



**CAPSC**  
**Safety**  
**Services**  
NOVA SCOTIA

Get your **Supervisor Safety Certificate (SSC)** in just five days at our **Summer Campus**, and save one day and \$300!

The Supervisor Safety Certificate program provides a strong foundation for new and existing managers and supervisors within your organization. The program is based on six credits, including Due Diligence for Supervisors, Advanced Incident Investigation, and Supervisor Skills.

**Date: Monday, July 28 to Friday, August 1, 2008**

**Time: 9:00 am to 4:00 pm**

**Location: Safety Services Nova Scotia**

**110 Chain Lake Drive, Unit 3F**

**Vantage Point 3, Halifax**

### **Overnight Accommodations**

#### **Best Western Chocolate Lake Hotel**

20 St. Margaret's Bay Road

1-888-561-7666

1-800-WESTERN

[www.chocolatelakehotel.com](http://www.chocolatelakehotel.com)

#### **Lakeview Inns & Suites**

98 Chain Lake Drive

450-3020

Toll Free: 1-877-355-3500

[www.lakeviewhotels.com](http://www.lakeviewhotels.com)

#### **Future Inns**

30 Fairfax Drive

443-4333

Toll Free: 1-800-565-0700

[www.futureinns.com](http://www.futureinns.com)

**Registration rate including materials: \$1500 (regular \$1800)**

***Limited seating - first come basis***

Please contact Cheryllynn Walsh to register at  
(902) 454-9621 ext. 233 or [walsh@safetyservicesns.ca](mailto:walsh@safetyservicesns.ca)

# ADVANCED INCIDENT INVESTIGATION PROCESS (SIIP)

## Course Objectives

System Incident Investigation Process (SIIP) provides the student with several analytical techniques that can be used to ascertain the root cause or causes of workplace incidents. The program takes a systems look at the incident(s) starting with the worker and ending at the senior level in the organization.

## Who Should Attend?

- OH&S Committee Members
- OH&S Representatives
- OH&S Professionals
- Supervisors & Managers

## Course Outline

The techniques used to analyze the incidents include: events and conditions mapping, human error analysis, and change analysis. The student will have a better understanding of the investigation process and will be able to use these techniques in their own workplace.

Specific areas that will be explored are:

- Introduction
- The Safety System
- Gathering Information
- Interview Techniques
- Analytical Techniques
- Events and Condition Mapping
- Human Error Analysis
- Change Analysis
- The Report

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## MEMBERSHIP HAS ITS PRIVILEGES!

Join Safety Services' membership program and SAVE with member discounts on training courses and on our annual health and safety conference.

Visit our website for our full training calendar.

## FOR MORE INFORMATION:

110 Chain Lake Drive, Unit 3F  
Vantage Point 3  
Bayer's Lake Industrial Park  
Halifax, NS B3S 1A9  
P (902) 454-9621  
F (902) 454-6027  
Toll Free 1-866-511-2211



# DUE DILIGENCE FOR SUPERVISORS

## Course Format

Students will be led through the *Due Diligence for Supervisors* three-book instructional package that provides the tools and techniques to implement a proactive and productive health and safety system at their workplace. Also included is a detailed description of Bill C-45 that “establishes a legal duty for all persons directing work to take reasonable steps to ensure the safety of workers and the public.”

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## Course Objectives

Duties, responsibilities, procedures and benefits of integrating safety into the workplace will be addressed. Practical tools will be utilized to manage safety more effectively.

## Who Should Attend?

- Supervisors
- Lead Hands
- Owners
- Managers
- Employers of small firms
- OH&S representatives

## Course Outline

### Book 1:

- Chapter 1 - Changing the Culture
- Chapter 2 - The Safety System
- Chapter 3 - Due Diligence
  - Action Planner
  - Safety Program Review

### Book 2:

- Chapter 1 - Legislation
- Chapter 2 - Hazard Assessment
- Chapter 3 - Measure of Performance
  - Job Hazard Analysis
  - Job Classification

- Safety Observation
- Hazard Report
- Constructive Discipline
- Safety Award

### Book 3:

- Chapter 1 - Communication
- Chapter 2 - Workplace Inspections
- Chapter 3 - Incidents
  - Lesson Plan
  - Department Safety Orientation
  - Regular Safety Meeting Record
  - Inspection Checklist
  - Close Call

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# SUPERVISOR SKILLS

## Course Format

The course employs the principles of adult education and includes group activity, lecture, and video.

## Course Objectives

Supervisor Skills is a two-day course designed to introduce supervisors to effective management of employees.

## Course Outline

### Day 1

- The Roles and Responsibilities of a manager
- Communication Skills
- Use and Abuse of Time
- Introduction to Leadership
- Labour Standards

### Day 2

- Decision Making
- The Task and the Team
- Giving Clear Instructions
- The Art of Delegation
- The Manager as a Trainer

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