



# ▶ Office and Professional Sector Training Programs

**We know our training works. More important, so do others.** As Ontario's government-designated occupational health and safety training centre, we have trained hundreds of thousands of workers, supervisors, joint health and safety committees, health and safety representatives and others for more than three decades. While our training is delivered in every sector of the economy, we also offer a complete line of programs suited for the office and professional sector. With more than 200 ready to deliver training programs we are well positioned to help your workplace comply with the many training requirements mandated by health and safety law. Much of the training we offer can also be used for general workforce training and as part of your overall workplace due diligence strategy.

Many WHSC programs are scheduled to run at various times throughout the year in a community near you. We can also work with you to organize the delivery of one or more training programs at your workplace or an appropriate training facility. For those programs that do not require hands on practical training, such as Certification training and most of the hazard awareness modules, we regularly schedule many in public virtual classrooms or we can schedule them specifically for your union or workplace.

Here's a partial list of health and safety training essentials for those employed in the office and professional sector.

## Meeting Specific & General Duties to Train

Certification Part I [3 or 4 days]

Certification Part II – Office & Professional [3 days]

Certification Refresher [6.5 hours]

Confined Spaces Entry and Hazard Recognition [6 hours]

Documenting Health and Safety [3 hours] \*

Ergonomics: Basic Principles [6 hours]

Ergonomic Toolbox [3 hours] \*

Globally Harmonized WHMIS [2-3 hours]

Propane Handling, Storage and Use [6 hours]

Supervisor Health and Safety Training [6 hours]

Worker Health and Safety Awareness [3 hours]

Worker H&S Representatives – Smaller Workplaces [12 hours]

Workplace Inspections [3 hours]

Workplace Investigations [3 hours]

Workplace Violence and Harassment [3 hours]

## Hazard Awareness Training

Individual hazard awareness programs are delivered over a three hour session. When bundled, three separate programs can be delivered during a one day session. Each program is designed to satisfy the Part II Certification workplace-specific hazard training requirement, where workplaces

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opt to take a more customized approach. As a second option, workplaces can enroll in WHSC *Certification Part II Office & Professional* sector program which meets the needs of workplaces typical in this sector. It also allows workplaces to get into compliance fast. Each of the following modules is also suitable for general workforce training.

Asbestos	Hand Tools	Office Biohazards: Viruses, Moulds and Bacteria
Biological Hazards	Heat and Cold Stress	Office Work Environment
Chemical Hazards	Hours of Work	Personal Protective Equipment
Compressed Gas	Indoor Air	Physical Hazards
Confined Spaces	Infectious Diseases	Propane
Critical Incident and Post Traumatic Stress	Job Task Analysis	Psychosocial Hazards and Workplace Mental Health
Electrical Hazards	Manual Material Handling	Safety Hazards
Emergencies and Pandemics	Mould	Stress in the Workplace
Ergonomics and MSDs	Multiple Chemical Sensitivity	Walking and Working Surfaces
Fire and Explosion	Noise	Work Organization
Flammables and Combustibles	Non-fit-tested Respirators	

For more information, program descriptions, schedules and our complete online training catalogue visit our website, [www.whsc.on.ca](http://www.whsc.on.ca) or call our toll-free line from anywhere in Ontario, **1-888-869-7950**, and ask to speak to a training services representative.

\* Participant materials are available in French for programs marked with an asterisk. Upon request, any of our training programs are available for delivery by a French-speaking, WHSC-qualified instructor.

