace health and safety, and that every worker will return home to their loved ones safe and healthy.



Quality in everything we do

Several of our products have won awards for quality over the years. And true to our quest for quality in everything we do, we undertook a Progressive Excellence Program to upgrade quality in Internal Business Processes.

We earned our NQI Level III certification a full year ahead of schedule and subsequently became the youngest among 21 winners to win the Canada Award for Excellence Silver Award for Quality awarded by the National Quality Institute.

We hope you find the products and service outlined in this catalogue helpful in keeping your workplace healthy & safe.

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BUILDING HEALTH AND SAFETY INTO YOUR BUSINESS

The Ontario Service Safety Alliance

The Ontario Service Safety Alliance (OSSA) is the designated Safe Workplace Association for the service sector in Ontario, delivering health and safety consulting, training, products and services to a wide range of clients.

The OSSA represents the five service sub-sectors:

- Retail & Wholesale Distribution
- Restaurant & Foodservice
- Tourism & Hospitality
- Office & Related Services
- Vehicle Sales & Services

Health and Safety for the Way You Work

The OSSA has made a real difference. OSSA's practices are among the best in the world. Members now have access to an even broader range of products and training programs, as well as a wide variety of skilled and technical services.

Today, more and more businesses are recognizing the true value of a healthy and safe workplace. A healthy workplace can lower Workplace Safety and Insurance Board (WSIB) premiums and raise the level of trust, cooperation and commitment in the workplace.

Leading and Inspiring Change

By adopting OSSA's integrated approach to health and safety, our clients are realizing tremendous savings. Each year OSSA works with thousands of companies, building value and helping to make Ontario workplaces the healthiest and safest in the world.

No matter what stage you are at in building a health and safety system, we have the products and services that can help you reach your short and long-term goals.

Centre for Workplace Health & Innovation (CHSI)

On September 20, 2006, the Centre for Health & Safety Innovation (CHSI) opened in Mississauga. The Centre is located at the junction of Creekbank Road and Tech Avenue in Mississauga, Ontario.

Founded by four health and safety associations, which together represent 80% of Ontario workers — the Electrical & Utilities Safety Association (E&USA), the Industrial Accident Prevention Association (IAPA), the Ontario Service Safety Alliance (OSSA), and the Transportation Health and Safety Association of Ontario (THSAO) — the new facility provides a meeting place for the exchange of knowledge and action with regards to occupational health and safety trends, issues, and initiatives.

The Centre, with four Safe Workplace Associations under one roof, allows for greater collaboration, an enhanced exchange of resources, information and ideas, and a unified effort to achieving the overall goal of a world without injuries, illnesses, or fatalities in the workplace.

The Centre will act as a catalyst for employers, employees, and others seeking expertise and direction on how to make workplaces injury and illness-free. The new facility features a variety of flexible, well-appointed meeting rooms, state-of-the-art technical equipment, modern amenities, and a team of support staff.



CONSULTING SERVICES



Consulting and Specialized Services

Each year, OSSA offers a variety of consulting services to thousands of clients throughout the province. OSSA Consultants are specially trained to recognize and provide for the unique business perspective of the Service Sector. As a Prevention System partner, OSSA services are designed to meet the highest quality and stringent standards required by the Ministry of Labour and the Workplace Safety and Insurance Board. Our track record speaks for itself.

Our staff are qualified to provide Hazard Assessments, develop Health and Safety System Manuals, Standard Operating Procedures, and Customized Control Programs that are specifically tailored to meet your business needs, as well as exceed all regulatory compliance requirements.

In addition to OSSA's Specialized Services, OSSA Consultants are available to deliver a highly effective and proven Integration Consulting model to service-sector member firms at no additional cost. This model utilizes a highly developed and tested service stream, that focuses on building health and safety into the organization's business practices and norms. By building self-reliance, our clients can sustain healthier and safer workplaces that result in more engaged employees, decreased costs and increased profitability.

OSSA's Commitment to Confidentiality

We recognize that dealing with workplace health & safety is a difficult issue. OSSA provides clients with a commitment to full confidentiality and does not share client information with anyone, including the Ministry of Labour or the WSIB.

OSSA's Specialized Consulting Services, include, but are not limited to the following:

Hazard Specific Services:

- Workplace Hazard Analysis
- Job Demands Analysis
- Compliance Audits
- Designated Substances Control Programs
- Standard Operating Procedures

Workwell Audit Services:

- Practice Workwell Audits
- Customized Health and Safety System Manuals
- National/Provincial Health and Safety System Manuals
- Customized Workwell Element Development
- Program Implementation

Additional Services:

- Ergonomic Assessments
- Industrial Hygiene Testing
- Lift Truck Certification Training
- First Aid/CPR
- and many more...

TRAINING COURSES



OSSA Training Solutions

Exceptional training is a critical part of your workplace health and safety program. OSSA offers a wide range of exceptional classroom-based and onsite training sessions, as well as self-paced print and video products, and online e-learning through Safe Learn™.

Training Courses

- Certification Part I and II
- Safe Learn™ Online Certification Part I Training
- WHMIS (Workplace Hazardous Materials Inspection System)
Generic and Workplace Specific
- Health & Safety Awareness Training Modules
- Health & Safety System Implementation
- Train-the-Trainer
- Customized Training

TRAINING COURSES

2008 Training Schedule

OSSA health and safety training solutions are available in a number of formats. All courses and dates are subject to change. For up-to-date options, schedules and course descriptions, visit www.ossa.com or call 1-888-478-6772.

Certification Part I Classroom Training Schedule 3-day course - \$275 per person and materials \$119.00, taxes extra.

	Dates	Locations
January		
	7-9	CHSI ¹ , Mississauga
	15-17	Belleville
	21-23	CHSI, Mississauga
	29-31	Muskoka
		Niagara
		Sudbury
February		
	4-6	CHSI, Mississauga
	11-13	Ottawa
	12-14	Durham Region (Ajax)
	25-27	CHSI, Mississauga
		Hamilton
		Sarnia
March		
	3-5	CHSI, Mississauga
		Kitchener
	10-12	Kingston
	11-13	London
		Aurora
	17-19	CHSI, Mississauga
	25-27	Owen Sound
	26-28	Peterborough
April		
	7-9	CHSI, Mississauga
	8-10	Sault Ste. Marie
	14-16	Barrie
		Ottawa
	15-17	Chatham
		Guelph
		Sudbury

¹ Centre for Health & Safety Innovation, Mississauga, ON

	21-23	CHSI, Mississauga
		Windsor
	22-24	North Bay
	28-30	Niagara
May		
	5-7	CHSI, Mississauga
	6-8	Hamilton
	7-9	Thunder Bay
	26-28	CHSI, Mississauga
		Ajax
	27-29	Owen Sound
		Timmins
June		
	2-4	CHSI, Mississauga
		Peterborough
		Windsor
	3-5	London
		New Liskeard
	16-18	CHSI, Mississauga
	17-19	Ottawa
July		
	7-9	CHSI, Mississauga
	16-18	Niagara
	21-23	CHSI, Mississauga
August		
	11-13	CHSI, Mississauga
	25-27	CHSI, Mississauga
September		
	8-10	CHSI, Mississauga
	9-11	Belleville
		Kitchener
		Sault Ste. Marie
	15-17	Ottawa
		Thunder Bay
	22-24	CHSI, Mississauga
		Aurora
		Sarnia
	23-25	Durham Region (Ajax)
October		
	6-8	CHSI, Mississauga

	7-9	Sudbury
	20-22	Barrie
		Hamilton
		CHSI, Mississauga
	21-23	Timmins
	28-30	London
	29-31	Niagara
November		
	3-5	CHSI, Mississauga
	4-6	Peterborough

		North Bay
		Kingston
	12-14	Ottawa
		Windsor
	17-19	CHSI, Mississauga
	18-20	Guelph
		Owen Sound
December		
	1-3	CHSI, Mississauga
	15-17	CHSI, Mississauga

Certification Part II Classroom Training

OSSA offers two types of Certification Part II training courses.

1. Sector-Specific Modules – This course is a 1-day course providing participants with hazard training specific to their typical significant service sector hazards.

