



The AMTA has served as a resource to Alberta's transportation industry since 1938. Our training has been created by industry, for industry. Our AMTA instructors are selected based on their education, knowledge, and demonstrated expertise. Let the AMTA partner with you for your training and employee development needs.

Health and Safety System Building (HSSB)

A description of the training course objectives:

Confidently create a customized health and safety system for any organization. HSSB teaches participants a systematic, step-by-step process for developing the elements required of a workplace health and safety system. Participants will be provided with templates, resources, and opportunities to apply the knowledge and skills presented in the course.

This is a 2-day course offered through both distance and classroom delivery methods. The course examines the legislative references and content requirements for each of the following Health & Safety components:

- Hazard Assessment and Control
- Qualifications, Orientation, and Training
- Other Parties
- Management Commitment
- Health and Safety Committees/Representatives
- Inspections
- Emergency Response
- Incident Investigation
- System Administration

This course is a prerequisite to the AMTA's Fundamentals of Auditing (FOA) and Self-Evaluator Certification/Recertification, and COR Auditor. It is also the required course for the COR program.

Module 1 - Health & Safety Management Systems (HSMS) – 1 hour

Learning Objectives

- Define health and safety management system.
- Explain the benefits of a health and safety management system.
- List the components of a health and safety management system as required by Alberta's Certificate of Recognition (COR) program.
- Explain due diligence.

Module 2 - Management Commitment - 1.25 hours

Learning Objectives

- Describe how policy demonstrates an organization's commitment to health and safety.
- Describe the requirements of a health and safety policy.
- Explain how managers demonstrate their commitment to the health and safety management system.
- Explain how workers participate in the health and safety management system.





Module 3 - Hazard Assessment – 1.5 hours

Learning Objectives

- Define hazard.
- Identify various hazard types.
- Explain the legislative requirements related to hazard assessment.
- Explain the process of conducting a formal hazard assessment.
- Explain the process of conducting site-specific hazard assessment.

Module 4 - Hazard Controls 1.25 hours

Learning Objectives

- Describe the methods and hierarchy of hazard controls.
- Explain how workers can be involved in the hazard control process.
- Explain the requirement for violence and harassment prevention plans and why they are important.

Module 5 - Health and Safety Committees and Representatives – 1 hour

Learning Objectives

- Define
 - Health and Safety Committee
 - Health and Safety Representative
- Explain the duties of Health and Safety Committees and Representatives.

Module 6 – Qualifications, Orientation, and Training – 1 hour

Learning Objectives

- Describe various types of training provided to employees.
- Define competency.
- Explain how employers determine employees are competent for their role.
- List information that must be covered in employee orientations.

Module 7 - Contracting Employers, Visitors, and Other Parties – 1.25 hours

Learning Objectives

- Explain an employer’s obligation to other parties at the work site under federal legislation.
- List three groups’ employers have responsibilities for in addition to their own employees under provincial legislation.
- Explain a contracting employer’s health and safety responsibilities at the worksite.
- Explain an employer’s health and safety responsibilities to visitors and other parties at the worksite.

Module 8 – Inspections – 1.25 hours

Learning Objectives

- Define workplace inspection.
- Differentiate between formal and informal inspections.
- Explain what should be covered by an employer’s inspection policy.
- Describe how inspections should be documented.
- Explain what should be done with completed inspection reports.





Module 9 - Emergency Response Planning – 1.25 hours

Learning Objective

- Explain why a written emergency response plan (ERP) is important.
- List the items an employer should include in an ERP
- Describe the process of testing an ERP.
- List the ERP records/documentation that should be kept by an employer.

Module 10 - Incident Investigation - 1.25 hours

Learning Objectives

- Describe what must be contained in an employer’s incident investigation policy and process.
- List the steps in incident cause analysis.
- List the topics investigation team members should be trained in.
- Explain what must be contained in an incident investigation report.

Module 11 - System Administration - 1.25 hours

Module 11 Learning Objectives

- Explain the importance of two-way communication related to the HSMS.
- Explain how HSMS documentation should be developed, shared, and maintained.
- Discuss information helpful to improving an employer’s HSMS.

Total Instructional Hours: 12 hours

Final Review/Exam: 2 hours

Total training duration/length: 2 Days

Description of how participant(s) will receive instruction:

Virtual instructor lead / in person

Description of how participant’s learning will be assessed/evaluated:

Course Assessment

The course will be assessed with a final exam. The final exam will take place at the end of Day 2.

- 2 hours
- Open-book exam
- Multiple choice, short answer, matching
- 80% pass grade

The facilitator will advise you of exam rewrite options, if required. Please note the rewrite exam cannot happen on the same day as the original exam was written.

Total cost of the course per person: Non-Member \$525 / Member \$262.50

Name of instructor: Martin Muyomba, Carole-Anne Chung

Course capacity: Unlimited





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Dates of each training course: Jan 16, 2024
Apr 9, 2024
Sep 17, 2024

Credentials received at the end of the training: Certificate of completion

