

COURSE EQUIVALENCY APPLICATION FORM

PLEASE PRINT CLEARLY

SECTION A

NAME:	COMPANY:	
MAILING ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE:	EMAIL ADDRESS:	

Section B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY:

If you have taken a course through another Certifying Partner (CP) indicate it above and do not fill out pages 2 and 3 of this form.

The following must accompany this Equivalency Form:

- Copy of the course certificate and/or training records
- Processing fee payment of \$100.00 +GST (per equivalency request)
- Payment must be received before Certificate is issued

Methods of payment: Debit/Cash (at any AMTA Office), and Credit Card.

Credit Card Number:

Expiry Date:

Card Holder Name:

Signature:

Submit completed form and required documentation to:

Course Administrator
Alberta Motor Transport Association
3599 56 Ave East
Edmonton International Airport, AB T9E0V4
E-Mail: irt@amta.ca
Phone: (780) 395-6140 Fax: (780) 448-0744



Course Description:

The Health and Safety System Building course is the first step to achieving your Certificate of Recognition (COR) through the Partners in Injury Reduction (PIR) program. This comprehensive and challenging course is designed to guide and assist safety personnel in the development and implementation of a Health and Safety System.

Outcome	Identify and describe content	Location of content in materials provided
<p>Describe the structure of a health and safety management system and its link to occupational health and safety legislation.</p> <ul style="list-style-type: none"> • Identify and describe the legislative requirements of a health and safety system. • Define and explain Workers' Rights. • Define and explain Due Diligence in the context of occupational health and safety. 		
<p>Explain the steps in hazard assessment.</p> <ul style="list-style-type: none"> • Identify various types of hazard assessment and the steps required to complete each. • Explain the process of assessing risk. • Explain the hierarchy of hazard controls and provide examples of each. • Explain how to initiate and document corrective action. 		
<p>Identify the steps required to hire, train, and orient qualified workers.</p> <ul style="list-style-type: none"> • Define competency in an occupational health and safety context. • Describe the process of determining competency and the responsibility/obligation to do so. • Explain the benefits of hiring qualified workers, as well as providing appropriate orientations and training. 		

Outcome	Identify and describe content	Location of content in materials provided
<p>Define “Other Parties” and explain an employer’s legislative obligations toward them.</p> <ul style="list-style-type: none"> • Describe the different roles at a worksite and their relationship to each other under the legislation. • Explain the responsibilities and obligations of the Employer when working with Other Parties. • Use a tracking and assessment tool to manage safety performance relating to Other Parties. 		
<p>Define and explain Management Commitment in the context of a health and safety management system.</p> <ul style="list-style-type: none"> • Describe what is meant by “management commitment” when discussing health and safety systems. • Communicate the various levels within a company and the respective responsibilities for health and safety that each level has including key roles within each level. • Determine the need for either a health and safety committee or representative based on legislative guidelines. 		
<p>Explain the legislative requirement for and process of conducting workplace inspections.</p> <ul style="list-style-type: none"> • Communicate the purpose of an inspection within the context of each inspection type. • Describe the process of determining criteria prior to conducting an inspection. • Define various inspection types and explain the process required of each. (e.g., facility, vehicle, etc.) 		



Outcome	Identify and describe content	Location of content in materials provided
<p>Explain and apply the legislative requirements related to Emergency Preparedness and Response at worksites.</p> <ul style="list-style-type: none"> • Describe the purpose and benefits associated with an Emergency Response Plan (ERP). • Describe an organization’s responsibilities with response to emergency response planning. • Discuss the minimum legislative requirements of emergency response planning. • Describe and plan an emergency response drill. 		
<p>Define and describe investigation in an occupational health and safety context.</p> <ul style="list-style-type: none"> • Describe the steps to conducting an investigation. • Explain the reporting requirements both during and after an investigation. • Identify who should participate in conducting an investigation. 		
<p>Explain the process of monitoring and maintaining a health and safety system.</p> <ul style="list-style-type: none"> • Identify and use appropriate health and safety data to support continuous improvement within the system. • Define and apply leading and lagging indicators in a health and safety system context. 		
<p>Identify partners and programs that support and promote worksite health and safety.</p> <ul style="list-style-type: none"> • Explain the role of Partnerships in Injury Reduction and their relationship to workplaces and organizations. • Explain the Certificate of Recognition Program, including certification requirements and ongoing timelines. 		



Additional Notes:

