

COURSE HCS3000: WORKPLACE SAFETY SYSTEMS

Level: Advanced

Prerequisite: None

Description: Students gain the attitudes, knowledge and skills related to workplace health and safety and examine relevant legislation required in the workplace.

Parameters: Access to appropriate classroom and experiential learning opportunities, including contact with individuals with cluster specific credentials, career practitioners and relevant employers having current health and safety knowledge and experience; e.g., Certificate of Recognition (COR).

Note: This course is also the prerequisite course for all off-campus learning experiences.

Other Resources: [Alberta Labour: Resources for the Classroom](#)

Outcomes: The student will:

1. describe and explain workplace health and safety management systems

- 1.1 identify and describe the following eight elements of a health and safety management system:
 - 1.1.1 management, leadership and organizational commitment
 - 1.1.2 hazard identification and assessment
 - 1.1.3 hazard control
 - 1.1.4 ongoing inspections
 - 1.1.5 qualifications, orientations and employee training
 - 1.1.6 emergency response
 - 1.1.7 incident reporting and investigations
 - 1.1.8 health and safety management system administration
- 1.2 explain the workplace health and safety implications of each of the elements
- 1.3 identify, in samples taken from specific worksites or workstations, elements of health and safety management systems

2. recognize and incorporate hazard identification, assessment and control

- 2.1 predict and list hazards within a work environment particular to a variety of worksite/workstation locations; e.g., office, retail, restaurant; theatre, TV studio, film location; child care, health centre, fitness centre; construction, warehousing, manufacturing; oil well site, forestry lease, mine
- 2.2 distinguish between the five types of hazards; e.g., chemical, physical, ergonomic, biological, psychosocial) and provide examples of each from home, school or work
- 2.3 explore types of hazards commonly found in a specific occupational area or workplace
- 2.4 explain and apply terms related to hazard identification, assessment and control; e.g., hazard, risk, exposure, incident, injury, monitor
- 2.5 differentiate between hazard and risk
- 2.6 demonstrate ability to communicate information appropriately about a hazard and hazard prevention practices to others; e.g., fellow students or workers, other employees, supervisor, teacher, parent, employer
- 2.7 predict potential consequences of hazards left unattended
- 2.8 apply the progressive steps in a prevention strategy; e.g., hazard, exposure, incident, injury
- 2.9 develop a plan to control potential hazards identified in a selected workplace

- 3. identify and incorporate legislation related to the workplace**
 - 3.1 research and summarize workplace legislation particular to a worksite/workstation, including:
 - 3.1.1 *Occupational Health and Safety (OHS) Act, Regulation and Code*
 - 3.1.2 *Workers' Compensation Act*
 - 3.1.3 *Employment Standards Code*
 - 3.2 develop a glossary of relevant workplace terms; e.g., employer, worker, contractor, joint health and safety committee, responsibilities, hazard, personal protective equipment, fall protection, scaffolding, incident, investigation, muster point, Certificate of Recognition (COR), Partners in Injury Reduction (PIR)
 - 3.3 differentiate between the worker and employer
 - 3.4 explain responsibilities, as identified in OHS legislation
 - 3.5 describe the responsibilities of employers and workers
- 4. demonstrate basic competencies**
 - 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
 - 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
 - 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals