

A grayscale photograph of a man with a beard and mustache, wearing a white hard hat and large white earplugs. He is looking directly at the camera with a neutral expression. The image is semi-transparent, allowing the text to be overlaid on it.

# SERVICES AND TRAINING GUIDE

**Manufacturing a  
Culture of Safety**

Prices are accurate at time of printing and are subject to change without notice.



## WHO WE ARE

The Safety Association of Saskatchewan Manufacturers, Inc. (SASM) is a non-profit corporation dedicated to the prevention of injuries in the manufacturing sector. SASM has a wide range of safety courses delivered several ways to meet the client's needs, an extensive occupational hygiene service, and an effective safety management system certification (CoR) program.

SASM is one of the key safety training and advising organizations in Saskatchewan. The content of SASM's courses meets or exceeds all legislative requirements, industry best practices, and references CSA standards.

SASM's advisors and auditors are well trained, experienced safety professionals chosen based on their industry knowledge and abilities. Each advisor spends considerable effort updating their knowledge and skills toward earning professional designations such as Certified Ergonomics Specialist, the Certified Health & Safety Consultant designation from the Canadian Society of Safety Engineering and Canadian Registered Safety Professional designations from the Board of Canadian Registered Safety Professionals.

## PRODUCTS AND SERVICES

SASM's success at lowering Member WCB premium rates, the return on investment of SASM's certificate of recognition program, the completeness of training materials, and SASM's level of service remain among the top deliverables that SASM has to offer.

- Regional Classroom and Site-Specific operator courses and Train the Trainer (TTT) courses
- Online Training courses
- Advising / Consulting
- Occupational Hygiene Testing
- Safety Audit and Certification
- Training Management System (TMS) Database
- EH&S Analytics (investigation and inspection app)

## PROFESSIONAL DESIGNATIONS

- Safety Management Administrator (SMA) Designation
- Manufacturing Safety Professional (MSP) Designation

# CONSULTING

SASM's *manufacturing a culture of safety* approach to consulting and training services has changed how companies of all sizes, throughout a range of industries, manage their safety programs. SASM provides organizations with the expertise, experience, and assistance to offer tailored solutions for organizations to realize their safety goals and requirements.

We know that with an effective health and safety plan, education, and training, along with a step-by-step process, every company can reduce their workplace injuries resulting in lower WCB premiums, increased productivity, and a measurable return on investment.

SASM works diligently with our clients to accomplish long-term transformation using insight and solutions built through experience.

Safety Rental Advisor (Developing a Custom Safety Program, Ergonomics, ISNetworld, and Site-Specific Inspections)

Professional Auditing Services/Gap Analysis

Occupational Hygiene Services

Training

Software Applications (TMS and EH&S Analytics)



## MISSION

SASM helps our Members go home *safer every day!* In order to achieve this goal, SASM works in partnership with our Members to change the culture of safety through awareness of personal responsibility. SASM works tirelessly to reduce the number of injuries each year by educating our Members, both on and off the job, in safety.

## VISION

SASM's strategy of requiring continuous safety improvements from our members is proving successful. SASM's members are one of the fastest improving industrial sectors in Saskatchewan. Our vision is to lead our high-risk industry in becoming low risk workplaces.

# MEMBERSHIP

Collectively, SASM serves over 270 firms and over 11,000 workers. Member firms pay an association levy based on the salaries reported to the WCB. **All regional classroom training courses (in-person or webinar), auditing and gap analysis are provided to SASM's Regular and Direct members at no additional charge.**

SASM has **three** types of memberships:

## REGULAR MEMBERSHIP

All firms in the M41 (dairy products and soft drinks), M72 (processing meats, poultry and fish), M91 (agricultural equipment), and M94 (iron and steel fabrication) rate codes are automatically "Regular Members". Regular members enjoy the simplicity of having their membership fee attached to their WCB premiums.

## DIRECT MEMBERSHIP

Direct members are companies who choose to pay a fee to access a full range of training and services. These firms contribute at the same fee per worker as the Regular members but remit the funds directly to SASM.

## ASSOCIATE MEMBERSHIP

An Associate membership is purchased at half the rate of a Direct membership. This is essentially a "training" option for firms who don't need any of our additional services.

**Note:** Travel cost (both ways) will follow the CRA rates per year for mileage and meals. Hotels will be charged at \$150/day.

## NON – MEMBERS

Non-member organizations can access SASM's training on the Training Management System (TMS) or regional classroom courses.

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## ADVISING AND CONSULTING SERVICES

SASM's consultants employ a results-based approach to health and safety that is focused on building self-reliance and enabling your organization to implement, manage and continually improve your health and safety programs.



### Rent a Safety Advisor

The Safety Rental Advisor (SRA) service was designed for clients who don't have the resources to hire a full-time safety professional, or clients who are looking for development support for specific areas of their safety program. SASM's SRA service offers firms safety advisor/development assistance on a contract basis determined by your organization's short and long-term needs. Firms can contract SASM to provide a safety consultant on a:

- Daily, Weekly, Monthly, or Job Specific Schedule (specific needs, special projects, contractor management, etc.).

The SRA service can assist your organization in reaching its safety goals by providing topic specific solutions, or a customized comprehensive safety program tailored to your operation and needs. A number of firms have achieved significant returns on their SRA investment through lower WCB premiums.

Examples of where a Safety Rental Advisor can assist your firm include:

- Developing policies, safe work practices and procedures
- Conducting risk assessments and job hazard analyses
- Program development such as Return to Work/Function, Ergonomics, Incident Investigation, Inspections, etc.
- Training
- Preparing for an audit required to receive Certificate of Recognition (CoR)

A number of SASM Members have shortened the time required to reach certification by weeks and months by using the Safety Rental Advisor program. Please email us at [Safety@sasm.ca](mailto:Safety@sasm.ca) for further discussion.

### ISNetworld

Many of SASM's clients are required to use third-party contractor and supplier management agencies like ISNetworld as part of a pre-bid qualification process for potential buyers. This pre-bid qualification process requires organizations to report, review and verify regulatory compliance records in order to receive approval for their organization's safety programs, standards and performance.

SASM understands the requirements and challenges that firms may face when setting up their profile with a service such as ISNetworld. SASM is here to assist you - contact us for further discussion. We can help streamline the information submission process.

#### PRICING

Regular and Direct Members: \$450/day + travel if applicable + GST  
Associate Members: \$650/day + travel if applicable + GST





## Employees Are Your Most Valuable Asset!

### Ergonomics

Specializing in office and industrial ergonomics, SASM's "human-centered" approach focuses on fitting the job or task to the worker rather than forcing the worker to fit the job. SASM's approach to ergonomics focuses on assessments, program development, training, return to work/function and ergonomics programs.

SASMs certified Ergonomic Specialists can assist with:

- Physical Demands Descriptions (PDDs)
- Physical Discomfort Surveys
- Training staff how to perform PDDs
- Office and Industrial Assessments
- Return to Work/Function Program Assessments
- Ergonomic Risk Assessment Tools and Hazard Identification

PDDs can be utilized for pre-employment requirements and, if a work-related injury occurs, PDDs can also be the first step in a return to work/function program. Having job specific PDDs completed prior to an injury can save your company time and money.

