

Dunk & Associates is pleased to now be a CPO approved provider of JHSC Certification Training.

Companies in Ontario with 20 or more employees are required to have a Joint Health and Safety Committee (JHSC) that complies with the Occupational Health and Safety Act (OHSA). For most, that means having at least two JHSC certified committee members - one worker and one management representative. In case of turnover, we recommend ensuring you have ample certified members on your committee. JHSC Certification can also be used as training for health and safety representatives and competency building for managers/supervisors!

Both Part 1 and Part 2 training must be completed for a member to be fully certified. Please refer to the important timelines listed on the order form. JHSC Certification training is transferable, meaning employees are not required to re-do their Part 1 or Part 2 training if an employee changes workplace sectors.

Part 1: Health and Safety Basic Certification Training

Dunk & Associates Inc., Part 1 training is designed to cover the learning outcomes outlined in the MLITSD's JHSC Certification Training Standard. At the end of training, learners will be required to write a final evaluation comprised of 31 multiple choice and true/false questions. Learners must achieve at least 75% on their final evaluation to receive their Part 1 certificate. Part 1 training is available as eLearning, distance learning or in-class (by request only). For distance and in-class, has been organized into six modules instructed over three full days. For eLearning, the following modules should take approx. 18 hours depending on learner's speed and pace.

- Module 1: Foundational Knowledge
- Module 2: Safety Committees and How They Work
- Module 3: Hazards and Your Health
- Module 4: Workplace Inspections
- Module 5: Dealing with Hazards
- Module 6: Reporting and Investigations

Part 2: Hazard-Specific Training

Dunk & Associates Inc., Part 2 training is designed to cover the learning outcomes outlined in the MLITSD's JHSC Certification Training Standard. Part 2 training is designed to refresh the knowledge obtained in Part 1 and further develop skills related to the R.A.C.E. process. Unlike other providers, our Part 2 training is generic in nature, meaning the hazards selected can be found in all workplaces, regardless of sector. Our case studies walk through a variety of realistic scenarios which can be found in many workplace settings. At the end of training, learners will be required to complete a group activity based on one of the hazards listed below and then write a final evaluation comprised of 15 multiple choice and true/false questions. Learners must achieve at least 75% on their final evaluation to receive their Part 2 certificate. Dunk & Associates offers Part 2 training over 2 or 3 days via distance or in-class (by request only) comprising approx. 15 hours of training.

- Module 1: Review of Key Concepts
- Module 2: Control of Workplace Violence, Harassment and Bullying
- Module 3: Control of Infections, Disease, Virus and Pathogens
- Module 4: Control of Chemical Hazards (WHMIS)
- Module 5: Control of Musculoskeletal Injuries and Disorders
- Module 6: Control of Slip, Trip and Fall Injuries
- Module 7: Control of Housekeeping, Racking and Storage

JHSC Certification Refresher Training

This 1-day course is designed to bring JHSC members up-to-date with the latest health and safety legislation, regulations, standards and best practices.

During the course, we:

- Review rights, duties, and responsibilities of workplace parties, JHSC members and certified members
- Review the concepts of R.A.C.E. and the hazard assessment tool
- Describe changes or updates to relevant legislation, standards, codes of practice over the last three years
- Provide an opportunity for members to share JHSC best practices and to discuss challenges and potential resolutions

All certified members, meaning those who have completed both Part 1 and Part 2 training, must complete refresher training.

For those who have completed JHSC Certification post-March 2016, you require refresher training every 3 years. Refresher training must be completed prior to the expiry date. Extensions can only be requested in writing to the MLITSD within 10 days of the expiry.

Those certified prior to March 2016 do not require refreshing training and are grandfathered under the new standard. However, refresher training is a great way to keep your knowledge up-to-date and does not impact your grandfathered status.

Steps to Registration

1. Please review the technical requirements (see below) and ensure all learners can meet the specifications prior to registering.
2. Complete this registration form and email to cert@systems24-7.com. You will be invoiced with payment due by credit card (a 3.5% administration fee applies). You may request to pay by cheque or EFT (not the same as e-transfer). Learners will not be set-up until payment is received.
3. For distance, if you have a preference on the training dates, please inform us with your registration. Our training schedule is posted on www.systems24-7.com. Payment for distance learning is valid for one calendar year to allow the flexibility to select a course time that is suitable to the learner.
4. Within 2 business days of receipt of registration and payment:
 - a. Confirmation and Advanced Course Materials will be sent to learner's personal email address
An instructional email and access codes (username and passcode are sent separately from Certification 24-7 to ensure security of information) are emailed to the learner.
 - b. Once the learner receives the instructions and access codes, the learner must access www.cert24-7.com to access their digital Participant's Manual and ensure the correct courses are assigned.
5. When attending training via distance learning, learner must show a valid photo ID for identification during their first session.
6. Once the learning modules and final evaluations/assignments are complete, the learner will receive their Part 1, Part 2, or Refresher Certificate of Successful Completion.
7. Learners will receive unlimited access to the Cert 24-7 portal for **one year** from the date of registration.

