



Public Services Health
& Safety Association™

Your Health. Your Safety. Our Commitment.

Student Placement Resource Manual



Student Placement Resource Manual

Copyright © 2014

Product Code: LHCMNBEN1014

Public Services Health and Safety Association (PSHSA)

4950 Yonge Street, Suite 902

Toronto, Ontario M2N 6K1

Canada

Telephone: 416-250-2131

Fax: 416-250-7484

Toll Free: 1-877-250-7444

Web site: www.pshsa.ca

Connect with us:

 [@PSHSAca](https://twitter.com/PSHSAca)

The information presented here is, to the best of our knowledge, current at time of printing and is intended for general application. This publication is not a definitive guide to government regulations or to practices and procedures wholly applicable under every circumstance. The appropriate regulations and statutes should be consulted. Although the Public Services and Health Association (PSHSA) cannot guarantee the accuracy of, nor assume liability for, the information presented here, we are pleased to answer individual requests for counselling and advice.

All material copyright 2014 Public Services Health & Safety Association. You may make no claim to copyright in any materials incorporating or derived from these materials.

All other rights reserved.

Table of Contents

	Page
Introduction	3
Section 1 Assessing the placement worksite	
Identifying hazards in the placement workplace	7
Examples of indicators of potential hazards	8
Working environment	9
Placement worksite inspections	9
Conducting the inspection	9
Checklist of common hazards	11
Section 2 Introducing the student to the placement worksite	
Employer-student placement worksite safety orientation	13
Twelve questions for students to ask their placement employer	15
Section 3 Placement worksite checklists	
General Safety checklist	19
Additional checklists	21
First Impression Report	55

Introduction

You are about to, as a student, embark on what can be a very exciting journey in your studies. You will have an opportunity to view the world in a different way, moving from a student in an educational setting to a student in a workplace setting. You will have an opportunity to view the “working world”.

You will likely be very eager, inquisitive and full of energy and anticipation, hoping to show off your best and gain the utmost experience in your placement. I know because I was there once.

While your placement can be very rewarding it can also be a minefield of hidden dangers. Students do get hurt and some killed in placements, coops and new jobs. We don't think about the hazards because we very often cannot recognize them. We tend to think that the placement employer must have all the bases covered. That doesn't always happen. There is a saying that is used very often, “look after number one”. Look after yourself. Be smart about what you do.

Don't rely on your placement employer to guarantee your safety. If you are facing what you think is a harmful situation tell someone, your supervisor, your placement teacher, someone...

This booklet has been prepared to give you a chance to recognize hazards in your placement worksite. Please read it over. There is a lot of good information in it that can help you. It has also been designed to help your teacher or placement coordinator when they are looking for worksites to place you in. There is also stuff for your placement employer.

One final thought, resist the urge to rush in and start something without training and supervision. If you're unsure on how to do something, don't do it, ask for help! Only do what you know you can do and have been trained to do.

Have fun on your placement. Learn and stay healthy.

Former kid still young at heart

Placement Student's Rights



- The right to know.
- The right to refuse unsafe work.
- The right to learn and work in a safe environment.
- The right to learn and work in a violence and harassment free workplace.

Assessing the Placement Worksite

Basic placement worksite hazard identification and evaluation for the teacher or placement coordinator

Identifying Hazards in the Placement Workplace

A hazard is something that has the potential to cause injury or damage:

- **People** - injury, illness, death, and trauma
- **Property** - damage, contamination, theft and waste
- **Processes** - work disruption

Three steps are required to determine if the hazards in the workplace are necessary, acceptable and adequately controlled:

1. **Hazard Recognition**
2. **Hazard Assessment** (*likelihood of injury or illness*)
3. **Hazard Control**

Hazard Recognition

- History of injury and illness to students in general and in the specific work environment
- Placement employer consultation and a placement worksite visit
- A general workplace evaluation specific job safety checks

Hazard Assessment

Hazard assessment is the determination of the likelihood of an injury or illness occurring from exposure to the hazard.

Factors that are considered are:

- Potential severity
 - i) minor injury
 - ii) an injury or illness resulting in time off
 - iii) an injury or illness causing a permanent disability or loss of a body part or a bodily function
 - iv) an injury or illness that could cause death

- Length and frequency of the exposure intensity or power of the exposure

The overall purpose of the workplace risk assessment is to determine what priorities are being set in the placement worksite to minimize the risks. The safety measures in place in the workplace should reflect the amount of risk and result in the potential severity of injury being minor or eliminated under normal operating procedures.

Hazard Control

If suspected or identifiable hazards are in the workplace and no controls are being used, or the placement employer hasn't done a risk analysis, students should not be located in the placement worksite. One or several of the following processes should be in place controlling the hazard:

Elimination - requires changes in the design of the workplace or process or preventing students from working in a hazardous area

Substitution - use of less hazardous chemicals, other materials or processes

Mechanical controls - enclosure, isolation, mechanical aids, or machine guards

Administration - supervision, work procedures and work organization

Training - workplace, process and hazard specific health and safety training

Personal Protection - personal protective equipment is the least expensive, however it is the least effective and should always be used in conjunction with other control methods.

Examples of Indicators of Potential Hazards

General Atmosphere

- horseplay and other disruptions overcrowding
- understaffed for the work or providing guidance inappropriate or unsafe clothing
- failure to use personal protection or safety devices provided
- poorly maintained or damaged tools and equipment

Storage

- lack of appropriate storage improper stacking
- improper or unsafe shelves, racks or cabinets
- aisles too narrow or cluttered lack of fire protection
- flammable materials or gases stored in the normal work area
- rags and cleaning clothes not in flame resistant containers

Machine Guarding

- lack of or ineffective guards
- guards made inoperative

Elevated Work Surfaces

- lack of guardrails, kickboards and barriers
- improper or unsafe ladders lack of fall protection or tie off points

Electrical

- equipment or wiring not approved by the Electrical Authority, CSA, ULC or similar standards group
- poor condition of extensions or other wiring
- improper use of extension and outlets
- lack of ground fault circuits in damp or wet areas
- metal ladders used near electrical conductors
- lack of grounding or double insulation
- improper use of lock-outs and tags working on live electrical equipment use of regular power tools in damp or wet conditions

Chemical Hazards

- presence of hazardous substances presence of dangerous goods presence of dangerous consumer products

Manual Handling Hazards

- lifting
- carrying
- holding
- pushing
- pulling

Ergonomic Hazards (Repetitive Strain Injury)

- repetitive or forceful movement of either or both arms
- work requiring constrained or awkward postures
- work level too high or low
- incorrect work methods
- incorrectly designed work stations
- incorrect tools
- incorrect use of tools

Biological Hazards

- lack of appropriate training
- inappropriate or inadequate facilities

Psychological Hazards

- lack of physical activity irregular eating
- presence of alcohol, drugs and caffeine
- unrealistic workloads and deadlines extended work hours
- lack of understanding of the job lack of control over workload poor communications between management and student hazardous working conditions
- working with persons who are sick, injured or dying
- lack of job interest or satisfaction repetitive, unstimulating tasks.