Email us at [Safety@sasm.ca](mailto:Safety@sasm.ca) to discuss your ergonomics needs.

### PRICING

Regular and Direct Members: Travel if applicable + GST

Associate Members: \$650/day + travel if applicable + GST

# GAP ANALYSIS, CERTIFICATION OF RECOGNITION AND INSPECTIONS

SASM’s staff will perform a gap analysis, audit, site inspections and evaluations based on your company’s needs and the desired standard that you wish to achieve or maintain.

## Gap Analysis

SASM is committed to working with you to improve your safety performance and to meet your safety goals.

### What is a Gap Analysis?

A Gap Analysis is a technique that businesses use to determine what steps need to be taken in order to move an organization from its current state to its desired, future state. Through this approach you can identify your health and safety program’s strengths and weaknesses so that you can address the gaps and take what is successful, to a higher level.



A Gap Analysis is designed to identify gaps in your health and safety management system and provide recommendations for improvement. It involves a comparative assessment of your organization’s current OH&S program to Saskatchewan’s Occupational Health and Safety legislative requirements, applicable standards and industry best practices. The Gap Analysis is conducted using one of SASM’s CoR audit tools where an organization’s comparative assessment is completed against SASM’s Bronze, Silver or Gold level standard. Typically, a gap analysis is completed against SASM’s Bronze level standard when firms initially embark upon the certification process.

If you are considering achieving Certificate of Recognition (CoR) through SASM, but are unsure if your program meets the standards, a Gap Analysis will provide the company with an objective review indicating your readiness for the certification process.

### Gap Analysis Process

SASM will complete a Gap Analysis of your company’s health and safety program typically over the course of two (2) days. Essentially a Gap Analysis is the same as a CoR Certification Audit (at the Bronze, Silver, or Gold level standard) minus the employee interviews – documentation is reviewed, and on-site observation takes place.

By reviewing existing safety documentation and touring your facility:

- SASM’s team will obtain the information necessary to develop a comprehensive Gap Analysis report and a “roadmap” for your improvements based on SASM’s audit tool.
- The Gap Analysis will identify your company’s areas of strength and areas of focus for improvement.
- Your firm can take steps to resolve the gaps and build on existing strengths to work towards achieving the next safety level.
- SASM can provide follow-up assistance with program changes, development and implementation.
- Ongoing advisory services are available.

Please complete and submit the Gap Analysis Request form. It is located on our website under the Gap Analysis Service section or contact SASM for additional information on the Gap Analysis process.

## Certification of Recognition (CoR)

### CoR Certification Benefits

CoR is aimed at driving positive workplace behaviour and practices that lead to improved performance. This commitment translates into a safer and healthier workforce and work environment, which helps ensure your workers go home without injury every day.

**Injury prevention and financial savings:** A CoR certified company can experience reduced financial costs associated with injuries and incidents that impact the company's financial bottom line. When you maintain a safe and healthy workplace with few worker injuries and shorter claims duration, your company's WCB experience rating will improve. This could lead to a discount on your WCB premiums, which can result in significant savings.

**Pre-bid qualification:** If your firm requires certification to bid on jobs, we highly recommend a gap analysis based on your chosen certification level (Bronze, Silver, and Gold) at least 6 months prior to your firm's first attempt at certification through SASM. Few firms pass a SASM audit on their first attempt unless they have performed a gap analysis well ahead of the audit dates and have developed their safety management system to fully meet the requirements of SASM's standards.



### CoR Certification Process

#### 21 Elements of the Bronze and Silver CoR Audit

SASM's audit tool is comprised of 21 elements that are used to assess the key components of your Health and Safety Management System in addition to observing a sampling of records that support your system. The components of a workplace Health and Safety Management System will vary depending on the nature and scope of each individual business, but to be effective, we always perform:

- An on-site pre-audit opening meeting with the audit team and your company representatives.
- An escorted familiarization tour of the locations included in the audit scope. The tour provides the auditors with an opportunity to become familiar with the facility (or facilities) and understand the operations of the organization to help ensure clarity for the documentation review.
- A review of key documents in your Health and Safety Management System and a sampling of your records (from the past 6 months to a year) that support these key documents.

- One-on-one interviews (approx. 25-45 minutes long) that make up a statistically valid sampling of all levels of the organization (management, supervisors and workers).
  - Audit standards determine the number of interviews based on the size of your organization. For example:
    - 5 employees = a minimum of 4 interviews
    - 50 employees = a minimum of 19 interviews
    - 150 employees = a minimum of 25 interviews
    - 500 employees = a minimum of 60 interviews
- An observation tour to confirm the information compiled during the documentation review process. The auditors will be looking for non-conformities to company standards or company safety practices and procedures.
- An on-site closing meeting with the audit team.
- A final report outlining each of the 21 elements of the audit tool and the audit team's findings.

### Steps to Achieve CoR

To acquire a Certificate of Recognition (CoR), an employer must take the following steps:

1. Develop and implement a health and safety management system that meets standards.
2. Determine the training requirements for your company.
3. Implement and monitor your health and safety program.
4. Complete the Self Assessment Tool (**if your organization has not been through a Gap Analysis with SASM in the 6 months prior to a CoR certification audit**).
5. Contact SASM and complete an Audit Request to begin the certification process.
  - If the company requires a Letter of Good Standing, **only one** will be issued after the audit has been booked.
6. Complete an audit and achieve a passing mark (80% overall score, with a minimum of 60% in each of the 21 elements).
7. CoR will be issued for audits that meet the required standards.

### Certificate of Recognition (CoR) Audit

SASM's Certificate of Recognition (CoR) program designation is an occupational health and safety audit program designed to verify that an organization has an implemented health and safety program that meets Saskatchewan's Occupational Health and Safety (OH&S) legislative requirements, applicable standards, and, in the case of Silver and Gold, industry best practices. One of the primary objectives of a SASM audit is to aid organizations in identifying areas of strength and areas of weakness related to their safety management systems in order to help prevent incidents and minimize potential loss.

SASM's Certificate of Recognition (CoR) program has three levels at which an organization can be certified:

1. **Bronze** - The Bronze level is designed to assist firms that are just developing their safety management system. Bronze focuses on compliance with Saskatchewan OH&S legislation. SASM's Bronze Level is accepted by ISNetwork and other registries as being the minimum standard for manufacturers in Saskatchewan. Bronze certified firms consistently receive premium reductions from Saskatchewan WCB.
2. **Silver** - The Silver level certification is more robust. Silver focuses on compliance with Saskatchewan OH&S legislation, applicable standards and industry best practices. Silver certified firms consistently receive WCB discounts to levels below the base premium for their rate code.

3. **Gold** - The Gold level certification can be considered world class. Gold focuses on all areas outlined in Silver and goes well beyond.

SASM's experienced audit teams are never less than two people and always include at least one audit team member who has been qualified at the national/international level as an OHSAS 18001 and/or 45001 Lead Auditor.