\$299.00 per person, including materials, plus applicable taxes

Vehicle Sales & Service: Material Handling
Slips/Trips/Falls
Equipment Hazards
Fire Hazards

Tourism & Hospitality: Material Handling
Slips/Trips/Falls
Chemical Hazards
Ergonomic Hazards

Restaurant & Food Services: Slips/Trips/Falls
Burns & Scalds
Sharp Equipment
Ergonomic Hazards

Office & Related Services: Material Handling
Slips/Trips/Falls
Ergonomic Hazards
Driving Hazards

Retail & Wholesale: Slips/Trips/Falls
Material Handling
Ergonomic Hazards
Equipment Hazards

2. Regional Part II Hazard Modules – This course provides participants with training on 4 common hazard modules typical to most service sector firms.

\$299.00 per person, including materials, plus applicable taxes

- Ergonomic Hazards
- Slips, Trips & Falls
- Chemical Hazards
- Equipment Hazards

Certification Part II Classroom Training Schedule

Dates	Sector Course	Locations
January		
11	Restaurant & Foodservices	CHSI Mississauga
14	Tourism & Hospitality	CHSI Mississauga
21	Retail & Wholesale	CHSI Mississauga
29	Vehicle Sales & Service	CHSI Mississauga
31	Office & Related Services	CHSI Mississauga
February		
7	Cert II Regional	Sudbury
19	Tourism & Hospitality	CHSI Mississauga
20-22	Cert II Regional	Niagara
21	Retail & Wholesale	CHSI Mississauga
26	Restaurant & Foodservices	CHSI Mississauga
March		
5	Vehicle Sales & Service	CHSI Mississauga
5	Cert II Regional	Hamilton
12	Retail & Wholesale	CHSI Mississauga
17	Cert II Regional	Belleville
		Muskoka
18	Cert II Regional	Ottawa
26	Cert II Regional	Barrie
		Sarnia
27	Office & Related Services	CHSI Mississauga
31	Restaurant & Foodservices	CHSI Mississauga
April		
2	Cert II Regional	Ajax
15	Tourism & Hospitality	CHSI Mississauga
16	Cert II Regional	Kitchener/Waterloo
17	Restaurant & Foodservices	CHSI Mississauga
22	Cert II Regional	Peterborough
24	Cert II Regional	Aurora
		London
24	Retail & Wholesale	CHSI Mississauga
29	Office & Related Services	CHSI Mississauga
30	Cert II Regional	Sudbury
May		
5	Cert II Regional	Sault Ste. Marie
6	Cert II Regional	North Bay

Dates		Sector	Location
	6	Vehicle Sales & Service	CHSI Mississauga
	12	Cert II Regional	Barrie
	13	Cert II Regional	Kingston
	14	Restaurant & Foodservices	CHSI Mississauga
	14	Cert II Regional	Niagara
	21	Cert II Regional	Guelph
			Ottawa
			Owen Sound
	22	Retail & Wholesale	CHSI Mississauga
	29	Cert II Regional	Windsor
June			
	5	Cert II Regional	Hamilton
	9	Tourism & Hospitality	CHSI Mississauga
	12	Cert II Regional	Thunder Bay
			Timmins
	12	Retail & Wholesale	CHSI Mississauga
	25	Cert II Regional	New Liskeard
			Owen Sound
	26	Restaurant & Foodservices	CHSI Mississauga
	30	Cert II Regional	Ajax
July			
	3	Cert II Regional	London
	7	Cert II Regional	Peterborough
	10	Vehicle Sales & Service	CHSI Mississauga
	14	Tourism & Hospitality	CHSI Mississauga
	17	Office & Related Services	CHSI Mississauga
	17	Cert II Regional	Windsor
	23	Cert II Regional	Ottawa
	28	Retail & Wholesale	CHSI Mississauga
	30	Restaurant & Foodservices	CHSI Mississauga
August			
	21	Retail & Wholesale	CHSI Mississauga
	28	Cert II Regional	Niagara
September			
	4	Office & Related Services	CHSI Mississauga
	11	Vehicle Sales & Service	CHSI Mississauga
	17	Tourism & Hospitality	CHSI Mississauga

TRAINING COURSES

Dates		Sector	Location
	18	Retail & Wholesale	CHSI Mississauga
			Thunder Bay
	29	Restaurant & Foodservices	CHSI Mississauga
October			
	7	Cert II Regional	Sault Ste. Marie
	15	Cert II Regional	Thunder Bay
	16	Retail & Wholesale	CHSI Mississauga
	16	Cert II Regional	Ottawa
	23	Tourism & Hospitality	CHSI Mississauga
	27	Cert II Regional	Barrie
			Hamilton
	28	Restaurant & Foodservices	CHSI Mississauga
	28	Cert II Regional	Kitchener/Waterloo
	29	Cert II Regional	Ajax
	30	Office & Related Services	CHSI Mississauga
	30	Cert II Regional	Aurora
			Sarnia
			Sudbury
November			
	13	Cert II Regional	Timmins
	13	Vehicle Sales & Service	CHSI Mississauga
	17	Cert II Regional	Windsor
	18	Cert II Regional	Belleville
	20	Retail & Wholesale	CHSI Mississauga
	25	Cert II Regional	London
	27	Tourism & Hospitality	CHSI Mississauga
	27	Cert II Regional	Niagara
	28	Restaurant & Foodservices	CHSI Mississauga
December			
	4	Office & Related Services	CHSI Mississauga
	8	Vehicle Sales & Service	CHSI Mississauga
	10	Cert II Regional	Kingston
	11	Retail & Wholesale	CHSI Mississauga
	15	Cert II Regional	Ottawa
	16	Cert II Regional	North Bay
	17	Cert II Regional	Guelph
			Owen Sound
	18	Restaurant & Foodservices	CHSI Mississauga

Health and Safety Awareness Courses

Workwell/Awareness Module Training

- Prices vary
- Half-day courses \$198 per person including materials plus taxes
- 2-day First Aid & CPR Course \$95 per person, plus taxes
- Full-day course (\$395 per person including materials plus taxes) includes:
 1. Roles & Responsibilities
 2. Planned Health & Safety Inspections
 3. Accident Investigations
 4. Ergonomics Awareness

WHMIS Training

- 4 hours - \$99 per person including materials, taxes extra

Standard First Aid & CPR Course

- 2 days - \$95 per person including materials, taxes extra

Certification Train-the-Trainer

- 3 days - \$1,250 per person including materials, taxes extra

WHMIS Train-the-Trainer

- 1-day - \$299 per person not including materials, taxes extra



Awareness & WHMIS Course Schedule

Dates		Sector Course	Locations
January			
February			
	4-5	Standard First Aid & CPR	CHSI Mississauga
	5-7	Cert I & II Train-The-Trainer	CHSI Mississauga
	7	WHMIS - Retail/Wholesale	CHSI Mississauga
	14	WHMIS - Vehicle Sales & Service	CHSI Mississauga
	21	WHMIS - Restaurant & Foodservices	CHSI Mississauga
March			
	5	WHMIS Train-The-Trainer	CHSI Mississauga
	11	WHMIS - Tourism & Hospitality	CHSI Mississauga
	11	Early & Safe Return to Work	Thunder Bay
	13	WHMIS - Office & Related Services	CHSI Mississauga
	27-28	Standard First Aid & CPR	CHSI Mississauga
April			
	7	Roles & Responsibilities	CHSI Mississauga
	8	WHMIS	Thunder Bay
	22	Designated Substances	Thunder Bay
	30	Hazardous Materials	Thunder Bay
May			
	6	Early & Safe Return to Work	CHSI Mississauga
	13-14	Standard First Aid & CPR	CHSI Mississauga
	13	WHMIS – Retail & Wholesale	
	14	WHMIS - Restaurant & Foodservices	CHSI Mississauga
	15	Identifying/Dealing with Hazards	CHSI Mississauga
	20	WHMIS	Thunder Bay
	23	WHMIS - Vehicle Sales & Service	CHSI Mississauga
June			
	10	WHMIS Train-The-Trainer	CHSI Mississauga
	10	WHMIS – Tourism & Hospitality	CHSI Mississauga
	10-12	Cert I & II Train-The-Trainer	CHSI Mississauga
	16	WHMIS – Office & Related Services	CHSI Mississauga
July			
	7-8	Standard First Aid & CPR	CHSI Mississauga
	14	Roles & Responsibilities	CHSI Mississauga
	17	Identifying/Dealing with Hazards	CHSI Mississauga
August			
	22	WHMIS – Retail & Wholesale	CHSI Mississauga

	26	WHMIS – Vehicle Sales & Service	CHSI Mississauga
	28	Early & Safe Return to Work	CHSI Mississauga
September			
	10	WHMIS – Restaurant & Foodservices	CHSI Mississauga
	11	WHMIS Train-The-Trainer	CHSI Mississauga
	15-16	Standard First Aid & CPR	CHSI Mississauga
	16	WHMIS - Tourism & Hospitality	CHSI Mississauga
	16-18	Cert I & II Train-The-Trainer	CHSI Mississauga
	5	WHMIS – Office & Related Services	CHSI Mississauga
October			
	9	Roles & Responsibilities	CHSI Mississauga
	20	Identifying/Dealing with Hazards	CHSI Mississauga
November			
	4-5	Standard First Aid & CPR	CHSI Mississauga
	5	WHMIS - Restaurant & Foodservices	CHSI Mississauga
	12	WHMIS - Retail/Wholesale	CHSI Mississauga
	12	Early & Safe Return to Work	CHSI Mississauga
	28	WHMIS - Vehicle Sales & Service	CHSI Mississauga
December			
	2-4	Cert I & II Train-The-Trainer	CHSI Mississauga
	10	WHMIS – Tourism & Hospitality	CHSI Mississauga
	12	WHMIS - Office & Related Services	CHSI Mississauga

Course Descriptions:

Certification Part I - Course Overview (3 Days)

Designed for Joint Health & Safety Committee (JHSC) members and all others who are interested in improving their health and safety knowledge, this course enables participants to identify, assess, and control hazards in the workplace, and to fulfill the legislated duties and responsibilities of a Joint Health & Safety Committee member.

This course meets the WSIB standards for Basic Certification.

Learning objectives of this course include:

- Understand the organization and contents of, and definitions in, the *Occupational Health and Safety Act*.
- Understand important regulations that affect the service sector.

- Describe the general duties and responsibilities of employers and supervisors.
- Understand the duties and responsibilities of workers and certified members of a Joint Health & Safety Committee (JHSC).
- Describe the steps to follow after a fatality or critical injury.
- Understand the fundamentals of accident prevention.

Recommended Prerequisites : Strong working knowledge of English is recommended.

Cost: \$275 per person and materials (\$119.00), plus applicable taxes

On-Site Course Delivery Cost: \$2500.00, plus materials and applicable taxes

Classroom schedule available on page 8.

Certification Part II

- Workplace-Specific Hazard Training

Prerequisites: Successful completion of Certification Part I and completion of either Identifying and Dealing with Hazards or the Hazard Analysis Resource Book analysis forms.

In Certification Part II, or Workplace-specific Hazard Certification Training, the employer must conduct a workplace hazard assessment to determine training needs of certified members. Employers are encouraged to conduct the assessment in consultation with the Joint Health & Safety Committee, particularly the members who have completed Certification Part I training. This assessment should identify all the hazards in the workplace that may affect a worker's health and safety. The assessment can be accomplished by using the OSSA's Workplace Hazard Analysis Form and by consulting other sources of information, such as:

- Chemical inventories and Material Safety Data Sheets (MSDSs)
- WSIB reports (e.g. claims)
- Accident, injury or illness records; near-miss reports
- Joint Health & Safety Committee meeting minutes and recommendations; inspection reports
- Workplace sampling/test data
- Orders/non-compliance
- Work-flow/process-flow information

OSSA Certification Part II modules include:

- Burn & Scald Hazards
- Chemical Hazards
- Driving Hazards
- Equipment Hazards
- Ergonomic Hazards
- Fire Hazards
- Lock Out & Tag Out Hazards
- Material Handling Hazards
- Respiratory and Body Fluid Hazards
- Slip, Trip & Fall Hazards
- Sharp Equipment Hazards
- Violence Hazards
- Extreme Temperatures

Noise Hazards - Coming Soon!

Classroom schedule available on page 10.

WHMIS - Course Overview (1/2 Day)

The Workplace Hazardous Materials Information System (WHMIS) is required training in Canada for all workplaces using hazardous materials. Workplaces with controlled products must provide training to their employees.

The course is designed for all employees and is intended to provide individuals with the skills they require to protect their health and safety using the Workplace Hazardous Material Information System. The *Occupational Health and Safety Act* (OHSA), under which WHMIS is administered, states that employees have the "Right to **know**." This includes any potential hazardous material they might be exposed to in the workplace. This program has been developed to meet the training standards for a generic WHMIS course. Each participant will be required to complete a WHMIS test.

Learning Objectives: This training will enable individuals to:

- Understand and correctly state their responsibilities under WHMIS.
- Match eight WHMIS symbols to the associated hazardous material.
- Identify the sections of the MSDS that specifies how to handle the hazardous material.
- Identify various types of WHMIS labels.

Recommended Prerequisites: Strong working knowledge of English is recommended.

Cost: \$99 per participant (includes materials), plus applicable taxes

On-Site Course Delivery Cost: \$300.00, per module plus \$33.00/module per person for materials, and applicable taxes

Classroom schedule available on page 14.

Safety in Motion: Applying the MSD Prevention Guidelines

This training is designed to help owners and managers apply MSD prevention guidelines in service sector businesses:

- Understand MSD hazards
- Recognize MSD Hazards and Related Concerns
- Conduct an MSD Risk Assessment
- Choose and implement MSD Hazard Controls

NEW! **Supervisor Safe Lifting Program**
(3 hours)

This session provides managers and supervisors information on safe lifting guidelines, reviews 5 lifting techniques and provides interactive hands-on practice. Supervisors will leave equipped to apply their knowledge back at their workplace through delivering 5-10 minute safety talks. Tools include: training video, posters demonstrating safe lifting techniques, observation checklists, guidelines on safe lifting and how to conduct a safety talk.

Cost: \$169 per person, including materials, plus applicable taxes

NEW! **Employee Safe Lifting**
(2.5 hours)

This session includes information on safe lifting guidelines, reviews 5 lifting techniques and provides interactive hands-on Practice for employees.

Cost: \$119 per person plus applicable taxes

Awareness Training Modules

These workshops are designed to provide employers, supervisors, HR professionals, health and safety representatives and JHSC members with the information and skills needed to uphold their legal obligations under the Act and create an effective health and safety program in the workplace. These modules are designed to support the Workwell Program or they can be delivered as awareness seminars to larger audiences.

Each workshop is approximately two hours in length (exceptions noted above) and provides an engaging combination of activities, such as lecture, large group discussion, case study analysis and action planning in both a small group format and through individual exercises.

Customized workshops on additional topics are available upon request. These courses are also available for delivery at your workplace. Please contact 1-888-478-6772 for details.

Classroom schedule available on page 14.



OSSA offers instructor-led workshops on the following topics:

NEW! Effective Health and Safety Representative Training (3 hours)

This program provides an overview of your roles, responsibilities and authorities as the Health and Safety Representative. After completing this program you will be able to:

- Determine if a company needs a health and safety representative
- Explain why a company needs a health and safety representative
- Outline the responsibilities of a health and safety representative
- Follow the key steps for
 - obtaining information from the employer on health and safety related issues
 - identifying workplace hazards
 - conducting workplace inspections
 - making recommendations to employers on ways to improve health and safety in the workplace
 - investigating work refusals
 - investigating critical or fatal accidents
 - obtaining relevant information from the WSIB

Establishing an Effective Joint Health & Safety Committee (2-hours)

- Define the legislative requirements for establishing a JHSC
- Outline the powers, functions and duties of a JHSC and its members.
- Identify the key roles within an effective JHSC.
- Describe some of the core activities an effective JHSC engages in, including the JHSC's role in workplace inspections, accident investigations and work refusals and work stoppages.
- Describe the process of preparing and submitting JHSC recommendations to an employer

Accident Investigations (2-hours)

- Define the legal requirements for the investigation of accidents.
- Outline the fundamental steps involved in accident investigations.
- Identify the role that individual workplace parties play in accident investigations.
- Demonstrate your understanding of reporting requirements through case study analysis.