Noise

- there is a noise problem if you have to raise your voice to be understood
- people experience headaches or confusion

Working Environment

Personal Safety

- working alone
- risk of exposure to violence, aggression
- harassment
- verbal abuse
- bullying
- handling complaints, dealing with abusive customer

Lighting

- eye strain
- headaches
- blurred vision

Comfort and Environmental Stress

- temperature
- humidity
- air movement
- level of activity
- clothing

Placement Worksite Inspections

An inspection is an essential part of ensuring student safety and health in their workplace. During inspections the workplace is examined to identifying actual or potential hazards.

The monitoring teacher should conduct an inspection prior to placement to ensure that there are no unsafe conditions which students may be exposed to without being provided adequate training and protective devices or equipment.

The basic objectives of the inspection are: to determine if the site is safe and appropriate for the placement of students

- to identify and record potential and actual hazards in the work or the work procedures
- to identify any hazards which require immediate information and training for the placement participants
- to determine if the staff at the placement site have time and are competent to provide safety training
- to ensure that the safety policies, procedures and hazard controls are

sufficient to protect the health and safety of the student

- to ensure that correct information is provided to students before a placement is made

Conducting the inspection

There is a danger of getting distracted or letting your eyes lead you around the room. Random patterns in inspections create gaps and will not be effective. Plan a structural approach which include the following three components:

- From the entrance of the room:
 - get an overall impression check for problem areas set priorities
- Centre of the room:
 - check the entire perimeter and everything over shoulder height
 - concentrate on high storage and hanging things
- Work Area by Work Area / Machine by Machine:
 - this should be done in a predetermined manner - clockwise outside to centre or left to right, front to back, etc.

Things to look for:

General

- housekeeping, warning labels, signage, exits, fire protection, and safety devices

Environmental

- noise, vibration, lighting, temperature, fumes, vapours and ventilation

Equipment

- materials, tools and apparatus used to produce the product or service

Protection

- guards, hoods, process isolation, and personal protective equipment

Process

- techniques and procedures used by employees and potential interactions with other activities occurring at the same time.

To ensure coverage of all items in the workplace it is useful to use specific “checklists” which contain reference to potential hazards in point form. Such checklists should never be considered as permanent lists - items should be reviewed and added to or revised as necessary.

What should be inspected?

No workplace is entirely free of hazards. **ALL WORK AREAS** where a student could be assigned work should be inspected including offices, storage areas and the related service and maintenance areas.

When deciding how many inspections are necessary during the placement period and their timing, the actual risk of injury in the workplace should be considered. These risks should be evaluated following the first inspection. As hazards are observed, a clear description of the hazard should be written down.

It is also important to determine which hazards could have the most serious consequences if an accident were to occur. Classifying hazards will enable priorities to be established to develop materials in conjunction with the placement employer, to properly prepare the student.

The inspection summary report should include recommendations for action.

General Recommendations would include recommendations

- to place, to conditionally place or not to place a student at the site
- limit the students placement to specific processes, operations or work tasks
- limit the exposure to specific hazards while providing meaningful related work experience

- request a change in the students’ work pattern to reduce the hazard potential
- give more adequate training for particular operations
- require specific personal protective equipment and training

Who should inspect?

The monitoring teacher must make continuous inspections and be alert to changing conditions, operations and work methods. These inspections should be carried out in conjunction with the potential supervisor of the student who should be knowledgeable in the hazards and the placement worksite safety related procedures. Some operations may require the monitoring teacher to make several inspections over the course of the placement period to be certain that all safety precautions are being taken.

Health and Safety Checklists

Different checklists for different Placements are of benefit to those performing inspections outside of their area of expertise. A general checklist is provided in this section and more specific checklists are provided at the end of this document. These checklists are meant to be general references to give an indication of the level of safety awareness at the specific placement worksite. They do not cover all the hazards that could be present.

Checklist of Common Hazards

What to look for:

Look at all areas and consider the points indicated below. Some sections may not be applicable. Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

Passageways

- safe walkways defined
- clear and unobstructed
- sufficient width for intended use

Exit / Egress

- sufficient exits for prompt escape - no locks restricting escape
- routes and exits clearly marked
- exit signs adequately illuminated
- exit doors open outward onto a level floor and/or stairway

Noise

- noise level measurements in all areas of the workplace where noise prevents normal face to face conversation from being heard / understood
- hazardous noise areas are identified and marked with mandatory signs for hearing protection

Lighting

- lighting /illumination in areas suits the tasks performed
- there are no unevenly lit areas
- task lighting is in use for precise work

Fumes/Ventilation

- the workplace is free from fumes, generated by chemical processes, welding etc.

- fume hoods and / or extractor fans are provided and in use where hazardous fumes are present
- ventilation, air conditioning units, humidifiers and water treatment systems are regularly checked

'Ergonomic Factors

- design allows normal body positions when seated or standing
- limited weight and size of materials lifted or carried by persons
- where standing on concrete floors is required for long periods of time adequate anti-fatigue (padded) floor coverings are provided
- where sitting is required for long periods, ergonomic chairs are provided

Electrical

- all electrical leads are intact without exposed wiring, have grounds and no two prong adaptors are being used
- plugs and switches have covers
- no extension cords used as semi-permanent wiring
- no overloaded plugs or ganged multiple connections
- fused power bars are used for multiple electrical connections

General

- sharp edges, points rough or ragged surfaces have been safeguarded
- low overhead projections that cannot be removed have been padded / identified with warning tape
- safety zones are marked around hazardous machines
- floors are clean and dry and free of refuse, oil, grease and water

Introducing the Student

To the Placement Worksite & Placement Worksite Checklists

Placement Employer's

Student Placement Worksite Safety Orientation

This checklist lists some of the topics that the placement employer should cover with a student before the student starts work. Some points may not apply in a specific workplace.