### CoR Evaluation Cycle



Please complete and submit the Request for Certification of Recognition Audit form. It is located on our website under the CoR Service section or contact SASM for additional information on the CoR Certification process.

### Site Specific Inspections

Regular site safety inspections can help to prevent incidents, injury and illness by identifying and recording hazards, assessing risk and considering corrective action before an incident occurs. SASM's professional safety advisors can provide regular inspections of a workplace complete with written recommendations.

Inspections may consist of (or a combination of):

- General area(s)
- Equipment
- Materials
- Processes, etc.

### Safety Analytics Tools

As a Regular member, your organization gains access to an EHS Analytics platform. This easy-to-use application (available on desktop, iOS & Android) is provided as part of your membership and will allow you access important safety metrics such as injury rates, training metrics, audit metrics and WCB claim statistics as well as a safety incident and the incident investigation recording application. This investigation application will allow you to record incidents, investigate them, develop corrective actions, and follow them to closure as well as build incident statistics from your incident database. EH&S Analytics, including the incident investigation module is provided as part of your SASM membership and are at no cost to your firm. We are calling these tools SASM Analytics & SASM Safety.



**Note:** Direct members can apply for access as well by completing a request form from WCB.

# OCCUPATIONAL HYGIENE AND FIT TESTING

SASM offers a range of services to meet Occupational Health and Safety legislation including but not limited to respiratory and hearing protection fit testing.

## Light Level Testing

Good lighting plays an important role in safeguarding health at work by enabling employees to perform their work comfortably and efficiently.

In simple terms, a lighting assessment is a careful examination of a specific task(s) and the lighting condition in general areas of the work environment. It serves to:

- Identify the potential hazards arising from the work activity under the current lighting conditions, such as insufficient illumination, excessive contrast, glare or flicker;
  - Poor lighting can be a safety hazard – misjudgement of the position, shape or speed of an object can lead to injuries.
- Help to determine who may be harmed; and
- Evaluate the risks and decide whether improvement measures are needed to protect the employees, including but not limited to the lighting provision.

SASM can measure specific task lighting, general area lighting, and emergency lighting to provide a report regarding eyestrain and considerations for emergencies.

SASM measures illuminance - displayed in lux (lx) - with a Sper Scientific Ltd. Light Meter 840006.

## Deliverables

The testing is followed up with a detailed assessment report which includes:

- Description of the testing strategy
- Results of testing
- Observations and recommendations
- A digital copy of the report

## PRICING

### Light Level Testing

Regular and Direct Members: \$450/day + travel if applicable + GST

Associate Members: \$650/day + travel if applicable + GST



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## Indoor Air Quality Testing

With increased awareness and knowledge, indoor air quality has become an important health and safety concern. Depending on the work processes within your facility, the materials used or handled and/or the heating or ventilation systems, your workers may be exposed to contaminants in the air that can put their health at risk.

Employers, contractors and owners are expected to provide safe working conditions, and this includes ensuring the adequate ventilation of a place of employment and providing a supply of clean and wholesome air and maintaining its circulation throughout a place of work. *The Saskatchewan Occupational Health and Safety Regulations, 2020* includes a number of requirements related to ventilation and air supply.

SASM performs general area air quality testing and personal dosimetry.

### General Area

SASM tests Indoor Air Quality (IAQ) using a Quest Environmental Monitor (EVM-7). This direct reading instrument simultaneously monitors both particulates and air quality, and provides real time measurements of the following:

- Particulate mass concentration (0.1 to 10 µm size)
- Toxic gases (CO<sub>2</sub>, CO)
- Volatile Organic Compounds (VOCs)
- Temperature
- Relative humidity

The General Area indoor air quality testing performed with the EVM-7 does not identify the type of particulate (e.g. manganese, iron, etc.) but does provide data for different sizes of particulate. This testing also does not provide data about individual vapors but is useful for VOC screening and monitoring.

### Personal Dosimetry

Personal dosimeters by Sensidyne (GilAir Plus pumps) are used to sample for personal exposure to dusts. This test identifies the:

- Total amount of particulate matter that a specific worker is exposed to during the duration of his/her shift.
- Type and quantity of elements forming the total particulate (e.g. aluminum, arsenic, chromium, copper, iron, lead, manganese, zinc, etc.). ***It does not differentiate the size of the particulates (inhalable or respirable fractions).*** Please contact SASM for a complete list of testable elements.

On a single day, up to a maximum of 5 workers can be monitored. If required, a personal dosimeter can be used to collect a sample from a specific area for area wide data collection. The personal samples are submitted to the Saskatchewan Research Council Laboratory for analysis. VOC's can additionally be tested on a separate day. Type and quantity of elements in the total particulate or total VOC's can be assessed.



## Deliverables

SASM's Occupational Hygiene Specialist will provide an assessment report which includes:

- Description of the testing strategy
- Results of testing
- Observations and recommendations
- A digital copy of the report

## PRICING

### General Area Air Quality Testing

Regular and Direct Members: \$650/day plus travel expense + GST

Associate Member: \$850/day plus travel expense + GST

### Personal Dosimeter Air Quality in Conjunction with General Area Testing

All Members: \$90/per tested worker plus travel expense + GST

### Personal Dosimeter Air Quality

All Members: \$125/per tested worker plus travel expense + GST

Lab Costs will be invoiced back to the company in addition to the cost of the air quality testing.

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## Respiratory Protection Fit Testing

Any person who is required to wear a tight-fitting face piece during the course of their normal day-to-day work duties, or any person who is required to wear a tight-fitting face piece for emergency response activities, must be fit tested to ensure an effective seal.

SASM performs **quantitative** respirator fit testing in accordance with CSA standard protocols.

SASM can fit test approximately 25-30 workers per day if testing at a company site. The entire process typically takes 15-20 minutes per mask.

### Pre-Fit Testing Requirements

1. Workers must provide respiratory protection certification , and
2. The company needs to ensure that each worker being fit tested has completed an initial medical questionnaire prior to being fit tested.

### Quantitative Fit Testing

A quantitative fit test measures the adequacy of a respirator's fit by numerically measuring the amount of leakage into the respirator.

SASM uses the TSI PortaCount to measure the actual fit of a respirator; the PortaCount is suitable for use on all NIOSH approved air purifying, air supplying and N, R and P series filtering facepiece respirators. Quantitative fit testing does not rely on a sense of taste, smell, or irritation in order to detect the leakage. Instead, the PortaCount measures real-time fit while the user simultaneously performs a series of moving, breathing and talking exercises designed to simulate the same movements made in the field.

## Deliverables

- SASM's respiratory fit test technician(s) will review the proper donning and doffing of the respirator, how to perform seal checks, as well as the care, use, storage and maintenance of the respirator.
- Every participant who successfully completes the fit test is provided with a pass report and wallet card indicating the respirator they were fitted, its size and the fit factor. Their employer will receive a copy of the same fit test pass report that they can use for record keeping purposes.