Important Timelines

eLearning Timelines (available for Part 1 only)

- Learners must complete all Part 1 modules and the final evaluation within 30 days. The time starts when the course is accessed. Failure to complete the course within the designated window will result in the learner having to start the training again from the beginning. Extensions cannot be granted once the course is begun. Pay attention to the “Complete By” date listed on the training & tracking page. This is the date that the course resets and will need to be completed **before** this date passes.

Distance Learning Timelines

- Once you start your distance sessions, you must finish them. You must be online, present, and participating from the start of the session to the end. If for some reason you cannot finish your classes, please contact Dunk & Associates.
- If a learner must miss a registered distance session for either Part 1, Part 2, or Refresher, they must contact Dunk & Associates and provide at least 2 business days of notice of the cancellation. Not attending a registered session takes away the ability of another learner to attend. If cancellation is not received within the designated timeframe, learners will be subject to a \$75 administration fee to reschedule.
- For Part 2, it must be completed within 12 months of Part 1. Neither Dunk & Associates or the MLITSD grants extensions. Failure to do so will result in the learner needing to complete Part 1 over again at the regular fee.
- For Refresher, it must be completed prior to the three year expiry date. Dunk & Associates cannot grant extensions. The MLITSD can grant a one-time exemption if requested, but it must be submitted within 10 days of the expiry. Failure to complete Refresher within the timeline will result in the learner needing to complete Part 1 and Part 2 over again at the regular fee.

The MLITSD requires a minimum class size of 6 to run a class. If a class must be cancelled for failing to meet the mandatory minimum size, learners and the company contact will be informed in writing at least one week prior to the scheduled session with a selection of alternative training dates.

For employers paying for training, you have a right to know about the status of an employee's training. Please email us at cert@systems24-7.com for information about your learner's progress.

Technical Requirements for eLearning

Any learner who registers for eLearning **must** have the following: **computer or laptop** (no tablets or mobile devices) with headphones or speakers, reliable internet connection, quiet learning space, and Adobe PDF viewer. Please ensure learners can meet these requirements before registering.

Technical Requirements for Distance Learning

Any learner who registers for distance learning **must** have the following: **computer or laptop** (no tablets or mobile devices) with web camera, microphone, headphones, reliable internet connection, quiet learning space, and Adobe Connect application installed. Instructions for installing Adobe Connect and performing connectivity tests will be sent to the learner. Please ensure learners can meet these requirements before registering.

Accessibility

Dunk & Associates is committed to creating accessible programs by removing barriers for people with disabilities. Our goal is to ensure accessibility and ease of use for all participants. If you, the participant, have a specific accessibility requirement, please make it known and we will take all reasonable steps to meet your accommodation needs.

At any point in time, participants have the ability to communicate with a safety professional for one-on-one assistance through email and toll-free telephone support. This includes outside the hours of learning. Throughout the live facilitated webinars, participants have the ability to send an instant message to the instructor with their questions. Following a webinar, instructors remain online to provide any additional support and assistance.

Fees

Certification Part 1 (eLearning):

Current Member of a Dunk Program: \$315 per learner

Public: \$340 per learner

**optional: \$75 Participant's Manual, which includes course materials, activities, the Act and shipping.*

Certification Part 1 (distance):

Current Member of a Dunk Program: \$425 per learner

Public: \$450 per learner

**optional: \$75 Participant's Manual, which includes course materials, activities, the Act and shipping.*

Certification Part 2 (distance):

Current Member of a Dunk Program: \$360 per learner *(includes the Part 2 course materials (mandatory) and shipping).*

Public: \$385 per learner *(includes the Part 2 course materials (mandatory) and shipping).*

Certification Refresher (distance):

Current Member of a Dunk Program: \$150 per learner

Public: \$175 per learner

Your workplace will be invoiced with payment due by credit card (a 3.5% administration fee will apply). You may request to pay by EFT or interact e-transfer, however learners will not be set-up until payment is received. Purchase is non-refundable but can be transferred. Manuals will be shipped within 5 business days to the learner's home address.* All fees are plus HST.