- a site tour which includes a discussion of hazards and safe work practices
- location of cloak room, restrooms, emergency eyewash and emergency shower
- general and specific safety rules for the work area
- rights and assistance available
- policies and procedures on harassment and violence
- use of personal protective equipment
- procedures to be used for handling heavy materials
- procedures used for repetitive manual operations
- use and restrictions for ladders and other elevated working devices
- procedures and WHMIS for any hazardous chemicals
- housekeeping and special clean-up procedures
- proper use of equipment, machinery, hand tools and lifting devices
 - specific restrictions and safety precautions
 - guards - use and policies
 - lock-out and tag-out procedures
- emergency plan including procedures for evacuation
 - who to contact in an emergency
 - fire safety rules and the location of fire extinguishers
 - first aid stations and first aid services available
 - other emergency equipment and procedures
- smoking policy
- other special rule

Twelve Questions

For Students to Ask Their Placement Employer

1. What are the hazards or dangers in my job?
2. Are there any other hazards in the area (noise, chemicals, radiation etc.) that I should know about?
3. Will I receive job related safety training? When?
4. Is there any safety equipment I'll be expected to wear? Will I receive training in how to use it?
 - a. When?
5. Will I be trained in emergency procedures (fire, chemical spill and workplace specific emergencies)?
 - a. When?
6. In an emergency where do I exit? Where do I report?
7. Where are fire extinguishers, first aid kits and other emergency equipment located?
8. What are my health and safety responsibilities?
9. Who do I ask if I have a health or safety question?
10. What do I do if I get hurt? Who is the first aid person?
11. Will I be working alone?
12. Is there a policy on workplace violence which includes harassment

Placement Worksite Checklists

Checklists can be very useful where you need to work in an area that you are not familiar with. They help you by prompting you to look for specific hazards in a particular area. You need to understand however that they are a guide and not the ultimate tool since each workplace is a little different.

On the following pages, various placement checklists are available.

General Inspection Checklist

Employer Compliance with the Occupational Health and Safety Act

	Yes	No	Current
1. Does the employer have a written Health and Safety Policy statement, dated [within one year] signed and posted in the workplace? [where more than 5 workers are regularly employed]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the employer have written safety procedures for jobs that may be hazardous to a worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a written emergency procedure for fire or chemical spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a Joint Health and Safety Committee [JHSC] or Health and Safety Representative? [5 employees or under]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are OHSA, WSIB posters and names of the JHSC or representative posted in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are competent supervisors, familiar with the OHSA and Regulations, appointed by the employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there a First Aid station and are the names of first aid attendants and certificates of training posted at the station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the employer provide workplace Orientation to new workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is training provided to each employee before starting a new job or task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is WHMIS training provided to employees who are handling or near controlled substances or hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Are records kept of **all** training with dates, participants and certification where required by law?
12. Is equipment regularly maintained? Are records kept of maintenance where required by law or manufacturer's recommendations?

Retail Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply. Use a check mark to indicate that an item is OK. Use an X to indicate items that are unacceptable or need further assessment.

- Is training given for both WHMIS and Consumer labeling?
- Do labels on all chemical containers indicate the contents, manufacturer and type and degree of hazard?
- Are Material Safety Data Sheets (MSDS) readily available?
- Are there written Emergency Procedures?
- Does the placement employer have a spill control plan and clean up procedures for spills?
- Is there a safety program with employee training related to the products and equipment handled?
- Are all machines guarded and in good working condition?
- Are carts, conveyors, and pallet movers provided to reduce the amount of lifting and carrying done by employees?
- Are Ground Fault Circuit Interrupter (GFCI) used for electric outlets at sinks or around wet work areas?
- Are electrical cords free of nicks, cuts or exposed wires?
- Are all electrical equipment and extensions properly grounded?
- Are all extensions suitable for the capacity required? (E.g. A heavy-duty plug should be plugged into a heavy duty extension cord, as opposed to a light duty extension cord?).
- Do any electrical cords run through doorways, windows, walls, across aisles or are they stapled around items such as door jambs?
- Do all stairs and elevated storage areas have railings and both kick boards and intermediate barriers to prevent accidental falls?
- Is there at least 1 meter in path or clear aisle width to all exits?
- Are all Exit signs illuminated or "glow in the dark"?
- Are all doors unlocked and unobstructed during occupancy?
- Do the doors swing in the same direction as the exit of travel?
- Is all electrical equipment used in areas where flammable liquids are stored or used explosion proof?

- Are ABC fire extinguishers available and properly mounted wherever flammable or combustible liquids are stored? Ensure employees are trained.
- Do qualified individuals inspect all fire extinguishers on an annual basis?

Working with Animals Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the facilities clean and free of excessive odours?
- Are signs posted directing clients to leash or cage pets?
- Is the public restricted to waiting and examination areas?
- Are muzzles or other physical restraints used while handling animals?
- Are dangerous animals sedated before handling or treating?
- Is provide protective clothing such as lab coats or smocks and gloves used while working with animals or cleaning?
- Are floors and floor finishes non-slip?
- Do electrical outlets have ground fault protected?
- Are signs posted limiting smoking and other potential ignition sources in areas where anesthetics or oxygen is used
- Is a program in place to ensure the regular monitoring of the ventilation system used to remove waste anesthetic gases?
- Are compressed gas cylinders secured, upright, with chains or straps?
- Is there signage warning of restrictions and hazards in various areas?
- Are there policies in place to ensure no unnecessary people are present in hazardous areas and enforce the use of lead protective clothing and shields to protect employees during radiography procedures?
- Are medications kept in locked cabinets? Are drugs and related equipment secure in a locked container - both in the office and while making visits?
- Are full records maintained of the purchase, use and inventory of drugs and medications which include adequate information on their distribution?
- Are medications and drugs properly discarded when they are past their expiration date?
- Are parking areas and entries routinely inspect to verify smooth, uncluttered and adequately lit walking surfaces?
- Are UL listed ABC fire extinguisher in areas with flammables or anesthetic gases?