## PRICING

**Fit Testing at Site** (generally SASM can test 25-30 workers per day)

**Regular and Direct Members: \$450/day + travel if applicable + GST**

**Associate Members: \$650/day + travel if applicable + GST**

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## Hearing Conservation Program

This program has four specific facets. General area noise level testing, personal noise dose level testing, fit testing of noise protection equipment and audiometric testing at your site.

### Noise Level Testing

The Ministry of Labour Relations and Workplace Safety has developed occupational exposure limits (OEL) to protect workers' hearing to ensure that a worker is not exposed to noise levels above 85 dBA  $L_{ex}$ .

Noise level testing records help document that a company is doing their due diligence towards complying with noise regulations, hearing loss prevention, and noise control in the workplace.

### Noise Level Testing Methods

There are 2 different methods that SASM can use to test your facility's noise levels:

1. **General area noise level surveys** - measures your workers' noise exposure by area (cumulative) and/or by individual workstation / equipment. SASM uses professional quality sound level meters.
2. **Individual assessments of noise exposure using personal dosimetry** - includes placing a noise monitor (personal dosimeter) on a worker, it logs the total noise exposure throughout a shift (8-hour exposure or greater) in order to determine an individual worker's personal noise exposure levels. SASM uses 3M Edge 5 personal noise dosimeters. A maximum of 3 workers can be monitored per day.

Exposure to noise can result in noise-induced hearing loss (NIHL). NIHL is cumulative, progressive and permanent. Properly fitted hearing protection devices can save a worker's hearing. Testing new employee's hearing, and the noise levels where they work, provides a baseline for measuring potential hearing loss. This can assist in avoiding permanent injury and the many costs associated with NIHL claims. SASM provides our clients with on-site quantitative fit testing of hearing protection (please see Hearing Protection Fit Testing for more information). To schedule noise level testing or fit testing, email [safety@sasm.ca](mailto:safety@sasm.ca).

## Deliverables

SASM's Occupational Hygiene Specialist will provide an assessment report which includes:

- The source of the noise

- Noise exposure levels
- Location of exposed persons
- Noise problems
- Recommendations for resolving noise concerns
- Saskatchewan regulatory requirements
- Digital copy of the report

## PRICING

### General Area Noise Level Testing

Regular and Direct Members: \$450/day + travel if applicable + GST

Associate Members: \$650/day + travel if applicable + GST

**NOTE:** General area noise level testing is offered at no charge to all regular members if this is conducted at the same time the technician is on site for audiometric testing and if it does not require an extra day of travel cost.

### Personal Dosimeter Noise Level in Conjunction with General Area Testing

All Members: \$75/per tested worker plus travel + GST

### Personal Dosimeter only (minimum 3 workers)

All Members: \$200/per tested worker plus travel expense + GST

## Hearing Protection Fit Testing

SASM uses the 3M E-A-Rfit Dual-Ear Validation System to measure every worker's unique level of hearing protection by testing each worker's personal attenuation rating (PAR) for a given fitting (degree of protection). This service is designed to help validate hearing protection and compliance with hearing protection fit testing. It can also assist in determining whether the level of hearing protection your workers are getting is appropriate to their work environment.



### Process and Benefits

- Tests both ears simultaneously in less than 5 seconds (the entire process typically takes 10-15 min per worker)
- Earmuff and earplug testing capability
- Tests at 7 standard frequencies (125 Hz – 8000 Hz)
- Tests are science based, objective and quantitative
- Provides a direct measurement of noise reduction in decibels
- Establishes baseline values for new workers
- Helps identify workers receiving inadequate protection that leaves them at risk of threshold shifts
- Validates high protection levels required by workers in high noise areas
- Provides a tool for training proper fitting techniques and to assess proficiency
- Provides reports for both employee and company records

### Deliverables

- The testing is followed up with a detailed assessment report which includes instruction on how to properly use the hearing protection.

**Note:** Only 3M hearing protection can be tested.

## PRICING

Fit Testing at Site (generally SASM can test 25 - 35 workers per day)

All Members: \$15/test; minimum \$450/day + travel expenses + GST

## Custom Molded Earplugs

SASM offers custom molded earplugs called dB Blockers created by Custom Protect Ear. Our staff are trained and certified to take mold impressions of a person's inner ear canal and outer ear in order to get a perfectly sealed fit for a custom molded earplug. The mold impression is then sent off to Custom Protect Ear, where a cast is made of the impression and filled with a proprietary blend of medical grade soft silicone. From here, quality control ensures a comfortable fit, optimum performance and reliability. Custom Protect Ear offer a variety of dB Blockers for hearing protection for several kinds of exposures and environments, both at home and at the workplace. The main characteristic that sets dB Blockers apart from the rest is the ability to maintain awareness (speech/directional sound) while blocking out hazardous noise. This service helps employers and workers ensure they are using the necessary hearing protection in their work environment while remaining comfortable and alert of their surroundings.

### Process and Benefits

- Mold impressions can be done right at the work site and take 10-15 minutes per individual
- Earplugs made from medical grade blend of skin soft silicon to ensure comfortability
- Custom mold impressions from customers are kept for up to 5 years (for replacements)
- dB Blockers come with a 90-day FitRight Warranty (any discomfort or seal breaks within this period of time will be corrected or refunded if customer is not completely satisfied)
- 3-year warranty on material or manufacturing defects
- ISO-9001 certified
- NRR rating from 24-28 dBA
- Variety of different earplugs for different uses or environments such as:
  - Vented earplugs used for conversations while maintaining protection
  - Earplugs with grips for dirty fingers (to prevent earplug from getting dirty)
  - Convertible earplugs (detachable cord)
  - Earplugs with 2-way radio reception or cell phone adaptor
  - Metal detectable earplugs and cords available (food/pharmaceutical industry)
  - Dualcom earplugs allow the wearer to hear incoming audio in both ears and has a 3.5mm stereo jack with separate right and left channels suitable for use with radios equipped with stereo and some monaural jacks
- Other earplugs, attachments and accessories available that are not listed here
- Each individual pair of dB Blockers comes with a serial number
- Earplugs are available in a variety of colours (companies can match all the workers' earplugs, or they can be personally selected)
- Only 1 mold impression is needed regardless of what earplug is ordered (or if multiple types of earplugs are ordered for an individual)

**Please contact SASM for pricing.**

## Audiometric Testing

Noise is one of the most common workplace hazards. If not controlled, impact noise and excessive noise exposure leads to hearing loss in workers. Hearing loss due to overexposure to noise can be hard to detect as hearing loss is often gradual and is not usually recognized by the worker until their ability to communicate with others is impacted. The primary goal of a Hearing Conservation Program is to prevent noise-induced hearing loss. Pre-employment baseline testing and regular audiometric testing, as part of a Hearing

Conservation Program, is a screening tool that can identify workers whose hearing has been affected so that steps can be taken to prevent additional hearing loss.

Audiometric testing alone does not protect workers from noise! It is only one component of a Hearing Conservation Program but hearing testing can help determine whether the Hearing Conservation Program is effective and, in particular, whether hearing protection is working.

