Public Service Commission
Occupational Health and Safety
2015 Spring Training Schedule
Civil Service

All training sessions will be held in the Sage Room at 40C Burns Avenue, Charlottetown. Pre-registration is required for all sessions (minimum 10, maximum 20 participants.) Please register by e-mailing prwebster@gov.pe.ca or phoning 368-5491.

Note: Health PEI employees should contact their OHS officer for their training needs.

Training Schedule

April 14, 2015  9:00 a.m. - 12 noon  Occupational Health & Safety Committees
April 23, 2015  1:00 p.m. - 4:00 p.m.  Back Care
April 28, 2015  9:00 a.m. - 12 noon  Accident Investigation and Workplace Inspections
May 7, 2015  1:00 p.m. - 4:00 p.m.  Office Ergonomics
May 12, 2015  9:00 a.m. - 12 noon  Confined Spaces
May 14, 2015  9:00 a.m. - 12 noon  Workplace Hazardous Materials Information System and Global Harmonized System (WHMIS/GHS)

The following is a short description of each course:

**Occupational Health and Safety Committees and Representatives**
The session provides information on the Occupational Health and Safety Act and Regulations and how they apply to workplaces within the Civil Service, roles and responsibilities of the OHS Committees, OHS Representatives and the Civil Service OHS Program. The information will enable employees to be effective OHS Committee members and representatives and knowledgeable safety advocates in their workplaces.

**Back Care Education**
The session will be of interest to employees who are required to lift and transfer objects manually in their workplace. You will be shown proper techniques for lifting to avoid injuring your back. The session will provide you with the knowledge needed to maintain a healthy back.

**Accident Investigation and Workplace Inspections**
The session addresses the purpose and the responsibilities of accident investigation and workplace inspections. It will provide you with the needed information to conduct effective
investigations and inspections.

**Office Ergonomics**
Do you need help in setting up your computer workstation properly?
Are you experiencing aches and pains after sitting at your workstation all day?
Do you want to be proactive - so you don’t develop those aches and pains?
If you answered yes to any of the above questions, you would benefit by attending this session. Come and learn how the principles of office ergonomics can help you in your daily work. This session will also be of interest to OHS Committees, OHS Representatives and individuals who purchase and/or set-up workstations.

**Confined Space General Awareness**
The session provides personnel with an understanding of the hazards associated with entering a confined space. It addresses the required legislation, atmospheric testing, personal protective equipment, ventilation, static electricity, lockout, safety watch and rescue plan.

The Workplace Hazardous Materials Information System (W.H.M.I.S.) applies to hazardous materials that are intended for use at workplaces. The session explains the system including how to conduct a product inventory, acquire and interpret material safety data sheets (MSDS/SDS) and how to apply the information on the (MSDS/SDS) to protect the health and safety of employees.