Auto Shop/Garage Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the facilities clean, properly lit and free of accumulated waste materials?
- Are the aisles, emergency exits, and work areas free of stored materials?
- Are floors and floor surfaces made of noncombustible material, slip resistant and free of oil and grease?
- Are Material Safety Data Sheets available for hazardous products such as oils, solvents, cleaners and other products being used? Have employees been trained on how to use them? Where they are they stored? Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are employees required to wear protective clothing, eye protection and other appropriate personal protection? Are there signs? Are the rules enforced?
- Are eyewashes and safety showers providing 15 minutes of continuous flush available in areas where acids or bases are used?
- Are hazardous flammables stored in metal flammable cabinets or in containers that are either UL or CSA approved and properly labelled with the name of the material they hold (for example, waste oil) and the type of hazard they present?
- Are flammable liquid containers grounded and bonded during transfer and grounded during storage?
- Is the waste storage area labelled, free of spills and the limits of the area marked?
- Is a large (40BC) fire extinguisher available, with smaller (10BC) extinguishers available in the work areas? Have the employees have been trained in their use?
- Is the electrical system properly maintained, labelled and enclosed in metal tubing?
- Are all electrical cords and extensions in good condition with grounding prongs?
- Are all light bulbs (trouble lights) used Teflon-coated (rough service) or fluorescent?
- Is the general lighting adequate for the work being done?
- There is adequate ventilation and adequate local ventilation for carbon monoxide from tailpipe exhaust systems?

- Are there temporary furnaces or space heaters in use in the work areas? Are they approved for the type of use (flammable area) and exhausted if required?
- Do lifts and hoists have operable safety locks? Have they been inspected, tested and certified at least once during the past year? Is there a routine maintenance and testing program?
- Is there a procedure for waste and are employees trained in those procedures?
- Are oily shop rags placed in sealed, labeled metal disposal containers?
- Are solvent parts cleaners enclosed and labeled with material name and hazard?
- Are compressed gas cylinders chained to portable cylinder carts or to the wall in an upright position?
- Are heavy equipment and unstable tools bolted into the floor?
- Do all equipment with moving parts have guards which are intact and in place?
- If welding or brazing takes place is there a suitable ventilation and are there procedures in place to control and monitor lead or other heavy metal exposure?
- Is adequate storage available?
- Are batteries stored in a single layer on pallets or shelving with an impermeable base?
- Are tires stored in proper racks or shelves?
- Are the tops of cabinets free of stacked items being stored?
- Are cabinets and shelves anchored to prevent them from tipping?
- Are heavy items stored on the lowest shelves or in the lowest drawers?

Bakery Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are normal hygienic food procedures being followed such as personal body and head coverings, general cleanliness, proper waste disposal procedures, sanitation procedures and refrigeration of perishables being followed?
- Are floors clean and free of spilled powders or liquids?
- Are measures in place to avoid spills and in the event of a spill occurring of to ensure the spilled materials are cleaned up quickly?
- Are floors and aisles free of obstacles and uneven surface areas?
- Are mechanical aids such as carts, movers and lift trucks available to assist with lifting and

Salons & Barber Shop Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the facilities clean, properly lit and free of waste materials?
- Are the aisles and seating areas free of stored materials?
- Are Material Safety Data Sheets available for hazardous products being used? Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are both the staff and customers questioned about sensitivity to possible preparations that will be used?
- If materials or formulas are made "in house" are adequate records maintained to ensure that in a medical emergency the proper information could be provided to ensure the proper treatment of any rashes or other negative health effects?
- Are materials kept on hand clearly labelled to avoid the possibility of using the wrong product or formula?
- Are protective gloves used when working with preparations that could cause or aggravate skin irritations?
- Are smocks and towels used to provide protection for the body while services are being provided?
- Is there adequate ventilation to remove mists or sprays that may be harmful?
- Are regular documented inspections of equipment carried out which include the safety of equipment anchors or safety straps?
- Are routine checks done to ensure grounding and wiring of electrical appliances has not corroded or worn loose and is safe?
- Are there adequate electrical systems? Circuit breakers with ground fault protection, no temporary extension cords, and fused power strips for multiple electrical connections.
- Are dryers guarded with an automatic cut-off switch to prevent overheating?
- Are there emergency exits? Are these exits clear, adequately lit, and highly visible?
- Is there adequate storage room for the stock being kept on hand?
- Are outside parking and entranceways smooth and adequately lit?
- Are soiled towels, hair clippings and trash disposed of in closed metal containers?

Copy / Printer Shop Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the facilities clean, properly lit and free of waste materials?
- Are the aisles and work areas free of stored materials?
- Are floors and floor surfaces slip resistant?
- Are Material Safety Data Sheets available for hazardous products, such as inks, thinners and blanket washes, used being used? Have employees been trained on how to use them? Where they are they stored? Is personal protection that meets the requirements of the MSDSs being used with each product?
- If materials are made formulated or mixed "in house" are adequate records maintained to ensure that in a medical emergency the proper information could be provided to ensure the proper treatment of any negative health effects?
- Are hazardous flammables stored in metal flammable cabinets?
- Are materials kept on hand clearly labelled to avoid the possibility of using the wrong product or formula?
- Are protective gloves used when working with preparations that could cause or aggravate skin irritations?
- Are smocks and towels used to provide protection for the body while services are being provided?
- Is safety footwear required?
- Are loose hair, clothing and jewelry restricted or forbidden?
- Is there adequate ventilation to remove any hazardous vapours or mists harmful?
- Are policies in place on the maintenance and enforcement of the use of guards for rotating and moving parts of all equipment and shears/cutters?
- Are adjustable height tables and skids available to minimize employee bending and minimize lifting?
- Does a wall, counter or service desk separate the public area from the production areas? Are "Employees Only" restrictions and signs in place for production areas?

- Is there adequate storage? Are aisles and working floor areas free of stored boxes and other materials?
- Are handrails, kickboards and rails present on all stairs and elevated areas?
- Is the use of temporary extension cords in lieu of permanent wiring forbidden? Are fused power strips used for multiple electrical connections?
- Are antistatic devices on equipment and grounds checked regularly for effectiveness?
- Is a proper waste disposal system in place which separates various groups of wastes and ensure appropriate waste disposal containers are used?