Roles & Responsibilities Under the Occupational Health & Safety Act (2 hours)

- Distinguish between the legislated responsibilities of employers, supervisors and workers, as defined within the OHSA.
- Define the four rights of workers under the OHSA, including the right to participate in a JHSC or as a Health & Safety Representative.
- Identify the fines and penalties associated with not upholding your duties under the Act.
- Understand what “Due Diligence” means and how to demonstrate “Due Diligence” in workplace health and safety.
- Explain the requirements of a workplace health and safety policy.
- Outline both employer and worker obligations regarding early and safe return to work.

Planned Health & Safety Inspections (2 hours)

- Explain the purpose of conducting workplace inspections.
- Define legislated roles, responsibilities and time frames for workplace inspections.
- Outline the five steps for conducting effective work-place inspections.
- Create thorough, easy to follow inspection checklists, specific to your workplace.

NEW! Manager's Guide to Early & Safe Return to Work (half-day)

This course is intended for Managers and/or Return to Work coordinators.

- Demonstrate knowledge of the legislated responsibilities of employers, workers, and the WSIB, as defined within the Workplace Safety and Insurance Act (WSIA).
- Identify the fines and penalties for failing to meet your Early & Safe Return to Work obligations under the WSIA.
- Define the key steps involved in returning an injured worker to work.
- Outline how to create and implement an Early & Safe Return to Work plan for an injured worker.
- Define the factors and best practices that contribute to a successful Early & Safe Return to Work program.
- Explain how to evaluate the effectiveness of your company's Early & Safe Return to Work program.

Designated Substances (2 hours)

- Understand regulations that pertain to designated substances.
- Personal Protective Equipment, work practices and hygiene practices that help employees use the substances in a safe and healthy way

Confined Spaces (2 hours)

On September 30, 2006, Ontario’s confined space provisions were amended to ensure that workers entering, working in or working near confined spaces are protected. As of this date, the new regulations are in effect and are enforced by the Ministry of Labour.

OSSA provides a two hour overview of the new Confined Spaces Regulation to assist you in determining if your workplace has confined spaces, in understanding what is required in a confined space control program, and how to develop one for your workplace.

Learning objectives include:

- Recognizing the potential threat that confined spaces present.
- Understanding the Confined Space Regulation requirements.
- Identifying key characteristics of a “permit required” confined space.
- Defining atmospheric hazards.
- Explaining roles and responsibilities of employers and workers.

Identifying & Dealing with Hazards (half-day)



Learn how to identify and deal with hazards and your responsibilities in recognizing, assessing and controlling them. Group discussions will revolve around the importance of identifying and dealing with hazards. After completing this program, you will have the tools and know-how to implement an effective process for hazard prevention, recognition, assessment and control in your workplace.

Working Alone (2 hours)

This training program explores the dangers of working alone and handling cash and uses the RAC (Recognize, Assess, Control) model to help workplaces manage these situations. It provides an overview of a prevention strategy and discusses tips and techniques to defuse violent situations. It is an excellent program for both the manager/supervisor and the employee.

The objectives for this session include:

- Recognize potential working alone violence hazards
- Assess risk and prioritize violence hazards
- Describe ways to eliminate/reduce violence hazards
- Describe ways to handle violent situations that arise

Participants have opportunities to work on strategies to deal with their own workplace working alone violence hazards.

Standard First Aid & CPR Training

This course teaches how to manage medical emergencies and render life-saving care until professional help arrives.

First Aid and CPR Training is required for workplaces in Ontario employing six or more workers during a shift in a single work area. This course is suitable for anyone interested in gaining first aid knowledge and skills. (Required under WSIB Regulation 1101.)

Content includes:

- Communicable Diseases
- Wounds & Bleeding
- Respiratory Emergencies
- Diabetic Emergencies
- Poisoning
- Rescue Breathing
- Crisis Intervention
- Choking (conscious/unconscious)
- Head & Spinal Emergencies
- Airway, Breathing, Circulation
- Muscular/Skeletal Emergencies
- Legal Obligations
- Shock
- Burns
- Seizures
- Triage
- CPR Skills
- Heart Attack & Stroke

This course is fully approved by the WSIB and also includes skill stations and scenario-based learning applications. Standard First Aid & CPR Training includes a Course Handout(s), and the First Aid & CPR Reference Manual and it requires a completion

TRAINING COURSES

of a written exam. Successful completion of the course results in a Standard First Aid & CPR Level “C” Certificate (with wallet card) that is valid for two years, with a one-day re-certification course required for another two more years.

Recommended Prerequisites: Strong working knowledge of English is recommended.

Cost: \$95 per person, including materials, plus applicable taxes

Health & Safety System Implementation Training

Designed to support the OSSA Health & Safety System Manual service, this one-day training program will introduce your management team to the importance of health and safety, and introduces them to each area of the OSSA Workwell-compliant manual. Participants complete the course with development of an Action Plan to roll out the system at their company.

Prerequisite: Strong working knowledge of English is recommended. The company must have a completed OSSA Health & Safety System Manual. Each participant must have a copy of the manual (available as an extra charge for \$50 each, or may be self-printed).

Cost: \$1000 flat fee at your site, including training handouts (copies of the manual available at \$50 each), plus applicable taxes

Train-the-Trainer

Certification Train-the-Trainer

Learn the skills needed to provide your own in-house Certification Part I and II training with OSSA

Certification Training Products. Topics covered include adult facilitation skills and instruction on delivering the OSSA Certification program, including opportunities to practice delivering components of the courses. Participants receive comprehensive Leader’s Guides for the program.

Prerequisite: Strong working knowledge of English is recommended. Participants must successfully complete OSSA-delivered Certification Part I and II courses before enrolling in this course.

Cost: \$1250 per person, including materials, plus applicable taxes

WHMIS Train-the-Trainer

Learn the skills necessary to effectively train WHMIS for your employees. This is a one-day course.

Prerequisite: Strong working knowledge of English is recommended. Participants must successfully complete an OSSA WHMIS course in advance (self-paced or classroom-based).

Cost: \$299 per person, and \$179 for WHMIS sector kit, plus applicable taxes.

Product Development Services

Private Labeling & Content

OSSA offers private labeling and customized development for all types of health and safety materials – quickly, efficiently and cost effectively.

New Product Development

OSSA can develop exceptional training products customized for your business, association or organization.

PLEASE NOTE:

All training courses, scheduling, availability and content are subject to change. Please check the OSSA website at www.ossa.com for the most up-to-date training schedule and information or call 1-888-478-6772

Pricing

ADVANTAGE PRICING is now available for volume orders of many of our products. For “Advantage Pricing” quantities and pricing details, please see page 42 of this catalogue, visit our website at www.ossa.com or contact the OSSA Client Service line at 1-888-478-6772.

Please note that all advantage pricing orders will be sent to single locations only.

Please note that certain OSSA products are exempt from provincial sales tax, for example, published or bound reading material. Shipping and handling charges are extra.

If you have any questions about the information in this catalogue, please contact OSSA at:

5110 Creebank Road, Mississauga, ON L4W 0A1

Client Service Line: 1-888-478-6772 • Website: www.ossa.com • Email: info@ossa.com

PRODUCTS



Certification Part I & II

In Ontario, under the current Occupational Health & Safety Act, businesses with 20 or more employees are required to have Certification training for at least 2 members of their Joint Health & Safety Committees (for businesses with more than 50 employees, 4 JHSC members must be Certified).

There are two primary components to Certification Training:

The first is Certification Part I which provides basic health & safety training around the Occupational Health & Safety Act, understanding the legislation, understanding basic workplace health & safety, the role of Joint Health & Safety Committees, accident investigations, inspections, and understanding and recognizing workplace hazards. Certification Part I

training is available from the OSSA in instructor-led classroom training, OSSA's self-paced print/video/DVD courses and through an online e-learning course called SafeLearn.

All OSSA courses are fully approved by the WSIB and meet all WSIB requirements around Certification Part I.