SASM's trained Audiometric Technicians will:

- Complete a history questionnaire with each worker
- Administer the audiometric tests
- Provide post-test counselling to explain test results
- Provide each worker with a copy of their test
- Provide employers with a summary report indicating the number of employees tested, percentage of normal test results, percentage of test results that indicated mild to severe noise-induced hearing loss and recommendations

**NOTE: Audiometric records (and history questionnaires) are considered medical confidential information so only the worker, technician and SASM's Supervising Health Professional will see test results.**

**Employer Responsibility:**

- A **virtually silent room** must be provided for each technician to work in that provides privacy for consultation with the worker following the test.
- The CSA standard sets out ambient noise limits. We will test each room prior to audiometric testing and monitor for ambient noise throughout – if selected room does not meet requirements an alternate room may be needed if ambient noise levels cannot be reduced to acceptable levels.
- **If the room does not meet the ambient noise limits, then adapts to find an alternate space will be meet the requirements and if not testing will have to be cancelled. In case of cancellation the company will be charged travel costs.**

## **PRICING**

### **Audiometric Testing at Company Site**

**Regular and Direct Members: \$27/test or minimum \$450/day per technician + travel expenses + GST**

**Associate Members: \$35/test or minimum \$650/day per technician + travel expenses + GST**

## TRAINING MANAGEMENT SYSTEM (TMS)

SASM has developed a Training Management System (TMS) database that allows you to manage your training schedule for all courses taken through SASM (online, regional, and site specific) AND track any other training such as on-the-job training or training supplied by other organizations (First Aid, etc.). Once your company profile is loaded (a simple, short process) you can assign students to courses, manage their course enrollment, verify completion of courses, check their marks, print certificates, add or delete learners and have access to a comprehensive training database.

### Members

All SASM members have full access to the TMS. Main features include:

- Company Profile
  - Company Information, HR Manager, Safety Manager, CEO and CFO
- Staff Profile
  - Member Company can upload an entire employee list with a CSV file.
  - Member Company can easily develop a training matrix using the supplied template. Positions, people and training can all be added with the simple click of a button. The training matrix can be edited and added to (unlimited positions and training requirements).
  - View and print a training report that lists the employees, course names, expiry dates and the company that delivered the courses
  - Manage course records
    - Upload other training records (internal/on-the-job or other external training)
  - Edit Company Positions
    - Assign and re-assign positions (i.e. if a person's position within the company changes) automatically enrolling them in the courses you have pre-selected in the training matrix.
  - Edit User Permissions
    - The company can set access permissions based on positions within the organization (management, supervisor, lead positions, etc.)
- Course Management
  - Enroll employees into multiple regional classroom courses or online courses with just one click (i.e. set up training for a new employee in any number of courses with one click)
  - Training and Course Material
    - The company can view current (real time) training status for each employee to see the progress the employee is making on their SASM delivered online training courses
    - Once a regional or site-specific course has been completed the marks are entered by SASM trainers and in real time the company can access the grades and certificates
    - All course material is accessible to the company's TMS training manager(s) once employees have been enrolled into a course
    - Managers will have access to ALL training materials for ALL SASM delivered courses right from their dashboard
    - Download or print training reports that include the employee's name, course name, training position, progress, course completion date, grade, expiry date, course material (including course overview) and certification

- Operator Certification
  - The system allows the company to verify operator requirements (required hours, theory and practical evaluation)
- Training Positions
  - Company can create their own positions and assign courses based on those positions
- Expiry Dates
  - Assign expiry dates based on company policies; advance warning sent 30 days prior.
- Statistics
  - General course statistics
  - Student statistics by course
- Documentation
  - Access to SASM documentation
  - Access to secure company specific documentation (i.e. SASM fit testing report)
- Upcoming Classroom Courses
  - View upcoming site-specific training
  - Enroll or remove learners from the upcoming regional and/or site-specific training

### **Learner Dashboard**

- Upcoming Classroom Courses
  - Employees can view upcoming regional or site-specific classroom training
  - Receive notifications of upcoming classroom/site-specific training
- Online Courses
  - Access to online training
    - Two attempts to pass the course (80% pass requirement)
    - Course restart
    - Course starts off where they left off (i.e. can take multiple sessions to complete a course if they want)
    - Course material (can also be downloaded in pdf version)
    - Course Information (overviews of other available courses)
- Completed Courses
  - Employee has access to the Completed Courses dashboard that allows the learner to print and/or download the table that indicates what training they have received, issue date, expiry date, training company name and grade
  - Employees can print course material, certificates and course overviews as long as they still have the same email address.

### **Non-Members**

Companies who choose not to be members of SASM have limited access to the Training Management System:

- Register employees into regional classroom courses by using the online catalogue
- Register employees into online courses by using the catalogue
- Purchase multiple online courses through the catalogue and assign employees at a later date
  - Once the employee has received notification that he/she has been assigned a course and they have accepted the emailed invitation, access to their Learner Dashboard is provided
- If, at a later date the firm decides to become a Member, all training records are only a click away from the firm's profile.



# SAFETY TRAINING

## Regional Classroom Training (in-person or webinar)

Classroom training is available at SASM's Saskatoon or Emerald Park offices as well as periodically at other locations throughout Saskatchewan.

We need to be able to see all of our learners, so we ask that students log in with devices equipped with internet access, speakers, microphone and camera, so they can be seen. (laptop, tablet, phone)

### Deliverables

- Students receive manuals and electronic versions of documents for future reference.
- Certificates and/or wallets cards are available upon successful completion.
- Member companies that have registered their employees will receive employees' exams, exam marks and access to their certificates.

### Prerequisites for Train-the-Trainer Classes

- Adult Learning Theory and Competent Operator documentation must be submitted to the trainer 48 hours in advance of the class beginning.

### PRICING

All Members: No charge

Non-Members: \$350/day for TTT and \$100/day for regional courses + GST

## Online Training (e-learning)

SASM offers a number of continually expanding online courses that enable students to learn at their own pace and on their own schedule from any computer, laptop or tablet that can access the internet. Courses include all the theory required by legislation, industry best practices and references CSA Standards. Once registered, any computer system equipped with Mozilla or Chrome can be used to complete the training.

### Enrollment

- Learners have access to the course 24/7.
- Must meet the mandatory 80% class performance standard on a written exam. If not initially successful, the learner can re-write the course once without re-registering.
- Upon successful completion a certificate, and wallet card where appropriate, will be accessible to the student.

**NOTE: Detailed course overviews for all training can be found on our website ([www.sasm.ca](http://www.sasm.ca)) under the Catalogue link.**

### PRICING

All Members: No charge

Non-Members: \$50/student + GST



## Site-Specific Training

Upon request, SASM can provide training at your location. We realize that our clients have unique training needs, so we have tailored our health and safety services to meet your requirements by offering convenient and flexible delivery methods.

**If you would like to arrange SASM instructor-led training to be delivered at your facility, please call us at 306-525-7276 or email [Safety@sasm.ca](mailto:Safety@sasm.ca).**

### Booking Details

- Site specific courses are provided to Member firms at a cost of \$450/day plus travel costs (mileage, meals and hotel)
- In order to run a site-specific course, there must be a minimum of 6 students in attendance and no more than 12 students.