Daycare Facility

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Does the facility appear clean and orderly?
- Are there lingering unpleasant odours?
- Are the rooms and hallways well lit and free of clutter?
- Are the floor surfaces level and free of tripping hazards?
- Is there a housekeeping program in place to which minimizes slippery surfaces,
- Ensures immediate cleanup of spills as well as general cleanliness and sanitation.
- Are there policies and procedures for the safe cleaning of daycare equipment and toys
- Are there policies and procedures for food handling ?
- Are there are enough staff to ensure adequate student training, to meet the children's needs and to provide assistance when working with children and during an emergency?
- Is there a fire and emergency plan?
- Are there signs indicating the action to be taken in the event of a fire or other emergency?
- Is fire and emergency equipment easy to locate? Are staff trained?
- Are exits clear, easily opened from the inside and well marked with lit signs?
- Are there procedures in place which include training programs and information on:
 - how to recognize and respond to abuse or neglect,
 - how to deal with aggressive or difficult children or parents,
 - how to release a child from the daycare, and
 - how to deal with illnesses and on medication dispensation?
- Is WHMIS training provided to all staff?
- Are Material Safety Data Sheets available for hazardous products being used?
- Is personal protection that meets the requirements of the MSDSs being used with each product?

- Are there policies, training and equipment to assist in manual handling procedures?
(Ideally a “No lifting” policy should be in place.)
- Are storage areas adequate with heavy items stored at low-level and regularly used items within easy reach?
- Are step stools or ladders available to reach items stored above shoulder height?
- Are there specific clothing requirements such as non-slip shoes, gloves for certain tasks, or body coverings?
- Is access and freedom of movement restricted for outsiders entering the facility?
- Are all hazardous materials properly stored and secured from unauthorized access?
- Are playgrounds and/or play areas safe and padded incase of slips or falls as required under current CSA Standards?
- Is there adequate washroom and/or personal hygiene facilities for both staff and clients?

Small Fabrication Shop Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the floors clean and free of spilled materials, debris and stored items?
- Are floors and aisles free of obstacles and uneven surface areas?
- Are changes in elevations such as sunken or raised areas adequately marked and visible?
- Do all interior and exterior elevated areas, including stairs and ramps, have adequate and sturdy guardrails, kickboards and handrails?
- Is personal protective equipment, such as safety glasses, hearing protection, safety footwear and head protection, required
- Are there signs indicating when and where they must? be used?
- Are the policies followed?
- Are employees trained in proper lifting and moving techniques?
- Are mechanical aids such as pallet movers, hoists, carts, scissor tables and lift trucks available to assist with lifting and moving heavy materials?
- Are all fork lift drivers trained and certified in the operation of their equipment?
- Are operational procedures and personal protection available for the proper use of equipment and any other hazardous materials or chemicals? Is training provided?
- Are flammable or hazardous chemicals used?
- Are hazardous flammables stored in metal flammable cabinets?
- Are flammable and hazardous chemicals used in ventilated areas designed to contain the hazard during use or resulting from a release or spill?
- Are approved metal self-closing containers used for flammable wastes?
- Are open containers filled with flammable liquids in metal flammable cabinets or specially designed containment areas?
- Are only CSA or UL approved "safety" cans used for storing or dispensing any flammable liquids not in the original container?
- Are Material Safety Data Sheets available for hazardous products used?

- Have employees been trained on how to use the information?
- Where are they stored?
- Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are all materials kept on hand clearly labelled to avoid the possibility of using the wrong product?
- Are measures in place to ensure that waste is cleaned up quickly and disposed of in a safe manner
- Are there formalized spill control and clean up procedures for chemical spills?
- Is adequate space allowed around equipment for safe use? Are designated work zones indicated around equipment?
- Are machines fully guarded with all belts, chains, gears, pulley sprockets, conveyors and other moving parts on all equipment provided with guards?
- Is the unprotected space in the work zone, where the material reaches the point of operation (cutting, shearing or pressure point), small enough to prevent endangering the operator?
OR
- Are there machine "shut down" devices to shut the machine off immediately if any part of the operator gets near the point of operation?
- Are readily identifiable and accessible emergency stops provided for all equipment?
- Are adequate permanent wiring and plugs with grounding available?
- Can equipment be properly locked out for servicing?
- Are procedures and training in place?

Museum Safety Checklist for Students

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that have not been discussed and ask your supervisor for assistance.

- Has a written plan to respond to emergencies such as fires, evacuations, and injuries been reviewed with you?
- Have you been trained in various types of emergency procedures? (Fire, explosion, etc.)
- Are fire extinguishers provided, maintained and readily accessible?
- Have you been trained in the use of emergency equipment?
- Have you been shown the first aid stations and are the names of trained first aiders posted?
- Has a hazard assessment of the job(s) you will be performing been reviewed with you?
- Has your supervisor given you adequate information and/or training on the hazards of your job and how to deal with them?
- Were the policies and procedures for working alone reviewed with you?
- Was the Insect/Pest Management program, dealing with the safe use of insecticides and for fumigation reviewed with you?
- Were the policies and procedures for the identification, assessment and control of mould reviewed with you?
- If museum objects and collections used in exhibits are accessible to the public, were the policies and procedures for the safe use and handling of collections and artifacts reviewed?
- Were you made aware that anytime you see items that require repair, which may cause an unsafe workplace, you are to advise your supervisor (book trolleys, carts, pallet trucks, ladders etc.)?
- Was materials handling training provided to you (safe lifting and material transfer)?
- If forklifts are used, are you aware that a forklift-training program, which meets the requirements of the Ministry of Labour, must be completed prior to operating forklifts?
- Has the museum's health & safety program, which includes job specific employee training, been reviewed with you?
- Have you received Workplace Hazardous Materials Information Systems (WHMIS)

training?

- Are Material Safety Data Sheets available and do you know how to use them?
- Have you been made aware of when and where personal protective equipment and ventilation is required and that your supervisor will enforce compliance? Examples of personal protective equipment include – hearing protection, safety glasses, goggles, safety boots, gloves, respirators, insect repellent and sunscreen.
- Have you been made aware of the required manufacturer-provided guards on all tools and that they should be functional, in good condition and used?
- Are you aware that all conditions that might increase the risk of slips/falls (e.g. - spilled liquid) should be reported to your supervisor?
- All interior and exterior elevated areas, including stairs and ramps, should have adequate and sturdy guardrails, kickboards and handrails.
- Are you aware that all exits should free of all obstructions and properly lit?
- Ground Fault Circuit Interrupters (GFCIs) should be used for electric outlets at sinks or near wet work areas. Check with your supervisor for the locations that they are required.
- Are electrical cords free of nicks, cuts or exposed wires and are ground pins in tact. All extension cords should be suitable for the capacity required. (E.g., A heavy duty plug should be plugged into a heavy duty extension cord, as opposed to a light duty extension cord).
- Do not run electrical cords through doorways, windows, or across aisles where they can be trip hazards.
- Only “explosion proof” electrical equipment is to be used in areas where flammable liquids are stored or used.
- Are all fire exits clear (at least 1 metre clear aisle width)?
- All Fire Exit signs shall be illuminated or “glow in the dark”.
- Are all doors unlocked and unobstructed during occupancy, or magnetic-locked which open when the fire alarm rings?
- Are ABC fire extinguishers available and properly mounted wherever flammable or combustible liquids are stored?
- Is there a written policy related to the use of business vehicles?
- Is there a signed health & safety policy posted in the workplace?
- Where a Joint Health & Safety Committee is required, are the members names posted In the workplace?