Certification Part II was established as part of an effort to improve the quality of workplace health & safety programs throughout the province. This requires the completion of hazard-specific training around hazards identified that are specific to your particular workplace.

Classroom-based Certification Training information is available in the Training Section of this catalogue (see page 8 for details.).

Step 1	Step 2	Step 3	Step 4	Step 5
Certification Part 1	Determine the hazards	Certification Part II – Train on the significant hazards in your workplace	Action Plan	Certification Complete!
Certification Part I covers: <ul style="list-style-type: none"> • Health & Safety and the Law • Workplace Health & Safety • Joint Health & Safety Committees • Workplace Inspections • Accident Investigation <i>You need to complete and pass the WSIB Certification Test before you can take Certification Part II training.</i>	Your employer has assessed the hazards in your workplace. As a JHSC member, you must be trained on all significant hazards.	You are now being trained on how to recognize, assess, and control the hazards your employer has identified as significant, and most likely to cause illness or injury in your workplace.	Once you have learned about recognizing, assessing, and controlling hazards , you will create action plans for implementing controls in your workplace.	When you have completed Certification Part II training on hazards, create an Action Plan and have your employer file it. Submit Form 3189A to the WSIB. They will send you a card that confirms your Health & Safety Certification.

Certification Part I Training Package (with Videos) 200-001-000-K-GE

If you have more than 20 employees on payroll, you must have a Joint Health & Safety Committee (JHSC) that has completed its Certification Part I.

This comprehensive training package can help you meet your legislative requirements as an employer. And, it is the only self-paced training program currently on the market.

Features and Benefits:

- Fast, cost-effective compliance solution
- Includes 5 training modules and 2 participant binders, additional resources and test
- Includes the Occupational Health & Safety Act and Regulations, WHMIS, A Guide to Joint Health & Safety Committees, and A Guide to the Occupational Health & Safety Act
- Videos and content are customized for the service sector
- Fulfil legal requirements
- Ready to use templates

Kit includes:

- Set of 5 videos
- 2 Participant Workbooks including
 - 4 Reference books
 - Registration forms
 - Evaluation

Price \$289.00
Format Print + Video

Certification Part I Training Package (with DVDs) 200-001-019-K-GE

Price \$299.00
Format Print + DVD (Close-captioned for the hearing impaired)
Advantage Pricing Available

Certification Part I Participant Package 200-001-001-K-GE

The OSHA provides an economical way to purchase additional copies of the participant Certification materials. Certification Part I training package required.

Package includes:

- 1 Participant workbook
- 4 Reference books
- Registration forms
- Evaluation

Price \$119.00
Format Print

Certification Part I Training Videos**200-001-002-V-GE**

Videos cover all five Basic Health and Safety Certification training modules:

- Health & Safety and the Law
- Workplace Health and Safety
- Joint Health and Safety Committees
- Workplace Inspections
- Accident Investigations

Price \$99.00
Format Video
Advantage Pricing Available

Certification Part I Training DVDs**200-001-012-S-GE**

Price \$110.00
Format DVD (Close-captioned for the hearing impaired)
Advantage Pricing Available



To order call
1-888-478-6772
or visit www.ossa.com



SafeLearn Certification Part I Online Training



Fast-track your workplace health and safety training with SafeLearn™. SafeLearn is the Ontario Service Safety Alliance's online health and safety e-learning course that makes health and safety compliance easy for you.

SafeLearn Certification Part I is fully approved by the WSIB, and is accessible online to help employers better manage and easily access health and safety compliance training.

SafeLearn™ provides a cost-effective, timely, self-paced certification solution. The course is almost 30% shorter than the time required for similar classroom-based training, and is easy to implement and deliver across multiple locations via the Internet.

Certification Part I includes:

- Course content approved by the WSIB
- Five self-paced training modules and print content support materials
- Online Certification Part I evaluation
- Test submission directly to the WSIB

Price \$329.00 per single user license
 \$300.00 for 2 to 5 licenses
 \$275.00 for 6 to 10 licenses
 \$250.00 for 11 to 25 licenses

www.safelearn.com or call 1-888-478-6772

Format Online e-learning

Start Certification Part I today at www.safelearn.com

For more information, call 1-888-478-6772 or email us at safelearn@ossa.com.

Sector-specific Significant Hazards

A significant hazard is any high-risk condition, practice or substance with the history or potential to cause illness, injury, and/or loss. A hazard that is rated significant has a high probability of occurrence and serious consequences (fatality, injury, time loss).



OSSA offers 14 hazard-specific workbooks, all of which follow the award-winning Chemical Hazards training platform, that meet requirements for Certification Part II and provide users with the following:

- A definition of the hazard and how it may cause illness and/or injury.
- Information about legislation, standards and guidelines pertaining to the hazard.
- Tips for developing action plans to recognize, assess and control the hazard.
- And, a variety of tools including hazard-specific quick reference checks and a six-step problem solving guide.

Hazard-specific workbooks are \$33.00 and are available in print only.

Slips, Trips & Fall Hazards	200-006-001-P-GE
Lock Out & Tag Out Hazards	200-006-002-P-GE
Ergonomic Hazards	200-006-003-P-GE
Fire Hazards	200-006-004-P-GE
Chemical Hazards	200-006-005-P-GE
Equipment Hazards	200-006-006-P-GE
Driving Hazards	200-006-007-P-GE
Material Hazards	200-006-008-P-GE
Burns & Scald Hazards	200-006-009-K-GE
Sharp Equipment Hazards	200-006-010-P-GE
Extreme Temperature Hazards	200-006-011-P-GE
Respiratory and Body Fluid Hazards	200-006-012-P-GE
Violence Hazards	200-006-013-P-GE
Hazards in the Live Performance Industry	200-005-026-K-OR
Noise Hazards	COMING SOON!



To order call
1-888-478-6772
or visit www.ossa.com

NEW!

Hazard Prevention Resource Kit

I 30-004-000-K-GE

Available April 2008
Price - TBA
Format - Print

This flexible resource kit helps owners, managers and supervisors carry out the functions of hazard analysis, incident/accident analysis and prevention and workplace inspections. Purchase the books as you need, they are available individually, as any two or as the entire set of three.

NEW!

Book 1: Hazard Analysis:

I 30-004-001-P-GE

Available April 2008
Price: TBA
Format: Print

This book helps owners, managers and supervisors uncover undetected or uncontrolled hazards in the workplace. It explains how to

- Identify hazards in your workplace
- Assess the risk that hazards in your workplace pose
- Come up with controls to eliminate the risk of hazards or to at least mitigate the risk
- Develop an action plan for continuous improvement in your hazard analysis efforts

NEW!

Book 2: Incident/Accident Analysis and Prevention

I 10-003-001-P-GE

Available April 2008
Price: TBA
Format: print

This resource book explains why it is important to investigate incidents and outlines the steps of the incident investigation process. It also clearly defines the roles and responsibilities of individuals in your workplace in the event of an incident, and gives tips, guidelines and provides information about the legal requirements when an investigation needs to be done. The product includes:

- Complete incident investigation forms and checklists
- Promotes an accident prevention culture in your organization

NEW!

Book 3: Workplace Inspection Resource Book

I 50-002-001-P-GE

Available April 2008
Price: TBA
Format: Print

This resource book explains why organization need to conduct workplace inspections and helps to:

- Define legislated roles, responsibilities and time frames for workplace inspections.
- Plan and schedule a workplace inspection for your workplace
- Create thorough and easy to follow inspection checklists, that are specific to your workplace.
- Conduct effective workplace inspections by following the tips and guidelines provided in this kit
- Write inspection reports that include findings and recommendations for action
- Follow-up on resolution of non-conformities uncovered during an inspection

WHMIS (Workplace Hazardous Materials Information System)

WHMIS applies to all workplaces in Ontario covered by the Occupational Health and Safety Act and to all federal government workplaces. WHMIS became law both federally and provincially in 1988. Identifying and knowing the right way to handle hazardous materials on the job within your workplace can prevent injuries and illnesses. OSSA's WHMIS training is a vital component of any health and safety program.

