

# NOW Offering JHSC Cert Training

**INTRODUCTORY PRICING!**

Dunk & Associates has been approved by the CPO to deliver Part 1 & 2 JHSC Certification training. For a limited time only, take advantage of our special distance delivery pricing.

Cost includes course, certificates, printed materials and access to Cert 24-7 for one year from date of purchase. See attached registration form for terms & conditions.



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.

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 MLTSD'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 has been organized into six modules instructed over three full days.

- 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 MLTSD'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, 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

## Steps to Registration

1. Please review the technical requirements (see below) and ensure all learners can meet the specifications.
2. Complete this registration form email to [cert@systems24-7.com](mailto:cert@systems24-7.com).
3. Within 2 business days of receipt of registration:
  - 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. Once the learner receives the instructions and access codes, the learner must access [www.cert24-7.com](http://www.cert24-7.com) and register for their class. Refer to Advance Course Materials.
4. When attending training, learner must show a valid photo ID for identification.
5. Once the learning modules and final evaluations/assignments are complete, the learner will receive their Part 1 and/or Part 2 Certificate of Successful Completion.

## Important Timelines

- Once you start your distance sessions, you must finish them. If for some reason you cannot finish your classes, please contact Dunk & Associates.
- You must complete Part 2 within 12 months of Part 1 completion. Failure to do so will result in the learner needing to complete Part 1 over again in its entirety at the regular fee.
- A refresher is required every three years for JHSC certification to remain valid.
- Payment is valid for one calendar year. This allows the flexibility to select a course time that is suitable to the learner.
- Unlimited access to the Cert 24-7 is open for one year from the date of registration.

## 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.

## Distance Learning Fees

**Certification Part 1:** \$415 per learner (*optional: \$75 Participant's Manual, which includes course materials, activities, the Act and shipping.*)

**Certification Part 2:** \$350 per learner and includes the Part 2 course materials (mandatory) and shipping.

Your workplace will be invoiced for payment within 10 business days of processing this order form. Purchase is non-refundable but can be transferred. Manuals will be shipped within 5 business days to the learner's home address.\*

## Other Fees

If a learner must miss a registered session for either Part 1 or Part 2, 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 time frame, learners will be subject to a \$75 administration fee.

If you order training, you only have one year to complete the training for Part 1 and/or Part 2 from date of payment.

*\*Please ensure that the correct mailing address 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.*

# MLTSD JHSC Certification Order Form

## Distance Learning



### Company Information (if applicable)

Company Name: \_\_\_\_\_ Workplace Sector: \_\_\_\_\_  
Company Contact Name: \_\_\_\_\_ Company Contact Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Billing Information

Billing Contact Name: \_\_\_\_\_ Billing Contact Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Paying By:  Cheque  EFT

### Learner Information

Please attach additional pages if registering more than 2 learners.

#### Learner 1

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Apt #: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Personal Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Employee Type:  Management  Worker  JHSC Member  
Taken Certification Before:  Yes  No  
Accessibility Needs:

#### Learner 1 Registration

Part 1 Distance  Add Materials  
 Part 2 Distance\* *Materials Included*

\* Please a copy of learner's Part 1 certification if not achieved through Dunk & Associates Inc.

#### Learner 2

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Apt #: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Personal Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Employee Type:  Management  Worker  JHSC Member  
Taken Certification Before:  Yes  No  
Accessibility Needs:

#### Learner 2 Registration

Part 1 Distance  Add Materials  
 Part 2 Distance\* *Materials Included*

\* Please a copy of learner's Part 1 certification if not achieved through Dunk & Associates Inc.

By checking this box, you declare that you have read and understand all relevant requirements, timelines and costs.

Please complete the order form and email to Dunk & Associates at [cert@systems24-7.com](mailto:cert@systems24-7.com). Please keep a copy for your records. \*Manuals will be sent to the learner's address listed above. All communications will be sent to the learner's personal email address.