Office Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are there adequate aisles and space between desks?
- Are the aisles clear and not used for storage?
- Are the tops of cabinets free of stacked items being stored? Are areas, shelves, cabinets or rooms provided for storage?
- Are cabinets and shelves anchored to prevent them from tipping?
- Are heavy items stored on the lowest shelves or in the lowest drawers?
- Are step stools provided to reach items stored at elevated levels?
- Is trash removed regularly and not allowed to accumulate in doorways or at exits?
- Are there adequate electrical systems? Circuit breakers, no temporary extension cords used in lieu of permanent wiring and fused power strips for multiple electrical connections?
- Are exits visible, well lit at all times, and not blocked?
- Are there adequate handrails on stairways and raised areas?
- Is there an emergency plan to respond to emergencies such as fires, evacuations, and injuries?
- Are employees trained in the types of alarms, exit routes and where to assemble in emergencies?
- Are there properly mounted and readily accessible fire extinguishers? Are the extinguishers inspected regularly? Are employees trained in their use?
- Are walkways and parking areas smooth (free of major cracks and heaving), clean and well lit.
- Are elevators and escalators regularly inspected?
- Are office workstations properly set up and ergonomically acceptable?
- If cash or cheques are being processed are there deadlocks on all exterior doors?
- Are checks marked "For Deposit Only" upon receipt?

Vehicle Operations and Driving

- Is there a written policy on the use of personal vehicles for business and prohibiting non-employee use of business vehicles?

Receiving / Storeroom / Toolroom Inspection Checklist

Use In Conjunction With The General Inspection Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are MSDS's referred to when handling hazardous materials?
- Is personal protective equipment (such as chemical splash goggles and neoprene gloves) used when handling chemicals labeled "Flammable", "Poisonous", "Corrosive" or "Caustic"?
- Are chemicals without MSDS's handled or distributed?
- Are there emergency procedures in place in the event of a spill, fire or accident?
- Is the floor smooth and free of large cracks? Are ramps designed with a suitable incline present to move materials between multiple levels.
- Are safety shoes, head protection and gloves required
- Are objects placed on shelves so they don't wobble?
- Are there any items overhanging from shelves into walkways?
- Are heavy items on middle or lower shelves?
- Have workers had safe lifting technique instruction?
- Is a ladder available for reaching items stored at heights? Is the floor suitable for ladders?
- If boxes are stacked for a period of time are they checked to make sure the boxes aren't failing causing the stack to collapse?
- Is there any evidence of rodents? Do workers know what to do if evidence of mice is found?

Forklift Safety

- Has training which meets the Ministry of Labour requirements been provided?
- Is the forklift inspected before use? Is a record of the most recent forklift inspection available?
- Is a seat belt always worn when driving the forklift?
- Are safety procedures posted?

Carts and Pallet movers

- Has training been provided for carts and pallet movers?
- Is the lifting capacity marked on the pallet movers?

Residential Care Facility

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Does the facility appear clean? Are there lingering odours?
- Are the rooms and hallways well lit and free of clutter? Are the floor surfaces level and free of tripping hazards?
- Is there a housekeeping program in place to which minimizes slippery surfaces, ensures immediate cleanup of spills as well as general cleanliness and sanitation.
- Is the atmosphere pleasant? Does the staff seem to respect and enjoy working with the residents?
- Is there adequate room for residents to maintain personal space and privacy?
- Are there are enough staff to ensure adequate student training, to meet residents' needs, provide assistance when working with residents and to provide a timely response in an emergency?
- Is there a fire and emergency plan? Are there signs indicating the action to be taken in the event of a fire or other emergency? Is fire and emergency equipment easy to locate. Are exits clear, easily opened from the inside and well marked with lit signs?
- Are there procedures in place which include training programs and information on how to recognize and respond to abuse or neglect, how to deal with aggressive or difficult residents, and how to deal with the stress of meeting multiple needs?
- Are guidelines available for the staff to use to determining what equipment should be used in what circumstances? Do the guidelines outline responsibilities of the staff and the proper use of the equipment?
- Is WHMIS training provided to all staff? Are Material Safety Data Sheets available for hazardous products being used? Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are the policies and equipment to assist in manual handling procedures? Ideally a "No lifting" policy should be in place.

- Are storage areas adequate with heavy items stored at a low-level and regularly used items within easy reach? Are step stools or ladders available to reach items stored above shoulder height?
- Are medication stock areas kept locked up at all times?
- Are carts and other wheeled equipment provided to move materials? Is the size appropriate for the areas where they are used? Are the wheels suitable for the floor surfaces?
- Are lifts or hoists used for lifting or moving residents? Are there procedures and required training in their operation and limitations?
- Is special training provided to assist in providing care to residents with physical limitations or behavioral difficulties?
- Is an infection control program in place? Are the procedures enforced?
- Are there specific clothing requirements such as non-slip shoes, gloves for certain tasks, or body coverings?
- Is access and freedom of movement restricted for outsiders entering the facility?
- Are public areas around the building in good condition and well lit?