***Current Member of a Dunk Program** is any company that is currently enrolled in a Dunk & Associates program such as Systems 24-7 or our Health and Safety Excellence program (HSEp).

**Please ensure that the correct mailing address (including apartment number) is provided for the learner. If the incorrect address is provided and the manuals are returned to Dunk & Associates, the billing contact will be invoiced for the cost of the return and for resending the manual to the correct address.*

JHSC Certification Training Order Form



Company Information (if applicable)

Company Name: _____ Workplace Sector: _____

Company Contact Name: _____ Company Contact Email: _____

Phone: _____ Fax: _____

Are you currently enrolled in a Dunk & Associates Program: Yes ☐ No ☐

Billing Information

Billing Contact Name: _____ Billing Contact Email: _____

Phone: _____ Fax: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Payment is due by credit card (a 3.5% administration fee applies) upon receipt of invoice. To request an alternative payment option, select one: ☐ EFT ☐ Interac e-Transfer (send to accounting@systems24-7.com)

Learner Information

Please complete additional pages if registering more than 1 learner.

First Name: _____

Last Name: _____

Home Address: _____

Apt #: _____ City: _____

Province: _____

Postal Code: _____

Mobile Number: _____

Personal Email: _____

Date of Birth: _____

Employee Type: ☐ Management ☐ Worker ☐ JHSC Member

Accessibility Needs: ☐ *Explain via email*

Select the courses to register:

☐ Part 1: eLearning

Add Manual & Materials (+\$75): ☐ Yes ☐ No

☐ Part 1: Distance Learning

Add Manual & Materials (+\$75): ☐ Yes ☐ No

Session Preference*: _____

☐ Part 2: Distance Learning

Manual & Materials Included

Session Preference*: _____

Date of Part 1 Completion: _____

☐ Refresher: Distance Learning

Session Preference*: _____

Date of Part 2 or Last Refresher Completion: _____

*Dates of upcoming training sessions can be found at
<https://www.systems24-7.com/training-schedule>

☐ By checking this box, you declare that you have read and understand all relevant requirements, timelines and costs and communicated this to the learners registered.

Please complete the order form and email to Dunk & Associates at cert@systems24-7.com and keep a copy for your records. *Manuals will be sent to the learner's address listed above. Please ensure that the correct mailing address (including apartment number) is provided for the learner. If the incorrect address is provided and the manuals are returned to Dunk & Associates, the billing contact will be invoiced for the cost of the return and for resending the manual to the correct address. All communications regarding registration will be sent to the learner's personal email address.

JHSC Certification Training Order Form



Additional Learners

First Name: _____
Last Name: _____
Home Address: _____
Apt #: _____ City: _____
Province: _____
Postal Code: _____
Mobile Number: _____
Personal Email: _____
Date of Birth: _____
Employee Type: ☐ Management ☐ Worker ☐ JHSC Member
Accessibility Needs: ☐ *Explain via email*

Select the courses to register:

☐ **Part 1: eLearning**

Add Manual & Materials (+\$75): ☐ Yes ☐ No

☐ **Part 1: Distance Learning**

Add Manual & Materials (+\$75): ☐ Yes ☐ No

Session Preference*: _____

☐ **Part 2: Distance Learning**

Manual & Materials Included

Session Preference*: _____

Date of Part 1 Completion: _____

☐ **Refresher: Distance Learning**

Session Preference*: _____

Date of Part 2 or Last Refresher Completion: _____

**Dates of upcoming training sessions can be found at
<https://www.systems24-7.com/training-schedule>*

First Name: _____
Last Name: _____
Home Address: _____
Apt #: _____ City: _____
Province: _____
Postal Code: _____
Mobile Number: _____
Personal Email: _____
Date of Birth: _____
Employee Type: ☐ Management ☐ Worker ☐ JHSC Member
Accessibility Needs: ☐ *Explain via email*

Select the courses to register:

☐ **Part 1: eLearning**

Add Manual & Materials (+\$75): ☐ Yes ☐ No

☐ **Part 1: Distance Learning**

Add Manual & Materials (+\$75): ☐ Yes ☐ No

Session Preference*: _____

☐ **Part 2: Distance Learning**

Manual & Materials Included

Session Preference*: _____

Date of Part 1 Completion: _____

☐ **Refresher: Distance Learning**

Session Preference*: _____

Date of Part 2 or Last Refresher Completion: _____

**Dates of upcoming training sessions can be found at
<https://www.systems24-7.com/training-schedule>*