



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.

## Legislation, Standards, and Policy (LSP)

### A description of the training course objectives:

This course sets participants up to be confident finding, interpreting, and applying the legislation, standards, and policy related to commercial transportation helps carriers and safety professionals ensure their organizations achieve and maintain compliance, positively contributing to safety and success.

Legislation, Standards, and Policy is a foundational course introducing participants to the key documentation which governs compliance and safety across the transportation industry. This course both defines and explains the linkages between legislation, standards, and organizational policy/procedure and provides practical learning opportunities to interpret and apply each. This course also considers how each is applied in federal and provincial workplaces and explains the criteria for establishing jurisdiction. Finally, the course looks at policy and procedure as the tools used by an organization to communicate matters of safety and compliance to workers.

This is a 2-day course offered through both distance and classroom delivery methods. This course begins with a look at:

- various forms of legislation and a basic overview of how they are structured, and the key language (words) used to write them.
- Examine standards and how they are both different but also related to various acts and regulations.
- Introduction to policy and procedure, linking both to the standards and legislation.

The focus of this course is primarily on OHS and commercial vehicle legislation and standards, but the basic principles apply to all areas of law. Later modules in the course examine the differences between federal and provincial employers and the importance of communicating compliance and regulatory information through the use of organizational policy and procedure.

*This course serves as core requirement for both the Certified Transportation Safety Coordinator (CTSC) and Certified Transportation Safety Professional (CTSP) designation programs. It also serves as a prerequisite to the AMTA's NSC Program Administration.*

### Module 1 - Defining Legislation, Standards, and Policy – 3.5 hours

#### Learning Objectives

- Identify legislation, standards, policy, and procedure documentation
- Explain how legislation, standards, policy, and procedure are both similar and different
- Legislation
- Standards
- Policy
- Procedure – process to complete





- Federal and provincial transportation, TDG, and OHS legislation
- National Safety Code (16 standards)
- Relationship between NSC and legislation
- Other standardizing bodies
- Law vs. ethics
- Differentiate between the purposes of legislation, standards, policy, and procedure

**Module 2 - Using Legislation, Standards, and Policy in the Workplace – 3.5 hours**

Learning Objectives

- Provide examples and explain how legislation, standards, policy, and procedure are applied in the workplace
- Reading legislation
- Citing (referencing) legislation
- Interpreting legislation for use in the workplace
- Interpreting legislation and standards in a situational context
- Evidence-informed decision making
- Staying current on legislation
- Government bodies that provide oversight and enforcement
- Locate legislation, standards, policy, and procedure
- Identify employer and employee responsibilities based on legislation (shall/will/must) and standards (should/may/reasonability)
- Apply legislation, standards, policy, and procedures to support safe and/or compliant work processes
- Apply legislation to specific situations.
- Explain decision-making process in such a way as to be clear and concise to others.

**Module 3 - Federal vs. Provincial Worksites – 2.5 hours**

Learning Objectives

- Recognize the difference between federal and provincially governed worksites
- Federal worksites
- Provincial worksites
- Interjurisdictional precedence
- Interjurisdictional immunity
- Division of Powers Act
- Determine if a workplace is federally or provincially governed

**Module 4 - Legislation and Policy – 2.5 hours**

Learning Objectives

- Use policy to communicate legislative information in the workplace
- Use policy as a tool to communicate legislation
- Communicate for continuous improvement
- Use policy and procedure to communicate legislative requirements
- Identify “who, what, where, when, why, and how” aspects of policy
- Identify consequences and corrective actions when policy and procedure is not followed





**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, case study
- 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:** Tim Reteff

**Course capacity:** Unlimited

**Dates of each training course:** Feb 20, 2024  
Nov 19, 2024

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