Retail Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Is training given for both WHMIS and Consumer labelling?
- Do labels on all chemical containers indicate the contents, manufacturer and hazard levels?
- Are Material Safety Data Sheets (MSDS) readily available?
- Are there written Emergency Procedures?
- Does the employer have a spill control plan and clean up procedures for spills?
- Is there a safety program with employee training related to the products and equipment handled?
- Are all machines guarded and in good working condition?
- Are carts, conveyors, and pallet movers provided to reduce the amount of lifting and carrying done by employees?
- Are Ground Fault Circuit Interrupter (GFCI) used for electric outlets at sinks or around wet work areas?
- Are electrical cords free of nicks, cuts or exposed wires? Are all electrical equipment and extensions properly grounded? Are all extensions suitable for the capacity required? (e.g. A heavy duty plug should be plugged into a heavy duty extension cord, as opposed to a light duty extension cord?).
- Do any electrical cords run through doorways, windows, across aisles or are they stapled around items such as door jambs.
- Do all stairs and elevated storage areas have railings with both kick boards and centre boards?
- Is there at least 1 metre in clear aisle width to all Exits?
- Are all Exit signs illuminated or "glow in the dark"?
- Are all doors unlocked and unobstructed during occupancy?
- Do the doors swing in the same direction as the exit of travel?
- Is all electrical equipment used in areas where flammable liquids are stored or used explosion proof?
- Are ABC fire extinguishers available and properly mounted wherever flammable or combustible liquids are stored? Ensure employees are trained.
- Do qualified individuals inspect all fire extinguishers on an annual basis?

Salons & Barber Shop Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the facilities clean, properly lit and free of waste materials?
- Are the aisles and seating areas free of stored materials?
- Are Material Safety Data Sheets available for hazardous products being used?
- Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are both the staff and customers questioned about sensitivity to possible preparations that will be used?
- If materials or formulas are made "in house" are adequate records maintained to ensure that in a medical emergency the proper information could be provided to ensure the proper treatment of any rashes or other negative health effects?
- Are materials kept on hand clearly labelled to avoid the possibility of using the wrong product or formula?
- Are protective gloves used when working with preparations that could cause or aggravate skin irritations?
- Are smocks and towels used to provide protection for the body while services are being provided?
- Is there adequate ventilation to remove mists or sprays that may be harmful?
- Are regular documented inspections of equipment carried out which include the safety of equipment anchors or safety straps?
- Are routine checks done to ensure grounding and wiring of electrical appliances has not corroded or worn loose and is safe?
- Are there adequate electrical systems? Circuit breakers with ground fault protection, no temporary extension cords, and fused power strips for multiple electrical connections.
- Are dryers guarded with an automatic cut-off switch to prevent overheating?
- Are there emergency exits? Are these exits clear, adequately lit, and highly visible?
- Is there adequate storage room for the stock being kept on hand?
- Are outside parking and entrance ways smooth and adequately lit?
- Are soiled towels, hair clippings and trash disposed of in closed metal containers?

Service and Repair Safety Checklist

Computer and Appliances Repair Assembly and Servicing

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Does the employer train employees in proper lifting techniques and do proper follow up to ensure that the techniques are being applied?
- Is mechanical handling equipment provided to limit lifting?
- Are the employees trained in electrical safety?
- Are all appliances unplugged prior to working on them (unless they are undergoing a circuit or electrical test when special procedures should be followed)?
- Are electrical isolation devices (such as transformers) and ground fault breaker circuits used when checking equipment?
- Are adequate permanent wiring and plugs with grounding available?
- Is the use of electrical extension cords limited or restricted?
- Are all cords kept out of aisles and walkways?
- Is the condition of hand tools and test equipment checked regularly and a log kept?
- Are personal protective equipment such as gloves, eye protection and smocks required and the rules enforced?
- Do employees document all potential hazards that are observed, regardless of whether or not they choose to repair the item?
- Are the floor surfaces clear, smooth and slip resistant?
- Are there adequate, uncongested work areas and aisles?
- Are there appropriate and adequate shelving and other storage areas?
- Is there a counter or doorway to separate customers from the work area?
- Is there adequate packing material or containers to protect items that are being handled or transported to and from the repair shop?

Pick up and Delivery if applicable:

Students may not drive but are often passengers:

- Is there a vehicle maintenance program that identifies inspection and repair responsibilities?
- Are the driving qualifications and insurance coverage of personnel verified?

Small Fabrication Shop Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the floors clean and free of spilled materials, debris and stored items?
- Are changes in elevations such as sunken or raised areas adequately marked and visible?
- Do all interior and exterior elevated areas, including stairs and ramps, have adequate and sturdy guardrails, kickboards and handrails?
- Is personal protective equipment, such as safety glasses, hearing protection, safety footwear and head protection, required? Are there signs indicating when and where they must be used? Are the policies followed?
- Are measures in place to ensure that waste is cleaned up quickly and disposed of in a safe manner?
- Are floors and aisles free of obstacles and uneven surface areas?
- Are employees trained in proper lifting and moving techniques? Are mechanical aids such as pallet movers, hoists, carts, scissor tables and lift trucks available to assist with lifting and moving heavy materials?
- Are all fork lift drivers trained and certified in the operation of their equipment?
- Are operational procedures and personal protection available for the proper use of equipment and any other hazardous materials or chemicals? Is training provided?
- Are Material Safety Data Sheets available for hazardous products used? Have employees been trained on how to use the information? Where are they stored? Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are hazardous flammables stored in metal flammable cabinets?
- Are flammable and hazardous chemicals used in ventilated areas designed to contain the hazard during use or resulting from a release or spill?
- Are metal self-closing containers used for flammable wastes?
- Are open containers filled with flammable liquids in metal flammable cabinets?
- Use only CSA or UL approved "safety" cans used for storing or dispensing any flammable liquids not in the original container?
- Are there formalized spill control and clean up procedures for chemical spills?

- Are materials kept on hand clearly labelled to avoid the possibility of using the wrong product?
- Is adequate space allowed around equipment for safe use? Are designated work zones indicated around equipment?
- Are machines fully guarded with all belts, chains, gears, pulley sprockets, conveyors and other moving parts on all equipment provided with guards? Do the guards in the work zones allow only enough unprotected space for the material to reach the point of operation?
- Are readily identifiable and accessible emergency stops provided for all equipment?
- Are adequate permanent wiring and plugs with grounding available?
- Can equipment be properly locked out for servicing? Are procedures and training in place?
- Is a raw material and product identification and inspection process in place?

