

SAFETY ASSOCIATION OF SK MANUFACTURERS



2017 SASM Information & Services Guide

Contents

Who Are We?	3
Training (Classroom)	4
Regional.....	4-5
Site Specific	6
Short Courses / Lunch & Learn	7
Training (Online)	8
Advising / Consulting / Rent an Advisor	9
Occupational Hygiene Services / Testing	10-11
Auditing and Certification	12
Professional Development & Improvement	13-15
Contact Information.....	16



Who Are We?

The Safety Association of Saskatchewan Manufacturers, Inc. (SASM) is a non-profit organization dedicated to the prevention of workplace injuries. SASM has a wide range of safety courses, an extensive occupational hygiene service, and, a highly effective safety management system certification (COR) program.



SASM is one of the key safety training and advising organizations in Saskatchewan. Our course materials include legislative requirements, industry best practices, and excerpts from the CSA standards where appropriate. We offer regional, site specific and online safety training. SASM's advisors are well educated, experienced safety professionals that continuously increase their knowledge and improve their skills.

SASM has two types of membership. Regular Members' enjoy the advantage of having their membership fee attached to their WCB premiums. Direct Members pay the same membership fee directly to SASM. **Most training, advising and auditing services are provided to Regular and Direct Members at no additional charge.**

SASM serves over 250 Regular and Direct Member firms as well as dozens of other organizations. Collectively, our Members employ over 10,000 workers. The Regular and Direct Members that have chosen to become **COR certified by SASM generally receive WCB premium discounts that exceed the cost of their SASM membership.**

SASM's **Regular Members** come from the M41 (dairy and soft drink products), M72 (meat processing), M91 (agricultural machinery manufacturing), and, M94 (large metal fabrication) rate codes. Most of SASM's **Direct Members** come from other manufacturing, engineering, chemical/bio-science and government rate codes. The average annual membership cost in 2017 is approx. \$100 per worker.

Non-member organizations can and do access SASM's training and services at non-member rates. Any organization can arrange training or services by contacting the SASM office by telephone or email, or by registering for a regional class online at www.sasm.ca. Please contact us at least 45 days in advance for any training or service that you want at your particular site.

You are also welcome to attend SASM's quarterly safety meetings where issues affecting workplace safety are discussed. See our website (www.sasm.ca) for the date and location of the next meeting!

Classroom Delivered Training

Students receive certificates and/or wallet cards upon successful completion of the classes. Employers receive the exams completed by the students in the classroom as well as copies of the certificates. SASM keeps student names, courses and marks in our database for five years.

Regional Courses

Regional Train the Trainer (TTT)

All trainers receive a complete hard copy and an electronic copy of the manuals, power points and supporting materials. Trainers completing the course can issue certificates and wallet cards to their successful students. Adult Learning Theory either through SASM (online) or a different organization is a prerequisite for all “Train the Trainer” courses. **Trainers should have an operator’s certificate or considerable experience with the subject.**

	Member Firms	Non-Member Firms
Adult Learning Theory (1 day)**	No Charge	\$150.00/per person
Aerial Lift TTT (2 days)*	No Charge	\$700.00/per person
Confined Space TTT (1 day)*	No Charge	\$350.00/per person
Fall Protection TTT (1 day)**	No Charge	\$350.00/per person
Forklift TTT (2 days)**	No Charge	\$700.00/per person
Lockout – Tag out TTT (1 day)*	No Charge	\$350.00/per person
Rigging TTT (1 day)*	No Charge	\$350.00/per person
Overhead Crane TTT (2 days)*	No Charge	\$700.00/per person
Respiratory Protection TTT (1 day)**	No Charge	\$350.00/per person
Tele-handler TTT (2 days)*	No Charge	\$700.00/per person
WHMIS/GHS TTT (1 day)**	No Charge	\$350.00/per person
Chainsaw TTT (1 day)*	No Charge	\$350.00/per person
Skid Steer TTT (2 days)*	No Charge	\$700.00/per person

Courses marked ** or their equivalent are mandatory courses for those persons working towards SASM’s Manufacturing Safety Professional designation.

Courses marked * or their equivalent are elective courses for those persons working towards SASM’s Manufacturing Safety Professional designation.