WHMIS for Retail & Wholesale Kit/ Video	220-015-000-K-RW
Format Print + Video	
Price \$179.00	
*French Version Available	
WHMIS for Retail & Wholesale Kit/ DVD	220-015-011-K-RW
Format Print + DVD	
Price \$199.00	
*French Version Available	
WHMIS R/W Participant Workbooks (Set of 5)	220-015-001-E-RW
Price \$50.00	
Format Print	
*French Version Available	
WHMIS for Tourism & Hospitality Kit / Video	220-002-000-K-TH
Price \$179.00	
Format Print + Video	
WHMIS for Tourism & Hospitality Kit / DVD	220-002-011-K-TH
Price \$199.00	
Format Print + DVD	
WHMIS T/H Participant Workbooks (Set of 5)	220-002-003-E-TH
Price \$50.00	
Format Print	
WHMIS for Restaurants & Foodservice Kit / Video	220-002-000-K-RF
Price \$179.00	
Format Print + Video	
WHMIS for Restaurants & Foodservice Kit / DVD	220-002-011-K-RF
Price \$199.00	
Format Print + DVD	
WHMIS for R/F Participant Workbooks (Set of 5)	220-002-003-E-RF
Price \$50.00	
Format Print	
WHMIS for Office & Related Services Kit / Video	200-002-000-K-OR
Price \$179.00	
Format Print + Video	
WHMIS for Office & Related Services Kit / DVD	200-002-011-K-OR
Price \$199.00	
Format Print + Video (Close-captioned for the hearing impaired)	

WHMIS for O/R Participant Workbooks (Set of 5) 200-002-003-E-OR
 Price \$50.00
 Format Print

WHMIS for Vehicle Sales & Service Kit 220-002-000-K-VS
 Price \$179.00
 Format Print + Video

WHMIS for VSS Participants Workbooks (Set of 5) 220-016-001-E-VS
 Price \$50.00
 Format Print

WHMIS Videos

Price: \$ 79.00

WHMIS for Retail & Wholesale Video 220-015-004-V-RW
 WHMIS for Retail & Wholesale Video (French) 220-015-008-V-RW
 WHMIS for Tourism & Hospitality Video 220-002-001-V-TH
 WHMIS for Restaurant & Foodservice Video 220-002-001-V-RF
 WHMIS for Office & Related Services Video 220-002-001-V-OR
 WHMIS for Vehicle Sales & Services Video 220-002-001-V-VS

WHMIS DVDS

Price: \$ 110.00

WHMIS for Retail & Wholesale DVD 220-015-005-V-RW
 WHMIS for Retail & Wholesale DVD (French) 220-015-016-V-RW
 WHMIS for Tourism & Hospitality DVD 220-002-002-V-TH
 WHMIS for Restaurant & Foodservice DVD 220-002-002-V-RF
 WHMIS for Office & Related Services DVD 220-002-002-V-OR

*** WHMIS for Vehicle Sales & Service is not available in DVD format, but it is available in CDROM format*





To order call
1-888-478-6772
or visit www.ossa.com

Health and safety in the workplace can be a daunting task, particularly if your business is busy. These products can help provide a basic starting point around developing, managing and maintaining a healthy and safe workplace, and can help answer some of the basic questions you might have on workplace health and safety compliance.

Manager's Guide to Safe Work Practices

I20-001-001-P-GE

This is a practical guide and a key resource tool to start you on your path to health and safety. It will assist you in assessing your compliance with the Occupational Health and Safety Act.

Features and Benefits:

- Safe Work Practices Self-Evaluation
- Organized into six easy-to-use tabbed sections
- Enables users to identify gaps, assess priorities and develop business practices to meet legislated standards and best practices
- A necessary resource tool for managing health and safety every day

Price \$60.00
Format Print
Advantage Pricing Available

NEW!

Health and Safety Representative

I40-004-001-P-GE

All businesses are required to have a basic understanding of the roles and responsibilities of health and safety in the workplace, regardless of size. This product, targeted at small businesses, covers the roles and responsibilities of health and safety in a small business environment.

Price \$24.00
Format Print



Breaking New Ground - JHSC

I40-003-001-P-GE

Building an effective Joint Health & Safety Committee is a critical element in addressing workplace hazards. This guide addresses the requirements of the Occupational Health and Safety Act (OHSA). It contains the tools required to start a new committee or to identify areas of improvement for an existing JHSC.

Price \$30.00

Format Print

Occupational Health & Safety Starter Kit

I00-001-000-K-GE

The six-step guide to develop and implement a basic Occupational Health & Safety Program.

- The Business Case for Workplace Health and Safety video
- A portable fire extinguisher brochure
- A fire escape planning brochure
- Customized OH&S Act and Regulations
- OH&S Act Pocket Extract
- A Guide to the Occupational Health and Safety Act
- A Guide for JHSCs and Representatives in the Workplace
- WHMIS: Guide to Legislation
- First Aid Requirements (Regulation 1101) booklet
- Guide to Smoking in the Workplace
- “In Case of Injury/Illness” Poster
- Six-step Guide for developing a Basic Occupational Health & Safety System
- Health and safety folders

Price \$99.00

Format Print + Video

Advantage Pricing Available



To order call
1-888-478-6772
or visit www.ossa.com

Introduction to a Basic Occupational Health & Safety System

I00-008-001-P-GE

This guide for small and mid-sized businesses uses a problem-solving process to build a customized health and safety system to meet individual workplace needs.

Price \$20.90

Format Print

Customized Occupational Health & Safety Act

I70-001-001-P-GE

A comprehensive resource that covers selected regulations such as construction projects, control of exposure to biological or chemical agents, designated substances, health care, industrial establishments, WHMIS and First Aid Requirements, plus a list of Occupational health and safety addresses for service sector clients.

Price \$19.90

Format Print



The service sector is unique. No other businesses face the often daunting tasks of frequent high staff turnover rates, high numbers of part-time workers, and a significant number of young workers, often just entering the workforce for the first time.

The Dare To Care Product provide a much needed, highly effective health and safety training tool for both young workers and managers.

Dare to Care: Building Workplace Health and Safety Awareness

This comprehensive, award-winning orientation kit offers a contemporary approach towards building health and safety awareness among new and young workers. Dare to Care provides relevant tips for supervisors and managers on how to communicate, coach and handle health and safety duties and responsibilities.

Features and Benefits:

- A “must have” training program for new and young workers
- Essential management tips for new managers
- Communication tips on how to get the “safety message” across to a young audience
- Two training programs in one package – one for managers and one for employees

Price **\$150.00**
 Format Print + Video

Advantage Pricing Available

Office & Related Services	210-003-001-K-OR
Restaurant & Foodservice	210-003-001-K-RF
Retail & Wholesale	210-003-001-K-RW
Tourism & Hospitality	210-001-000-K-TH
Vehicle Sales & Service	200-003-001-K-VS

Dare To Care Employee Workbook

Building Workplace Health and Safety Awareness training program Employee workbook refills. Dare to Care training package is required to certify additional employees.

Office & Related Services	210-003-002-E-OR
Restaurant & Foodservice	210-003-002-E-RF
Retail & Wholesale	210-003-002-E-RW
Tourism & Hospitality	210-001-004-E-TH
Vehicle Sales & Service	200-003-002-E-VS

Price **\$69.00 (Set of 5)**
 Format Print
 Advantage Pricing Available

Dare to Care: Managers Workbook

Dare to Care: Building Workplace Health and Safety Awareness training program manager workbook refills. Dare to Care training package is required to certify additional managers.

Office & Related Services
Restaurant & Foodservice
Retail & Wholesale
Tourism & Hospitality
Vehicle Sales & Service

210-003-003-E-OR
210-003-003-E-RF
210-003-003-E-RW
210-001-005-E-TH
200-003-003-E-VS

Price \$69.00 (Set of 5)
Format Print
Advantage Pricing Available

FREE DOWNLOAD

Dare to Care: Safety Check Sheets

Visit www.OSSA.com to download free safety check sheets that represent twenty-two different jobs and feature safe practices relating to particular job responsibilities.