Wholesale Business Safety Checklists

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Is trash removed regularly and not allowed to accumulate around doorways or exits?
- Is there a plan to respond to emergencies such as fires, evacuations, and injuries?
- Are employees trained in various types of emergency procedures?
- Are employees trained in the hazards of materials being used or handled?
- Are Material Safety Data Sheets available and do employees know how to use them?
- Is personal protective equipment and ventilation provided when required?
- Is the use of personal protective equipment - hearing, safety glasses and shields, etc. enforced?
- Are employees (or the facilities) monitored for exposure to chemicals, including dusts?
- Are the manufacturer provided guards on all tools functional, in good condition and used?
- Is material handling equipment training provided?
- If forklifts are used in a forklift training program in place which meets the requirements of the Ministry of Labour?
- Is there a formal preventative maintenance program for material handling equipment?
- Are steps taken to limit the frequency and extent of employee lifting and reaching above shoulder height?
- Are rack heights adjustable, or platforms provided to limit reaching.
- Is a formal material handling and vehicle maintenance program in place that identifies inspection and repair responsibilities?
- Is there a written policy related to the use of business vehicles?
- Is appropriate equipment including ramps or dock plates provided for material handling on the loading dock?
- Are floor surfaces slip resistant and properly maintained?
- Do all interior and exterior elevated areas, including stairs and ramps, have adequate and sturdy guardrails, kickboards and handrails?

- Are customers restricted to office areas, away from tools and machines?
- Are delivery people limited to incoming to dock areas, away from machines?
- Are the electrical systems adequate? Circuit breakers, no use of temporary extension cords in lieu of permanent wiring, fused power strips for multiple electrical connections.
- Are fire extinguishers provided, maintained and readily accessible? Are staff trained?
- Are all hazardous materials and aerosols stored in appropriate cabinets or rooms designed for this purpose?
- Are only approved, self closing containers used?

eLearning

@ PSHSA

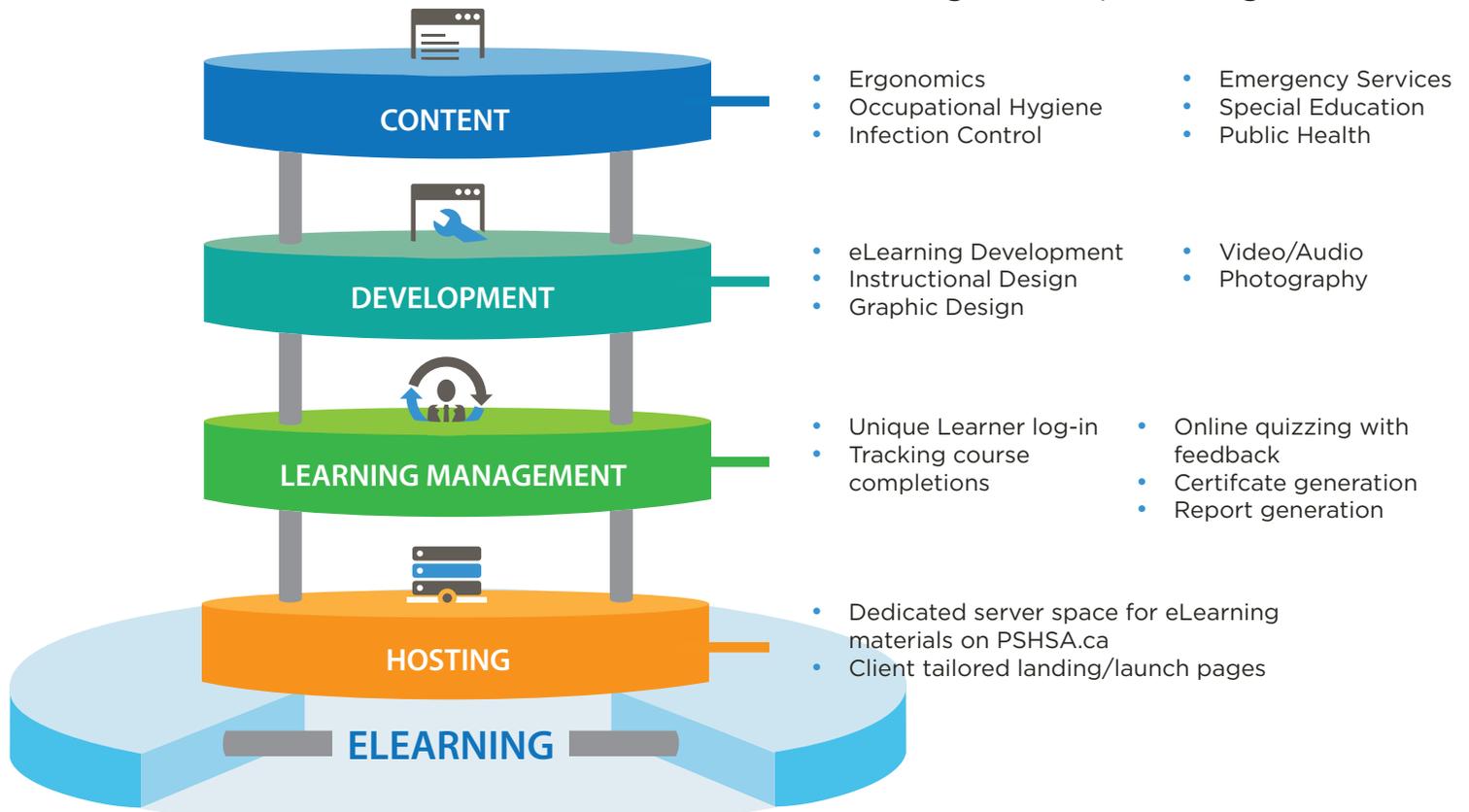
PSHSA is the choice for all your health and safety eLearning needs. Whether you have content of your own that needs to be converted into eLearning or would like to take advantage of our extensive content library, PSHSA will work with you to develop a creative and innovative eLearning solution.

GOALS

PSHSAs goals for online education are as follows:

- 1** Improve market reach and accessibility
- 2** Better efficiency, scalability, flexibility
- 3** Broaden program scope and delivery
- 4** Deliver valuable learning experiences to increasingly tech-savvy audience

PSHSA offers a full range of eLearning services, including:





Student Placement Resource Manual

Public Services Health and Safety Association (PSHSA)

4950 Yonge Street, Suite 902

Toronto, Ontario M2N 6K1

Canada

Telephone: 416-250-2131

Fax: 416-250-7484

Toll Free: 1-877-250-7444

Web site: www.pshsa.ca

Connect with us:

 [@PSHSAca](https://twitter.com/PSHSAca)

Product Code: LHCMNBEN1014