Regional Practical Evaluator (*prerequisite operator certification)

Aerial Lift Practical Evaluator (1 day)	No Charge	\$125.00/per person
Forklift Practical Evaluator (1 day)	No Charge	\$125.00/per person
Overhead Crane Practical Evaluator (1 day)	No Charge	\$125.00/per person
Tele-handler Practical Evaluator (1 day)	No Charge	\$125.00/per person
Skid Steer Practical Evaluator (1 day)	No Charge	\$125.00/per person

Regional Courses

Students receive manuals for future reference. Successful students receive certificates and wallet cards where appropriate. Students in the Internal Auditor, SMS, Safety Administrator, Safety Essentials for Supervisors and Committee courses additionally receive as much as 4 MB of forms and data.

	Member Firms	Non-Member Firms
Back Hand Eye (1 day)*	No Charge	\$100.00/person
Ergonomics (1 day)*	No Charge	\$100.00/person
Confined space program, entry & watch	No Charge	\$100.00/person
Internal Auditor (2 day)**	No Charge	\$300.00/person
Investigations (1 day)**	No Charge	\$100.00/person
Inspections (1 day)**	No Charge	\$100.00/person
Industrial Racking (1 day)	No Charge	\$100.00/person
Job Hazard Analysis (1 day)**	No Charge	\$100.00/person
Lockout – Tag Out (1 day)*	No Charge	\$100.00/person
Machine Safeguarding (2 day)	No Charge	\$250.00/person
OH&S Committee Level 1 & 2 (3 days)**	No Charge	\$250.00/person
Return to Work (1 day)**	No Charge	\$100.00/person
Safety Essentials for Supervisors (2 day)**	No Charge	\$200.00/person
Safety Management System (SMS) (3 days)**	No Charge	\$450.00/person
Safety Mgmt. System Administrator (5 days)	No Charge	\$750.00/person

Courses marked ** or their equivalent are mandatory courses for those persons working towards SASM’s Manufacturing Safety Professional designation.

Courses marked * or their equivalent are elective courses for those persons working towards SASM’s Manufacturing Safety Professional designation.



Site Specific Training

SASM can provide our courses at your location. However, there may be a fee for the course. **Members are charged \$350/day** where there are fewer than 6 students. **Non-members are charged \$525/day plus \$30/person for site specific classroom courses** plus travel if outside of Saskatoon or Regina. SASM will attempt to amalgamate courses (i.e. more than one firm's workers present) if necessary to meet the minimum class size.

	Member Firms	Non-Member Firms
Ergonomics (1 day)	No Charge	\$525 + \$30/per person
Inspections (1 day)	No Charge	\$525 + \$30/per person
Investigations (1 day)	No Charge	\$525 + \$30/per person
Job Hazard Analysis (1 day)**	No Charge	\$525 + \$30/per person
Return to Work (1 day)	No Charge	\$525 + \$30/per person
OH&S Committee Level 1 & 2 (3 days)	No Charge	\$1575 + \$30/per person
Safety Essentials for Supervisors (2 days)	No Charge	\$1,050 + \$30/per person

Site Specific Practical Evaluator

*prerequisite Operator certification

	Member Firms	Non-Member Firms
Aerial Lift Practical Evaluator (1 day)	No Charge	\$525 + \$30/person
Forklift Practical Evaluator (1 day)	No Charge	\$525 + \$30/person
Overhead Crane Practical Evaluator (1 day)	No Charge	\$525 + \$30/person
Tele-handler Practical Evaluator (1 day)	No Charge	\$525 + \$30/person
Skid Steer Practical Evaluator (1 day)	No Charge	\$525 + \$30/person

Travel to centres other than Regina and Saskatoon will be charged to non-member firms.

Travel charges are \$0.55/kilometer both ways, \$50.00 per day for meals and \$120.00 for overnight accommodation.

**On-site training
at your premises
We're on our way!**



Short Courses / Lunch and Learn

SASM has a number of short courses that speak directly to issues in the workplace. The Lunch N' Learn classes are based on legislation, WCB injury statistics (type of injury) and on individual requests from the workplaces. As an example we have performed group "re-orientations" to ensure all workers are current with their rights, responsibilities and other issues.



