

Certification Part II Office and Professional Sector Program

Before joint health and safety committee (JHSC) members in Ontario-regulated workplaces can become fully certified, they are required to complete a second round of training commonly known as *Certification Part II Training*. This training is designed to build on the knowledge gained in *Basic Certification Training* and help certified representatives identify, assess and control, or better yet eliminate, hazards specific to their workplace.

Training must be approved by the Ministry of Labour (MOL) and delivered by an approved provider. Training must also run for a minimum of two days and address at least six hazards that are relevant to the JHSC's workplace. The hazards to be addressed by *Certification Part II Training* should be discussed and selected by the JHSC. In most cases, this training must be taken within six months of *Basic Certification Training*.

WHSC and all our training options for *Certification Part II* have been approved by the MOL. Workplaces can opt to customize their program choosing from more than 60 WHSC hazard-specific modules. (For details, see the WHSC product sheet entitled, *Certification Part II – WHSC Hazard Modules*.) As a second option, workplaces can enroll in one of several WHSC sector programs.

The WHSC office and professional sector program meets the needs of workplaces typical in this sector. It also allows workplaces to get into compliance fast.

In addition to the office and professional sector program listed below, the WHSC has developed *Certification Part II* programs for 15 other sectors. (For details, see the WHSC product sheet entitled, *Certification Part II – WHSC Sector Programs* or call 1-888-869-7950 and ask to speak to a WHSC training services representative.)

THE PROGRAM: By day, by hazard module (8 hazard modules – 3 days)

Day 1: Stress in the Workplace; Workplace Violence and Harassment; Emergency Preparedness and Pandemic Response Plans

Day 2: Indoor Air; EMFs and Dirty Electricity; Office Biohazards: Viruses, Moulds and Bacteria

Day 3: Ergonomics: Recognizing Injuries, Risk Factors and Design Principles; Office Work Environment