### PRICING

**All Members: \$450/day + travel expenses and applicable taxes**

## Lunch and Learn Seminars

SASM offers a variety of short Lunch and Learn courses that include Violence and Harassment in the Workplace, Ergonomic Signs and Symptoms, which speak directly to issues within the workplace. The Lunch and Learn courses are based on legislation, WCB injury statistics and on individual requests from Members.

If an organization has a specific subject in mind that we do not already have available, SASM can, in conjunction with your company, develop a course within 4-6 weeks that meets your organization's requirements.

### Booking Details

- Firms often run Lunch and Learn courses back-to-back over a one or multi-day period to ensure that all workers have been trained on a particular subject.
- Typically, the entire course takes 45 to 90 minutes depending on the course selected.
- The Lunch and Learn courses can be offered anytime during SASM's normal hours of operation through webinar only (Monday to Friday, 8:00 am to 4:30 pm – unless alternative arrangements are made).

**If you would like to arrange for Lunch and Learn training to be delivered at your facility, or to express interest in having Lunch and Learn training developed for your facility, please call us at 306-525-7276 or email [Safety@sasm.ca](mailto:Safety@sasm.ca).**

### PRICING

**Regular and Direct Members: Travel + GST**

# COURSE CATALOGUE

## **Adult Learning Theory**

*Available online*

This course is designed for trainers, at all levels of a facility, to further develop an understanding of how adult students learn in order to maximize training delivery and retention.

## **Chain Saw**

*TTT Instructor-led Course*

This one-day course is designed for experienced chainsaw operators and provides students with the knowledge necessary to instruct others in how to operate and control a chainsaw both safely and effectively.

## **Confined Space Monitoring & Entry Theory**

*Instructor-led Only*

This is a one-day course. Confined Spaces can be dangerous, 6 of the Safety Associations in SK collaborated together to develop a comprehensive training program that covers all material required by legislation and recommended by CSA. The course provides learners with the ability to identify and assess confined spaces, recognize, and control the hazards, understand the personal protective and monitoring equipment that may be used for confined space entry, and instruction on how to prepare entry plans.



## **Confined Space VR Practical Evaluation**

*Instructor-led Only*

SASM and SCSA have teamed up with White Rabbit, a local software developer to produce a 3D virtual reality, confined space training scenario. This can be made available to members who attend the training class but will have to be completed live in a classroom. As a value added training tool, the virtual reality software puts the workers into a confined space where the learning objectives are real, but no physical harm can come to them. This program will be ready to roll out by the spring.

## **Basic Ergonomics for Workers**

*Available Online in the fall of 2022*

This is a one day course designed to educate workers in identifying and controlling ergonomic injuries. The course covers information such as the causes of ergonomic injuries, the signs and symptoms of ergonomic injuries, the types of common ergonomic injury and ideas on how to change the workplace to reduce the likelihood of ergonomic injuries.

## **Basic Ergonomics in a Manufacturing Environment**

*Available Online and Instructor-led*

This course is delivered as both a one-day regional course and/or online training. This course provides learners with an introduction to assessing the interplay between workers and their tasks by studying causes of ergonomic injury in an office and industrial setting and understanding some of the common

### SITE SPECIFIC TRAINING IS AVAILABLE

If you are not able to attend one of our courses, we will come to you at your convenience!

Email: [safety@sasm.ca](mailto:safety@sasm.ca)

signs and symptoms of ergonomic injury in order to help identify ergonomic hazards. It also leads managers and supervisors through the basics of developing and establishing an Ergonomics program.

### **Fall Protection and Prevention**

#### **Instructor Led Only**

Fall Protection has been identified as a major hazard area from SK WCB. Recognizing this, 6 of the Safety Associations in SK collaborated together to develop a comprehensive training program that covers all material required by legislation and recommended by CSA.

Fall Protection is a 1 day (8 Hr) course that ensures that workers who need to work at height are equipped and ready to do the job safely. Currently there is not a TTT version to this course.



### **Forklift Operator Safety Program**

#### **Available Online, TTT Instructor-led**

This course is delivered as both a TTT and/or operator theory course. The TTT is a 2-day course that provides the learners with the skills and knowledge required to effectively teach forklift theory to operators and evaluate competency. The one-day operator theory course teaches learners the theory required to operate a Forklift in a safe and efficient manner which includes a written theory exam with a pass mark of 80%.

### **Hand Safety Awareness**

#### **Available Online and Instructor-led**

Classroom course is half a day. Hand Injuries have been identified by WCB as one of the largest causes of injury within manufacturing in Saskatchewan. SASM has designed the Hand Safety course to show some common methods to protect hands while working, and to assist in developing Safe Work Procedures in order to protect workers' hands.

### **Inspecting and Maintaining Industrial Racking**

#### **Instructor-led (online coming soon)**

This one day course provides learners with the knowledge and experience to inspect racking and recognize hazards, gauge the severity of racking damage and understand racking modifications and guidelines.

### **Inspections**

#### **Instructor-led (online coming soon)**

This one-day course will enable the learner to go from understanding what needs to be inspected and when, to completing the inspections and making recommendations of corrective actions for deficiencies. Course content focuses on hazard identification and risk assessment, types of inspections, inspection policies, inspection systems, inspection reporting and applicable provincial legislation.

### **Internal Auditor**

#### **Instructor-led Only**

This 2-day course will provide learners with the ability to audit a safety management system based on SASM's Certificate of Recognition program. Participants will work with SASM's Bronze and Silver audit

tools and will be taken on a step-by-step journey through the auditing of a safety management system using the 21 elements of SASM's program. Students will also be introduced to pre-audit preparation, reporting on audit findings, action plans and follow-up.

### ***Investigations***

#### ***Instructor-led (online coming soon)***

This one-day course covers effective investigation techniques, ways in which to investigate, root cause analysis, determining the cost associated with an incident, report writing and making recommendations for effective controls. This course has been developed from the original course established by Sask. OH&S with additional value added materials and methods from the industry best practices.

### ***Ladder Awareness***

#### ***Available Online Only***

The online course provides information on the safe use of ladders. Ladders are the most used items when travelling to height, yet one of the least understood and misused items on the floor. This course covers the requirements of provincial legislation and details what is in the CSA Standards.

### ***Lockout/Tagout***

#### ***Instructor-led (online coming soon)***

The one-day Lockout/Tagout theory course focuses on teaching learners the purpose of lockout and tagout and their place in preventing exposure to unexpected energization or start-up of machines and equipment or the release of stored energy, based upon Provincial legislation.

### ***Mobile Elevated Work Platform Theory***

#### ***Available Online, TTT Instructor-led***

The TTT is a 2 day course that provides the learners with the skills and knowledge to effectively teach MEWP operator theory and evaluate operator practical competency.

The 1-day MEWP operator theory course provides learners with an understanding of aerial lift terminology and safety principles, the theory associated with safely operating and inspecting a MEWP and assessing and controlling hazards on site.