The advisor comes prepared with handouts and sign-in sheets to help you document the training. The courses are designed to be delivered while the workers have their lunch. Typically the entire course takes 45 to 90 minutes. Larger firms often run Lunch and Learn courses back to back to get all workers up to speed concurrently on a particular subject. The Lunch N' Learn courses are often provided on a day when the SASM advisor may be performing ergonomic assessments or other work at the Member's location.

Currently we have over 20 subjects including Violence and Harassment in the Workplace, Ergonomic Signs & Symptoms, Hand Safety, Eye Safety, and Back Safety. If an organization has a specific subject in mind that we do not already have packaged, we can have the course ready for delivery in four to six weeks.

Member fee	No Charge
Non Member Fee	\$350/day plus \$10/person plus travel if applicable

Online Training

SASM has a number of online courses so that you can train workers on your schedule. Once enrolled the students have 24/7 access to the course and one re-write if they aren't initially successful. SASM's online courses include all of the theory required by legislation, industry best practices and the CSA standards. **These are not reduced content awareness courses.** Most take at least 4 to 5 hours. The online courses are an **excellent “return to work” duty for workers.**

The courses available as of this printing of the Services Guide are:

Aerial Lift	Adult Learning Theory	Confined Space
Lock-out / Tag-out	Overhead Crane	Respiratory Protection
Tele-handler	Stand-up Forklift	Rough Terrain Forklift
Sit down/counterbalance Forklift		Fall Protection

Please allow one business day for the enrollment process as we update our online system.

The Online Training Experience With SASM

You contact SASM with the request to enroll. We will send you an electronic registration form which you can use for multiple students and multiple courses. Upon receiving the completed form (**including payment information if your firm is a non-member**) SASM will register the student in the course and send you a number of files including the print file for the Student's Workbook. We suggest you print it in a mid-range resolution or in grayscale so that is easier for the student to write in the book to complete the course. The book is designed to be a study aid and post training reference material for the student.

Students can access the training at any time from any computer that has Internet access. If they have to leave the course for any reason the program will bring them back to where they left off the next time they sign in. Upon completion and passing the course (80%), a certificate can be printed.

The other files we will send you include all of the information a practical evaluator for the subject may need. A supervisor, lead hand, trainer, etc. with experience (i.e. a forklift operator, etc.) can easily perform the practical evaluation. **Your firm should have a practical evaluator or experienced supervisor that can complete the Practical Evaluation.**

Member fee	No Charge
Non Member Fee	\$50 (not available until September 1, 2016)

Advising / Consulting

Ergonomics

A number of SASM’s advisors have specific ergonomic certifications and can provide expert advice on the ergonomic suitability of specific tasks and work stations. We can train your staff on how to perform physical demands descriptions so that you can ensure the person – job fit. All SASM ergonomic assessments are followed up with a written report.

Gap Analysis

SASM can perform a Gap Analysis of your safety management system. The analysis is based on our Certificate of Recognition program. You choose the level (Bronze, Silver, or Gold – see page 12) that your firm sees as your next safety goal. The Gap Analysis process includes all aspects of a regular audit except the interviews of workers. A detailed report is provided to the firm indicating the improvements that SASM suggests making to the safety management system.

Rental Advisor

This program is designed for firms that don’t have the capacity to do their own safety development work or who prefer to have a contract safety person. Firms can contract SASM to provide a safety consultant on a weekly, monthly or job specific schedule. The schedule can be altered to fit specific needs, special projects and contractor management. A number of SASM Members have shortened the time required to reach certification by weeks and months by using the Rental Advisor program. **We can provide references from firms that have achieved a 700% return on their Rental Advisor investment through lowered WCB premiums.** SASM’s advisors are precluded from managing specific WCB claims. However, we are return to work experts.

Member fee	\$350/day (Rent an Advisor only – Ergonomics and Gap Analysis are no charge)
Non Member Fee	\$525/day plus travel if applicable



Occupational Hygiene Testing

Noise, Light and Air Quality Testing

Noise level testing includes general areas and specific tasks. The reports generated from these tests can be used to plan your hearing conservation program. The **personal dosimeter noise level** testing provides a very accurate indication of the noise dose the worker experiences every day.

Air quality testing is a requirement for manufacturers and other firms. The allowable limits (TLV, OEL, PEL, etc.) are generally lowered each time Table 21 or other standards are reviewed. SASM uses high quality direct reading instruments as well as personal dosimeter testing. Our staff has specific training in testing and interpreting the results of the tests.



