

Safety and Health Trainer Program

The Purpose of the Safety and Health Trainer Program:

Efficient and effective safety and health communication and training is important to a safe and healthy workplace. A consistent and balanced message regarding safety and health content delivered by recognized trainers is a key element to incorporate safety and health awareness with safety and health action in the workplace.

Why we are implementing this concept:

Safety and health communication and training in the workplace is the responsibility of many in the workplace. Although ultimate responsibility for training in the workplace is that of the employer, many people make it happen.

The internal responsibility system is one of the foundation pieces in the development of a safer, healthier workplace. In order to have appropriate quality of information and opportunities for training in workplaces, the Workplace Safety and Health Division has made available several courses that deal with safety and health issues for employers, supervisors, Safety and Health Committees, workers and others in the workplace.

The Safety and Health Trainer Program has been developed in response to a need to have a consistent safety and health message delivered to participants in our provincial workplaces and to provide a greater number of quality training events.

What we will be doing:

The Safety and Health Trainer Program will review some adult education basic information, determine instructor participant learning styles, and discuss some of the facilitation techniques used in the content workshop¹.

The course will also give an opportunity for participants to present some of their safety and health information relating to the content of the course in question and receive a peer review on both safety and health content and adult education concepts.

¹ The "content workshop" is a Safety and Health specific programs such as Safety Committee Basics, Supervisors and Safe Work or any additional courses developed by Workplace Safety and Health Division

What you will be doing:

The Safety and Health Trainer Program has been developed to enable Safety and Health Trainers to

- Review some basic Adult Education Concepts
- Review Safety and Health content issues
- Allow an opportunity to present Safety and Health material and receive a peer evaluation on both adult education concepts and safety and health content.

The Safety and Health Trainer Program has been developed as an addition to the content course you are applying to instruct.

You will deliver a 10 – 15 minute presentation. The topic will be one of several Safety and Health related topics² that will be given to the workshop participant two weeks prior to the course. The presentation can be in power point, on overheads or flip chart.

Peer Evaluation:

You will be participating as a peer reviewer, on both safety and health content information as well as adult education concepts, while others participants are giving presentations. Discussions will follow each presentation.

After meeting the criteria:

After the participant takes the content course and the adult education portion, they receive all developed safety and health training material for that subject and may be added to the list of trainers on the Workplace Safety and Health Web site.

Workplace Safety and Health reserves the right to add or delete any contact from the Workplace Safety and Health Web site.

Prerequisites to becoming a participant in the Safety and Health Trainer Program

1. Active participation in Safety and Health, (i.e. a member on a Safety and Health Committee, taking a safety and health course at a recognized institution, a safety and health professional with a company);

² Safety and Health related topics would be topics such as Internal Responsibility System, Safety and Health Committee Role in the workplace, Rights and Responsibilities of Workers and Employers, etc.,,,,

2. Completed Content Workshop delivered by Workplace Safety and Health Division (Safety Committee Basics, Supervisors and Safe Work or any additional courses offered by the Workplace Safety and Health Division); and
3. Demonstrated experience in Safety and Health concepts (a listing of safety and health work already done, completion of a recognized safety and health course); and
4. Good knowledge of adult education concepts (experience in the area of adult education, a recognized adult education course).

Please see Conditions of the Safety and Health Trainer Program below for further clarification.

Required Information:

To become eligible to instruct with Workplace Safety and Health developed content and be eligible for inclusion in our Web site you must have:

- A demonstrated knowledge and experience in Safety and Health concepts
- Know the key elements of the Safety and Health Legislation
- Be familiar with the practices of the Workplace Safety and Health Division

An application (attached) will be submitted by a person wanting to attend the Safety and Health Trainer Program, to the Director, Prevention Services and Partnerships Branch no less than one month prior to the SHTP taking place.

Please attach information (e.g. resume) that outlines your:

1. Work experience and demonstrated knowledge of Safety and Health Legislation in Manitoba.
2. Experience and training with course delivery and adult education
3. Dates of attendance at the Division training pertaining to the topic you will be instructing.

Conditions of the Safety and Health Trainer Program

1. **Completion of the course:** Instructors must successfully complete one or more content workshops as well as the Safety and Health Trainer Program to be included on the web site and receive additional information from the Division.
2. **Balanced Instruction:** Instructors must be, and must be perceived to be, able to deliver balanced instruction and use the course content developed by the Division. Balanced instruction means that the concerns and views of employers and workers and their contributions to a safe and healthy workplace are respected and acknowledged throughout your training.

3. What the Division expects you to do:

You must:

- If asked, provide the Division with the dates of all scheduled courses,
- For each course you deliver, keep a list of participants on file for at least three years.
- Have each course participant complete a participant evaluation designed by the division, review your evaluations, keep them on file for at least three years, and provide them to the Division upon request.
- Ensure that safety and health content is complete as per the content workshop information provided.
- Ensure that adult education practices and techniques are utilized when instructing.

4. Instructor Registry

Instructors will be invited to place their name on a list, which will be distributed on the Workplace Safety and Health Division Web site, available to the general public.

5. Attendance Certificates:

Attendance certificates for participants of your workshops are the responsibility of the independent instructor.

6. Deficiencies in instruction:

Instructors must remedy deficiencies in instruction identified by the Division. Failure to do so may result in the removal of the Divisions authorization to use material developed by the Division and removal from the Safety and Health Instructors listing on the Divisional Web site.

Any appeals will be directed to the Director of Prevention Services and Partnerships Branch

7. Upon Successful Completion:

Instructors will receive from the Workplace Safety and Health Division:

1. A certificate of achievement for the Safety and Health Trainer Program.
2. A voluntary listing in the Safety and Health web site Instructors List.