### ***Occupational Health and Safety Committee (OHC) Level 1 and 2***

#### ***Instructor-led Only***

This 3 day regional or site-specific course provides learners with the ability to understand and meet their legislated Committee duties in the workplace. Focus is placed on developing an understanding of worker rights and the responsibilities of employers, managers, supervisors and workers, in addition to the role of the Occupational Health & Safety Committee. Those in attendance are provided with exercises to help them understand how to find material within the legislation, assess their firm's inspections system, hold a committee meeting, and effectively investigate incidents.

### ***Overhead Crane Theory***

#### ***Available Online, TTT Instructor-led***

The TTT is a 2 day course that provides the learners with the skills and knowledge to deliver an effective overhead crane operator theory course and evaluate competency.

The one-day online theory course teaches the learners an understanding of crane/hoist terminology and safety principles, basic rigging inspection and use, the theory to safely inspect and operate a crane/hoist and to assess and control hazards that may be found on a work site.

### ***Respiratory Protection Theory***

***Available Online, TTT Instructor-led***

The TTT is a 2 day course that provides the learners with the skills and knowledge to deliver an effective Respiratory Protection theory course and to evaluate competency.

This one-day theory course provides learners with the ability to identify when respirators are required, how to properly use, maintain, clean and store them, and gives learners the confidence that their respirator is protecting them from the hazards to which they may be exposed. Fit testing must be completed prior to using a tight fitting respirator for the first time and must be re-tested for fit every 2 years.

### ***Return to Work Program Development and Operation***

***Available Online***

This one-day course is delivered online and provides learners with information on how to develop or add to a Return-to-Work program, that will allow injured workers to return to work at the earliest safe moment.

### ***Rigging***

***Instructor-led***

This one-day course teaches learners the ability to select proper rigging equipment, assess loads to determine proper rigging configuration, conduct inspections, write lift plans, and understand common hand signals.

### ***Risk Assessment, Job Hazard Analysis, Safe Work Practices and Procedures***

***Instructor-led (online coming soon)***

This one-day course teaches learners how to properly identify, assess and analyze workplace hazards and how hazard identification can aid in the development of safe work practices and procedures. A good hazard assessment is the pillar of any health and safety management system and must be conducted properly in order to ensure potential and existing health and safety hazards are eliminated or controlled.

### ***Safeguarding Machinery and Equipment: An Introduction to General Requirements***

***Instructor-led Only***

This one-day session teaches learners the importance of safety guards and devices on machinery to prevent machine related injuries. Employee injuries due to exposure to unguarded or inadequately guarded machines are preventable and this course focuses on recognizing and controlling general hazards associated with the operation of machinery.

### ***Safety Essentials for Supervisors***

***Instructor-led Only***

This 2-day course provides supervisors and managers with a knowledge base for understanding and satisfying legislated duties in accordance with the Saskatchewan Employment Act (SEA) and Saskatchewan's Occupational Health & Safety (OH&S) Regulations. Students are also introduced to Safety

Management Systems including reactive and proactive safety management, safety policies, due diligence, the role of the supervisor and an introduction to the workplace responsibility system.

Those in attendance are provided with exercises to help them understand how to find material within the legislation, assess their current level of due diligence, assess their conflict management style, assess their problem-solving abilities and assess their current level of communication.

### ***Safety Management Systems (SMS)***

#### ***Instructor-led Only***

This 2-day course will provide learners with the knowledge and tools to develop an effective SMS. Learners will be taken through the development, implementation and operation of a SMS based on SASM's Bronze and Silver level audit tools. The course begins with policies and continues through the steps of each of SASM's 21 element audit tool. Samples of documents are presented and worked through in order to provide learners with hands on experience. Real world examples are presented, and learners are encouraged to discuss how each element of a SMS can be applied to their workplaces.

### ***Safety Management Administrator (SMA)***

#### ***Instructor-led Only***

"Safety" often exists due to workplace culture, but every SMS must be able to prove the safety related activities and results with documentation. Typically, safety documentation that can prove due diligence above and beyond the legal requirements is one of the hardest areas to manage and is often the reason that firms do not pass an audit.

This 5-day course teaches learners how to set-up, maintain, and manage a safety management system based on SASM's Bronze and Silver auditing tools.

### ***Skid Steer Loader Theory***

#### ***Instructor-led Only***

This one day course provides learners with an introduction to the equipment, maintenance and inspection of skid steers. The course also focuses on assessing hazards and the theory of safe operation.

The one-day TTT course provides the learners with the skills and knowledge to effectively teach a Skid Steer operator theory course and to complete practical evaluations.

### ***Telehandler Theory***

#### ***Available Online, TTT Instructor-led***

This course is delivered as both a TTT and/or theory course. The TTT is a 2-day course that will help the learner develop the skills required to instruct their students to develop an understanding of Telehandler terminology and safety principles, the ability to safely operate and inspect a Telehandler, and assess and control hazards in the work area. How to set-up and conduct a practical evaluation is also covered as part of this class.

This one day course provides learners with an introduction to the equipment, maintenance and inspection of telehandlers. The course also focuses on assessing hazards and the theory of safe operation.



## **WHMIS 2015**

### **Available Online**

This one-day course covers responsibilities, SDS, pictograms, and supplier and workplace labelling. Emphasis is placed on providing participants with the ability to recognize hazards, knowing how to protect themselves and others, how to read data sheets, and what to do if someone does come into contact with a hazardous material.

**Adult Learning Theory and Competent Operator documentation must be submitted to the trainer 48 hours in advance of the class beginning.**

## **Practical Evaluator Courses (available on request)**

### ***Forklift Practical Evaluator***

The 2 hour course provides practical evaluator candidates with an understanding of the safety principles and movements required to successfully evaluate an operator's ability to safely operate a Forklift.

### ***Mobile Elevated Work Platform (MEWP) Practical Evaluator***

The 2 hour course provides practical evaluator candidates with an understanding of the safety principles and movements required to successfully evaluate an operator's ability to safely operate an Aerial Lift.

### ***Overhead Crane Practical Evaluator***

The 2 hour course provides practical evaluator candidates with an understanding of the safety principles and movements required to successfully evaluate an operator's ability to safely operate an Overhead Crane.

### ***Skid Steer Practical Evaluator***

The 2 hour course provides practical evaluator candidates with an understanding of the safety principles and movements required to successfully evaluate an operator's ability to safely operate a Skid Steer.

### ***Telehandler Practical Evaluator***

The 2 hour course provides practical evaluator candidates with an understanding of the safety principles and movements required to successfully evaluate an operator's ability to safely operate a Telehandler.

**Practical evaluator shall be evaluated by a competent operator**

## PROFESSIONAL DEVELOPMENT

SASM has developed two designations for safety management in the manufacturing industry. The first, Safety Management Administrator (SMA), is designed for individuals who may not be safety personnel but who are tasked with the duty of administering the safety management system for their firm. The second, Manufacturing Safety Professional (MSP), is designed for individuals dedicated to becoming a safety manager in the manufacturing industry. The MSP program is intensive, multi-year and requires continuing education. These designations indicate that the individual has knowledge in various manufacturing-related health and safety management skills and principles.

