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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 26, 2015</td>
<td>9:00 a.m. - 12 noon</td>
<td>Workplace Hazardous Materials Information System and Global Harmonized System (WHMIS/GHS)</td>
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<tr>
<td>April 14, 2015</td>
<td>9:00 a.m. - 12 noon</td>
<td>Occupational Health &amp; Safety Committees</td>
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<tr>
<td>April 23, 2015</td>
<td>1:00 p.m. - 4:00 p.m.</td>
<td>Back Care</td>
</tr>
<tr>
<td>April 28, 2015</td>
<td>9:00 a.m. - 12 noon</td>
<td>Accident Investigation and Workplace Inspections</td>
</tr>
<tr>
<td>May 7, 2015</td>
<td>1:00 p.m. - 4:00 p.m.</td>
<td>Office Ergonomics</td>
</tr>
<tr>
<td>May 12, 2015</td>
<td>9:00 a.m. - 12 noon</td>
<td>Confined Spaces</td>
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</tbody>
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The following is a short description of each course:


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.

**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.