Dare to Care: Employee Video

Price \$47.00
Format Video

210-001-001-V-GE

Dare to Care: Manager's Video

Price \$47.00
Format Video

210-001-002-V-GE



The Winter Groundskeeping Kit

660-001-003-K-TH

This winter training package is designed to assist groundskeeping employees in protecting themselves from hazards on the job. This kit covers a number of topics, including occupational health and safety legislation, roles and responsibilities, winter driving techniques, musculoskeletal injuries, eye injuries, frostbite, working safely on snow and ice, and chemical safety.

Kit includes:

- Ten participant workbooks, with clear learning objectives, pre and post tests, and an action planning exercise
- One video
- One set of 18 safety checks on topics such as using chainsaws, lawnmowers, string trimmers, leaf blowers, hedge trimmers, snow throwers and ladders.

Price \$79.00
Format Print + Video

Winter Refill Workbooks (Set of 10)

660-001-003-E-TH

Participant workbooks for The Great Outdoors: Winter Groundskeeping Safety Training Package is required.

Price \$39.90
Format Print



To order call
1-888-478-6772
or visit www.ossa.com

Summer Groundskeeping Kit 660-001-002-K-TH

This summer training package is designed to assist groundskeeping employees in protecting themselves from hazards on the job. This kit covers a number of topics, including occupational health and safety legislation, roles and responsibilities, small groundskeeping equipment safety, musculoskeletal injuries, eye injuries, poisonous plants, storms and lightening, and heat exhaustion.

Kit includes:

- Ten participant workbooks, with clear learning objectives, pre and post test, and an action planning exercise
- One video
- One set of 18 safety checksheets on topics such as using chainsaws, lawnmowers, string trimmers, leaf blowers, hedge trimmers, snow throwers and ladders.

Price \$79.00
Format Print + Video



The Great Outdoors: Summer Refill Workbooks (Set of 10)

660-001-002-E-TH

Participant workbooks for The Great Outdoors: Summer Groundskeeping Safety Training Package is required.

Price \$39.90
Format Print

The Great Outdoors Resource Guide

660-001-006-P-TH

Designed to support the Great Outdoors Training Package, this stand-alone guide is suitable for anyone working outdoors in the summer or winter months. Created for the needs of Ontario's service sector workers, this guide was developed in partnership with the Canadian Centre for Occupational Health and Safety (CCOHS).

Price \$10.00
Format Print

FREE DOWNLOAD

The Great Outdoors: Safety Checks

Visit www.OSSA.com to download free safety check sheets designed for outdoor maintenance workers that provide easy to follow information and tips for working safely outdoors in the summer and winter.

Safety Check Sheets:

- Doing the Circle Check
- Fire Prevention
- Lifting
- Personal Protective Equipment
- Using Backhoes or Loaders
- Using Chainsaws
- Using Chemicals
- Using Earth Compactors
- Using Groundskeeping Power Equipment
- Using Hedge Trimmers
- Using Ladders
- Using Leaf Blowers
- Using Power Tillers
- Using Riding or Tractor Mowers
- Using Snow Throwers
- Using String Trimmers
- Working in the Heat and Cold



To order call
1-888-478-6772
or visit www.ossa.com

If you are like most service sector employers or managers in Ontario, you are committed to running a healthy and safe workplace. One of the best ways to ensure employee safety and reduce injuries is to target Musculoskeletal Disorders (MSDs). MSDs account for 42% of the lost-time injuries reported to the Workplace Safety and Insurance Board (WSIB). For more free information resources, please visit the Resource Section at the OSSA website (www.ossa.com).

MSD Prevention Guidelines for the Service Sector

FREE DOWNLOAD

This guidebook is the service sector version of the OHSCO Ergonomic Guidelines released in 2006. It is divided into easy to follow steps that lead readers through the steps of identifying, assessing and controlling MSD risk factors in the workplace. The steps include:

- Understanding MSD Hazards
- Establishing a Foundation for Success
- Recognize MSD Hazards and Related Concerns
- Choose and Implement MSD Hazard Controls
- Evaluate and Communicate Successes

Go to www.OSSA.com and download your copy today.

Fit for You: A Guide to Ergonomics for Office Workers

640-001-001-P-OR

Fit for You can be used as a stand-alone resource guide offering up-to-date ergonomic advice. It can be incorporated into in-house ergonomic awareness training programs or workplace inspections.

Price \$10.00
Format Print

Check It Out (Cashier Ergonomics)

310-001-000-K-RW

Grocery store cashiers handle over 6,000 pounds of groceries in an eight-hour shift and move their wrists up to 600 times in an hour. Properly designed work and workplace environments will reduce the risk of cashiers developing a work-related musculoskeletal disorder.

This fully illustrated cashier's guide outlines the four basic risk factors and how to prevent associated injuries. Store managers and supervisors are provided with detailed explanations on recognizing, assessing and controlling risk factors at the checkout work environment. This kit includes five cashier's guides and one manager's guide.

Price \$39.90
Format Print

Introduction to Basic Workplace Ergonomics

400-002-001-P-GE

Poorly designed work and workplace environments are the leading cause of avoidable injuries in the service sector. Business owners and service industry professionals will find the guide invaluable when identifying specific ergonomic hazards and closing the gaps to prevent injury. It is also suitable for managers, joint health & safety committees and other program partners in developing awareness, planning and training.

Price: \$29.90
Format: Print

FREE DOWNLOAD

Ergo Quickcheck for Computer Users

By taking a few minutes to correctly adjust computers, keyboards and desktops, employees who work on computers can avoid discomfort and possible long-term injuries. Designed by a team of ergonomists, this easy-to-follow, fully illustrated card provides the six easy steps for setting up workstations that fit the individual.

FREE DOWNLOAD

ErgoCheck Sheets

Go to www.OSSA.com and download these ergocheck sheets which feature suggestions for working safely while performing work activities, safe lifting tips and setting up safe work areas. Post these sheets in your workplace to remind employees to work safely.

ErgoCheck – Cleaning Guest Rooms	400-001-002-P-TH
ErgoCheck – Cooking	400-001-003-P-RF
ErgoCheck – Delivering Food to the Table	400-001-004-P-RF
ErgoCheck - Preventing Musculoskeletal Injuries	400-001-005-P-GE
ErgoCheck – Preparing Food	400-001-006-P-RF
ErgoCheck – Loading and Unloading Trucks	400-001-007-P-GE
ErgoCheck – Working While Using a Hoist	400-001-008-P-VS
ErgoCheck – Working as a Sales Representative (VSS)	400-001-009-P-VS
ErgoCheck – Working at a Reception Desk	400-001-010-P-GE
ErgoCheck – Working as a Sales Representative (RW)	400-001-011-P-RW
ErgoCheck – Working at an Office Desk	400-001-012-P-GE
ErgoCheck – Working at a Supermarket Checkout Stand	400-001-013-P-RW



Safe Work Guidelines are excellent tools for orienting new workers, training existing employees and assisting joint health & safety committees. These poster-like sheets provide practical information about recognizing, assessing and controlling hazards associated with specific job tasks. Go to www.OSSA.com to download these Safe Work Guidelines.

FREE DOWNLOAD

Safe Work Guidelines for Restaurant and Foodservice

430-002-001-K-RF

- Using and Cleaning a Deep Fryer
- Servicing and Storing Compressed Gas Cylinders
- Moving and Storing Produce and Alcohol
- Working in the Service or Pick-up Area
- Using and Maintaining a Garbage or Cardboard Compactor
- Cooking and Baking
- Mixing, Processing and Slicing
- Serving Customers
- Working in the Dishwashing Area
- Preparing Food with Knives



Safe Work Guidelines for Marinas

- Boat Maintenance
- Servicing Batteries
- Changing Engine Oil in Inboard Motors
- Towing and Launching Boats From Trailers and Trucks
- Preparing a Boat for Body Work or Repainting
- Removing and Installing Fuel Tanks in Boats
- Repairing Fiberglass
- Pumping Out Sewage

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Safe Work Guidelines for Car and Truck Maintenance

- Preparing Vehicles for Body Work for Repainting
- Spray Painting
- Replacing Brake Drums, Shoes or Pads
- Battery Charging
- Removing and Installing Fuel Tanks
- Doing Body Work
- Deflating Truck Tires
- Inflating Truck Tires
- Removing and Installing Truck Tire and Rim Assemblies
- Mounting and Dismounting Tires and Rim Assemblies

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Safe Work Guidelines for Auto Recyclers

- Removing Miscellaneous Parts
- Removing Air Conditioner Parts
- Working With Batteries
- Removing Body Parts with an Oxyacetylene Torch
- Removing Engines
- Removing and Storing Fuel Tanks
- Removing Transmission

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740-002-008-E-VS

Safe Work Guidelines for Retail and Wholesale

- Working at Heights
- Working with Batteries
- Working as a Cashier on the Day Shift
- Working on a Conveyor Belt
- Using a Compactor or Baler
- Working Alone or at Night in a Retail Store
- Receiving
- Shipping and Delivery
- Stocking

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760-002-001-K-RW

Advantage Pricing for Volume Orders

Save on your next health and safety product order! For clients who want to place volume orders, we now offer ADVANTAGE PRICING. A minimum order is required — please refer to the savings options below.