There is a one-time fee of \$149 + GST for each of the SMA and MSP designations.

### **Safety Management Administrator (SMA)**

The objective of the SMA program is to provide knowledge, skills and solid training in the application and practices of the administration of a safety management system (SMS). This program will interest individuals currently administering a SMS, or individuals already working in safety-related positions who require broader legal and technical knowledge to function effectively within their organizations. The SMA can provide valuable assistance to employers and their Manufacturing Safety Professional(s) in the administration and implementation of the company's health and safety program. This certification indicates to employers that the participant has practical knowledge in various health and safety management skills and principles.

The SMA program is a detailed five-day course that works through SMS foundations to create, plan, implement, audit and evaluate health and safety programs. The course comes with sample copies (electronic & hard copy) of documents required for a highly functioning and complete safety management system (SMS) based on SASM's Certificate of Recognition (CoR) Standards. The SMA course is ideal for anyone tasked with managing the documents for a safety management system. The SMA course provides:

- In depth knowledge of Saskatchewan's Occupational Health & Safety legislation as it pertains to the administration of the organization's SMS.
- Full understanding, with examples, of a highly functioning SMS.
- A working knowledge of the forms required to support a functioning SMS, with examples.
- Full understanding of the documentary requirements to pass a SASM Silver Level audit.
- An introduction to CSA Z1001 Occupational Health & Safety Training standard.

To obtain the designation of SMA, a practicum must be completed within eight (8) weeks of the completion of the five-day course. The practicum is a full document review (audit) based on SASM's Silver Level Certification. The audit must be completed and returned to the SMA Coordinator within eight (8) weeks of the SMA course attendance.

To maintain the SMA designation the holder of the SMA designation must submit a documentation only audit once every three years before the certification expiry date.

### **Manufacturing Safety Professional (MSP)**

The Manufacturing Safety Professional (MSP) program was developed in response to the growing need for expertise in the health and safety profession within Saskatchewan's manufacturing sector. SASM's MSP program is designed for health and safety professionals who wish to elevate their health and safety knowledge in order to combine formal training with the individual's personal field experience within the manufacturing sector.

To obtain the MSP designation, the applicant must meet specific criteria as well as successfully complete sixteen (16) courses: twelve (12) mandatory courses and four (4) elective courses.

## Manufacturing Safety Professional (MSP) Requirements

12 mandatory courses or their equivalents* are required:	
Occupational Health Committee Level I & II	Fall Protection and Prevention
Ergonomics in a Manufacturing Environment	Forklift (or TTT)
Internal Auditor	Safeguarding Machinery and Equipment: An Introduction to General Requirements
Respiratory Protection (or TTT)	Return to Work (RTW)
Risk Assessment/Job Hazard Analysis/Safe Work Practices & Procedures	Safety Management System (SMS)
Safety Essentials for Supervisors	WHMIS 2015

**\*Course equivalency will be considered if a detailed syllabus of the course in question is submitted to the SASM MSP Coordinator.**

Additionally, 4 elective courses from the following list must be taken:	
Aerial Lift TTT	Hand Safety
Confined Space Monitoring and Entering Training	Lockout/Tagout
Overhead Crane TTT	Inspecting and Maintaining Industrial Racking
Rigging	Skid Steer TTT
Telehandler TTT	

### MSP Maintenance

The following submission items are required before the MSP certificate expiry date:

- copies of any valid certificates (proof of maintaining courses which expire)
- copy of one personal maintenance audit. The audit must be conducted using the SASM audit tool.
- 8 maintenance credits are also required every three years. Credits can be acquired as follows:

Professional Pursuits			
Continuing safety practice in a company with at least 50% safety related activities			1 Credit/year
Involvement in the SASM CoR Review Committee, SASM Program Development Steering Committee or Sub-committee			1 Credit
SASM Quarterly Meeting			0.5 Credit
Saskatchewan Safety Council Industrial Safety Seminar			0.5 credits
Saskatchewan WCB Compensation Institute			0.5 credits
SASM courses taken above the elective requirement are allotted credits as follows:		Other Safety Courses	
Aerial Lift TTT, Overhead Crane TTT, Telehandler TTT	4 credits each	St. John's/Red Cross First-Aid Class B & CPR	6 credits
Rigging, Confined Space, Ergonomics, Hand Safety	2 credits each	3 day course (minimum 18 hours)	4 credits
Lockout/Tagout	1 credit	2 day course (minimum 12 hours)	3 credits
Lunch and Learn Sessions	0.5 credit	Courses could include (but are not limited to): H <sub>2</sub> S; Confined Space Rescue; Large PME; TDG; Mobile Crane, etc.	3 credits
		1 day course (minimum 6 hours)	2 credits
		Half day course (minimum 4 hours)	1 credit

**Please direct all MSP or SMA related questions and course equivalency requests to:  
Program Coordinator, Deanna Orb at 306-525-7276 or DeannaO@sasm.ca**

## 2022 Membership Application

Join as a member and in return you'll gain access to a wide range of safety training, consulting and other services. Memberships are open to any organization and the membership fee is based on the salaries you reported to the WCB last year. Please complete this form indicating option A or B.

<b>Name of Organization:</b>		
<b>Address:</b>		
<b>Mailing Address:</b> <i>(if different than above)</i>		
<b>Website URL:</b>		
<b>Business Contact Name:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Safety Contact Name:</b>	<b>Email:</b>	<b>Phone:</b>
<b># of Employees:</b>	<b>WCB Rate Code &amp; Firm Number:</b>	
<b>A. Direct Membership Benefits</b> <ul style="list-style-type: none"> <li>• All regional classroom training (in-person and webinar) at no charge</li> <li>• All online training at no charge</li> <li>• CoR Audits at no charge</li> <li>• Gap Analysis at no charge</li> <li>• SASM's Training Management System (TMS) database at no charge</li> <li>• EH&amp;S Analytics at no charge</li> </ul>		
	<b>Direct Membership fee - \$0.23/\$100 of salary</b>	
<b>Total salaries reported to the WCB last year</b>	\$	
x .0023	\$	
Plus GST	\$	
Total	\$	
<b>B. Associate (Training) Membership Benefits</b> <ul style="list-style-type: none"> <li>• All regional classroom training (in-person and webinar) at no charge</li> <li>• All online training at no charge</li> <li>• SASM's Training Management System (TMS) database at no charge</li> </ul>		
	<b>Associate Membership fee - \$0.115/\$100 of salary</b>	
<b>Total salaries reported to the WCB last year</b>	\$	
x .00115	\$	
Plus GST	\$	
Total	\$	
<b><i>An invoice will be produced and emailed. It can be paid by cheque, Mastercard or Visa</i></b>		
<b>Name and Position (print):</b>	<b>Signature of Applicant:</b>	
<b>Date:</b>	<b>Email to: <a href="mailto:safety@sasm.ca">safety@sasm.ca</a></b>	



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