General area air quality testing provides results for total particulates in different size ranges, oxygen, carbon monoxide, carbon dioxide, total volatile organic compounds, heat and humidity. **Personal dosimeter air quality testing** samples the air that a worker breathes for an entire shift with results for specific contaminants. Generally, SASM can test up to 3 workers with personal dosimeters each day.

Light level testing includes specific tasks and general areas. The reports generated from these tests can be used to plan your facility improvements such as painting or the addition/reduction of lighting.

General area noise, light or air quality testing:

Member – \$350/day

Non-Member - \$525/day plus travel

Personal dosimeter air or noise level in conjunction with general area testing:

Member – \$45/day per tested worker

Non-Member - \$70/day per tested worker

Personal dosimeter noise or air quality only: (min. 3 workers)

Member – \$120 per tested worker

Non-Member - \$175 per tested worker

Lab costs (approx. \$175 for each personal dosimeter) in addition to the air quality testing cost

Travel to centres other than Regina and Saskatoon will be charged to non-member firms.

Fit Testing

Respiratory Protection

All workers wearing a tight fitting mask must be fit tested. SASM's respiratory fit testing is performed with a TSI Porta-Count. Workers must have taken a respiratory fit protection course and complete an initial medical assessment. Most firms train their workers **online through SASM**. Subsequently, a SASM advisor performs the quantitative fit test. **SASM also provides a respiratory fit testing service one day per month in Saskatoon and Regina. Please make a reservation one week in advance to ensure that we have the correct adapters for your masks.**

Fit testing at site: (generally we can test 30 – 35 workers per day)

Member – \$350/day Non-Member - \$525/day plus travel

SASM site fit testing: (generally takes 10 to 15 minutes per test)

Member – \$20/test Non-Member - \$30/per test



Hearing Protection

The CSA has established a new standard for calculating the attenuation (degree of protection) of hearing protection. If quantitative fit testing is not used, you must reduce the Noise Reduction Rating (NRR) value by as much as 50%. SASM uses the 3M EARfit testing program to provide quantitative fit testing complete with reports and instruction on how to properly use the hearing protection. **SASM also provides a “drop in” hearing protection fit testing service one day per month in both Saskatoon and Regina.** Contact us for details or to book a fit test time. Only 3M hearing protection can be tested.

Fit testing at site: (generally we can test 45 – 50 workers per day)

Member – \$350/day Non-Member - \$525/day plus travel

SASM site fit testing: (generally takes 10 minutes per test)

Member – \$10/test Non-Member - \$15/per test



Certificate of Recognition (COR)

SASM's Certificate of Recognition (COR) program has three levels. The **Bronze level** is designed to assist firms that are just developing their safety management system. The **Silver level** certification is more robust. The **Gold level** certification can be considered world class.

SASM's Bronze Level is **accepted by ISNetworld and other registries** as being the minimum standard for manufacturers in Saskatchewan. **Bronze certified firms consistently receive** premium reductions from the WCB. **Silver certified firms consistently receive WCB discounts** to levels below the base premium for their rate code.

Firms that achieve a minimum of 60% in all elements and a minimum of 80% overall are awarded their certification. The certification is **valid for three years provided additional criteria are met**. These criteria include performing an annual internal audit or a health and safety perception survey of the entire work force. Additionally the firm must consistently improve their injury rate as reported to/by the WCB until the firm is at least 15% below the average injury rate for their rate code.

The SASM Audit and Certification program is based on international, national, and provincial standards as well as OH&S legislation. SASM's audit teams are experienced and always include at least one audit team member who has qualified at the national/international level as an OHSAS 18001 Lead Auditor.

If your firm needs certification to bid on jobs **we highly recommend a gap analysis based on your chosen certification level (Bronze, Silver, Gold) at least 9 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 SASM's standards.