Please note that all Advantage Pricing orders will be sent to single locations only.

PRODUCT	ADVANTAGE UNIT PRICE	VOLUME ORDER IN UNITS	SAVINGS PER UNIT
Certification Part I Products			
Basic Certification Training Package w/ videos	\$260.10	15 and above	\$28.90
Basic Certification Training Package w/ DVD	\$269.10	15 and above	\$29.90
Basic Certification Videos (Set of 5)	\$79.20	25 and above	\$19.80
Basic Certification DVDs	\$99.00	25 and above	\$11.00
WHMIS Products			
WHMIS Kits (All sectors)	\$166.47	25 and above	\$12.53
WHMIS Workbooks (All sectors)	\$45.00	25 and above	\$5.00
WHMIS Videos (All sectors)	\$71.10	25 and above	\$7.90
WHMIS DVDs (All sectors)	\$110.00	25 and above	\$11.00
Getting Started			
Occupational Health & Safety Starter Kit	\$89.10	20 and above	\$9.90
A Manager's Guide to Safework Practices	\$54.00	20 and above	\$6.00
Young Worker Safety Products			
Dare to Care Orientation Program, Retail & Wholesale	\$135.00	5 and above	\$15.00
Dare to Care Orientation Program, Tourism & Hospitality	\$135.00	5 and above	\$15.00
Dare to Care Orientation Program, Vehicle Sales & Service	\$135.00	5 and above	\$15.00
Dare to Care Orientation Program, Restaurant and Foodservice	\$135.00	5 and above	\$15.00
Dare to Care Orientation Program, Office and Related Services	\$135.00	5 and above	\$15.00
Young Worker Safety Workbooks (Set of Five)	\$62.10	20 and above	\$6.90
Dare to Care Orientation Workbooks, both for Managers & Employees in all sectors are available on volume order. Please call 1-888-478-6772 (OSSA) to order directly.			

Ordering, Pricing & Returns

Payments

All product orders must be paid by credit card (Visa, MasterCard or American Express) or cheque prior to shipping. Orders will be processed upon authorization of credit card purchases and clearance of cheques.

If you have any questions, please contact our Client Services Line Toll-Free at 1-888-478-6772.

Product Pricing

Product prices are subject to change. All pricing is in CDN \$. Please note that certain OSSA products are exempt from provincial sales tax, for example, published or bound reading materials. Shipping and handling charges are extra.

Product Returns

Please follow these procedures before returning merchandise to OSSA:

Any defective, incomplete or unused product may be returned for exchange within 30 business days of receipt. OSSA will assume all shipping costs related to only defective or incomplete items. You may return any unused and complete OSSA product for a refund, less shipping and handling charges. You are responsible for shipping charges incurred in returning these items.

Please note: There are no returns on CD-ROM or web-based products.

Please call OSSA to arrange for a Returned Merchandise Authorization (RMA) number by calling our Client Services Line at (905) 614-3000, or Toll-Free at 1-888-478-6772.

Any products returned to OSSA without an RMA number will be refused on delivery.

In order to meet our service standard for product delivery we process orders on a daily basis. Therefore, cancellation of product orders must be received by 3:30 p.m. the same business day to avoid a restocking fee and shipping charges.

Got comments about OSSA products? Email us at info@ossa.com.

Thank you for using OSSA Consulting, Products & Training.

OSSA Product Order Sheet

Call 1-888-478-6772 Or Buy Online @ www.ossa.com



PRODUCT ORDER				
Product Title	Product Code	Unit Price	Quantity	Total
Terms & Conditions <ul style="list-style-type: none"> Prices subject to change without notice Charges may vary for orders outside of Ontario Product delivery is via Purolator Courier All orders must be pre-paid 			Shipping & Handling	
			Subtotal	
			GST (5%)	
			PST (8%)	
			Total Payable	

SHIPPING ADDRESS

BILLING ADDRESS (if different)

Name: _____

Name: _____

Title: _____

Title: _____

Company: _____

Company: _____

Address: _____

Address: _____

City/Town: _____

City/Town: _____

Province: _____

Province: _____

Postal Code: _____

Postal Code: _____

Telephone: () _____

Telephone: () _____

Fax: () _____

Fax: () _____

Tax Exemption Number: _____

Special Instructions: _____

OSSA GST#878163948RT0001

PAYMENT (Please check where applicable):

Cheque Enclosed (Payable to Ontario Service Safety Alliance. Please allow 6 business days for clearance of cheques)

Credit Card

Visa

MasterCard

American Express

Credit Card Number: _____ Expiry date: _____ CSC Number: _____

Name of Cardholder (Please Print) _____

Signature of Cardholder: _____

OSSA Product Order Sheet

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PRODUCT ORDER				
Product Title	Product Code	Unit Price	Quantity	Total
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			Subtotal	
			GST (5%)	
			PST (8%)	
			Total Payable	

SHIPPING ADDRESS

BILLING ADDRESS (if different)

Name: _____

Name: _____

Title: _____

Title: _____

Company: _____

Company: _____

Address: _____

Address: _____

City/Town: _____

City/Town: _____

Province: _____

Province: _____

Postal Code: _____

Postal Code: _____

Telephone: () _____

Telephone: () _____

Fax: () _____

Fax: () _____

Tax Exemption Number: _____

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Credit Card Number: _____ Expiry date: _____ CSC Number: _____

Name of Cardholder (Please Print) _____

Signature of Cardholder: _____

Training Registration Form

Call 1-888-478-6772 Or Buy Online @ www.ossa.com



How to Register:

Phone: 1-888-478-6772
Fax: 905-614-3040
Email: training@ossa.com

SPACE IS LIMITED!

Course Fees:

Fees may be paid via credit card or cheque.
All fees must be remitted prior to the start of the course.

Cancellations & Rescheduling:

OSSA reserves the right to cancel or reschedule courses or training venues.

Attendee cancellations must be received within 10 days prior the course date.

All dates are subject to change.
Please visit www.ossa.com for an updated schedule and complete course list.

REGISTRANT INFORMATION

Contact Name: _____
Company: _____
Address: _____

City/Town: _____
Province: _____
Postal Code: _____
Telephone: () _____
Fax: () _____
Email: _____

COURSE INFORMATION

Course Title: _____
Date(s): _____
Location: _____

ATTENDEE # 1

Name: _____
Title: _____
Phone: _____
Email: _____

ATTENDEE # 2

Name: _____
Title: _____
Phone: _____
Email: _____

ATTENDEE # 3

Name: _____
Title: _____
Phone: _____
Email: _____

ATTENDEE # 4

Name: _____
Title: _____
Phone: _____
Email: _____

PAYMENT (Please check where applicable):

Cheque Enclosed (Payable to Ontario Service Safety Alliance. Please allow 6 business days for clearance of cheques)

Credit Card Visa MasterCard American Express

Credit Card Number: _____ Expiry date: _____ CSC Number: _____

Name of Cardholder (Please Print) _____

Signature of Cardholder: _____





Ontario Service Safety Alliance

If you have any questions about the information
in this catalogue, please contact OSSA at:
5110 Creebank Road, Suite 500
Mississauga, ON L4W 0A1

Client Services Line: 1-888-478-6772
Website: www.ossa.com.
Email: info@ossa.com

Product # 930-006-000-P-GE