Auditing:

Member fee	No charge	Non-member	\$525.00 per auditor day plus travel
------------	-----------	------------	--------------------------------------

Certification & Documentation

Member fee	No charge	Non-member	\$750.00 per year to maintain certificate
------------	-----------	------------	---



Professional Development & Improvement

SASM has developed two designations and career paths for safety management in the manufacturing industry. The first, Safety Management Administrator (SMA), is for those persons who may not be safety personnel but are tasked with the duty of administrating the safety management system for their firm. **The SMA course is five days in length.** The second, Manufacturing Safety Professional (MSP) is designed for those persons dedicated to becoming a safety manager in the manufacturing industry. **The MSP program is intensive, multi-year and requires continuing education.**

Safety Management Administrator

This five day course is incredibly detailed and comes with sample copies (electronic & hard copy) of every document required for a highly functioning and complete safety management system (SMS). The SMA course is ideal for anyone tasked with managing the documents for a safety management system. **The concepts and sample documents can also be used with very few changes to document quality or environmental management.** The SMA course provides:

- In depth knowledge of the 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 OHSAS 18001 audit requirements and how SASM's audits reflect the standard
- CSA Z1001 Occupational Health & Safety Training standard



Manufacturing Safety Professional (MSP)

SASM's MSP professional designation is similar to the construction industry's Construction Safety Officer (CSO) program. However, **SASM's program requires continuous improvement** much like the CRSP or CHSC designations. SASM will be working with safety associations throughout Canada to gain national acceptance to this higher standard.

To obtain the designation of MSP, twelve (12) mandatory courses or their equivalents* are required:

Safety Management System	Safety Essentials for Supervisors
TTT Forklift	TTT WHMIS/GHS
Investigations	Inspections
Committee Level I & II	Internal Auditor
Respiratory Protection	Fall Protection
Risk Assessment/Job Hazard Analysis/Safe Work Practices & Procedures	
Return to Work	

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

Additionally, four (4) elective courses from the following list must be taken:

TTT Aerial	TTT Overhead Crane
Rigging	TTT Tele-handler
Fire extinguisher	Confined Space
Ergonomics	TTT Lockout
Back/Eye/Hand	

To obtain the designation of MSP, **a practicum must also be completed within 4 weeks** of completing the training requirements. The practicum must be completed and returned to the MSP Coordinator. The practicum will include:

- a risk assessment used in a job hazard analysis to create a safe work practice or procedure (using SASM tools)
- An investigation completed from an incident scenario with full recommendations for corrective action and a cost analysis.

Maintenance education is additionally required to sustain the designation. A total of 8 maintenance credits are required every three years. **Credits can be acquired as follows:**

Professional pursuits

- Continuing safety practice in a company with greater than 50% safety related activities for a minimum 900 hours per year – 1 credit;
- Involvement in the SASM COR Review Committee, SASM Program Development Steering Committee or Sub-committee – 1 credit;
- SASM Quarterly Meeting – 0.5 credits;
- Sask. Safety Council Industrial Safety Seminar – 0.5 credits;
- WCB Comp Institute – 0.5 credits.

SASM courses taken above the elective requirement are allotted credits as follows:

TTT Aerial, TTT Overhead, Crane TTT Telehandler = 4 credits each

Rigging, Confined Space, Ergonomics, Back/Eye/Hand = 2 credits each

Fire extinguisher, TTT Lockout = 1 credit

Lunch'n'learn Sessions = 0.5 credit

Other preapproved safety courses:

3 day course (minimum 18 hours) = 4 credits

2 day course (minimum 12 hours) = 3 credits

1 day course (minimum 6 hours) = 2 credits

Half day course (minimum 4 hours) = 1 credit

Courses could include (but not limited to):

H2S; Confined Space Rescue; Large PME; TDG; Mobile Crane, etc.

St. John's/Red Cross First-Aid Class A & CPR = 3 credits

St. John's/Red Cross First-Aid Class B & CPR = 6 credits

For More Information:

Regina

Mailing / Classroom / Office Addresses:

Safety Association of Saskatchewan Manufacturers
1313 Broadway Ave.
Regina, SK S4P 1E5

Phone: 306-525-7276

Saskatoon

Classroom / Office Addresses:

Safety Association of Saskatchewan Manufacturers
1736 Quebec Avenue
Saskatoon, SK S7K 1V9

Phone: 306-384-7276

Website:

www.sasm.ca

Contact:

Ken Ricketts,
Executive Director
kenr@sasm.ca
Cell phone: 306-531-9800

Prices are accurate at time of printing and are subject to change without notice.
Please contact SASM for current rates and schedules.