

2018 SASM Information & Services Guide

SAFETY ASSOCIATION OF SASKATCHEWAN MANUFACTURERS



New for 2018:

- **CoR Rebates (see page 11)**
- **Audiometric Testing (see page 10)**



Table of Contents

Who Are We?	3
Training Delivery Options.....	4
Regional and/or At-Your-Site Classroom Delivered Courses	5
Online Courses	6
Lunch and Learn Seminars	6
Advising and Consulting	7
Occupational Hygiene Programs	8
Certificate of Recognition (CoR).....	11
Registries (ISNetworld, etc.).....	12
Available (often discounted) Third Party Programs.....	12
Professional Development & Improvement	13

Who Are We?

The Safety Association of Saskatchewan Manufacturers, Inc. (SASM) is a non-profit organization dedicated to the prevention of workplace injuries. We offer **regional, site specific and online safety training**. Our safety course materials include legislative requirements, industry best practices, and often excerpts from the CSA standards.



SASM has an extensive **occupational hygiene service**, an effective safety management system certification (CoR) program and a **CoR rebate program**. SASM's advisors and auditors are well educated, experienced professionals who constantly increase their knowledge and improve their skills.

SASM has two types of membership. **Regular Members** enjoy the simplicity of having their membership fee attached to their WCB premiums. **Direct Members** pay the same membership fee but pay it directly to SASM. **Most training courses and many safety services are provided to Members at no additional charge.**

SASM serves over 260 Member firms as well as other organizations. Collectively, our Members employ approximately 10,000 workers. 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. SASM's **Direct Members** come from other manufacturing, engineering, chemical/bio-science and government rate codes. The maximum membership cost in 2018 is \$166/per worker. The average annual cost of membership is \$119/worker.

The Members that become **CoR certified through SASM in 2018 and beyond will receive rebates of up to 50% of their membership**. The rebates are in addition to any WCB premium discounts. The CoR rebates and WCB premium discounts typically total much more than the cost of a firm's SASM membership.

Non-member organizations can access SASM's training and services. Simply contact us by telephone or email, or register 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. **Non-members can also access our online training.**

Everyone interested in safety is 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! SASM also communicates regularly through our Newsletter. **Be sure to sign up for it!**

Training Delivery Options

Classroom

- SASM's classroom training is available both regionally and at your site.
- All classroom students receive manuals for future reference.
- Successful students receive certificates and wallet cards which are returned to you along with any exams completed by the students.
- Students in Train the Trainer courses, Internal Auditor, Safety Management System, Safety Administrator, Safety Essentials for Supervisors and Committee courses additionally receive electronic documents including the structure for a Silver level safety management system.
- SASM retains student data in our database for five years.

Online

- SASM's online training can be completely managed by you.
- Once your company profile is loaded (simple 5-minute process) you can book students in, manage their course completions, check their marks, print certificates, add or delete students and download a course completion database.
- You can also upload your entire employee list (**unlimited number of workers for Members**) with a CSV type file with the pertinent information.
- Once you assign a course to a student, they can sign in/out as many times as necessary and access the courses 24/7.
- Successful students can print their certificates at any time after completing the course.

Train the Trainer (TTT)

- All trainers receive a complete hard copy and an electronic copy of the manuals, PowerPoints 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 a current operator's certificate and/or considerable experience with the subject.

Practical Evaluator

- Students must have a practical evaluation after passing the operator's theory course either online or in a classroom.
- **An operator's certificate is a prerequisite for all practical evaluators.**
- SASM provides electronic and hard copies of all assessments, etc. that the evaluator must complete in order to deem the operator competent.

Regional and/or At-Your-Site Classroom Delivered Courses

Aerial Lift TTT (2 days)*	Aerial Lift Practical Evaluator (1 day)
Aerial Lift Operator (1 day)	Back Hand Eye (1 day)*
Chainsaw TTT (1 day)*	Confined Space Program (Entry & Watch) (1 day)
Confined Space TTT (1 day)*	Ergonomics (1 day)*
Fall Protection TTT (1 day)**	Fall Protection Operator (1 day)
Forklift TTT (2 days)**	Forklift Practical Evaluator (1 day)
Forklift Operator (1 day)	Industrial Racking (1 day)
Inspections (1 day)	Internal Auditor (2 day)**
Investigations (1 day)	Job Hazard Analysis (1 day)**
Lockout – Tag out TTT (1 day)*	Lockout – Tag Out Operator (1 day)
Machine Safeguarding (2 day)	OH&S Committee Level 1 & 2 (3 days)**
Overhead Crane TTT (2 days)**	Overhead Crane Practical Evaluator (1 day)
Overhead Crane Operator (1 day)	Respiratory Protection TTT (1 day)**
Respiratory Protection - Operator (1 day)	Return to Work (1 day)
Rigging TTT (1 day)*	Rigging Operator (1 day)
Safety Essentials for Supervisors (2 day)**	Safety Management System (SMS) (3 days)**
Safety Mgmt. System Administrator (5 days)	Skid Steer TTT (2 days)*
Skid Steer Practical Evaluator (1 day)	Skid Steer Operator (1 day)
Tele-handler TTT (2 days)*	Tele-handler Practical Evaluator (1 day)
Tele-handler Operator (1 day)	WHMIS/GHS TTT (1 day)**
WHMIS/GHS Operator (1 day)	

Courses marked ** (or their equivalent) are mandatory for those persons working towards SASM's Manufacturing Safety Professional designation. **Courses marked *** (or their equivalent) are electives for those persons working towards SASM's Manufacturing Safety Professional designation.

Training:

Cost for Members

Regional training - no charge

On site for Members – if the course is available online from SASM (see next page) or there are less than 6 students, the cost is \$350/day. **All others are at no charge.**

Cost for Non-members

Regional training - Train the Trainer courses are \$350/day. All other regional training is \$100/student per day.

On site for non-members - \$550/day plus travel costs.

Online Courses

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 and** take at least 4 to 5 hours to complete. Online courses are an excellent return to work or light duty job for workers.

New courses are being added, but training currently available includes:

Adult Learning Theory	Aerial Lift	Confined Space
Ergonomics for Workers	Fall Protection	Forklift
Lock-out /Tag-out	Overhead Crane	Respiratory Protection
Tele-handler		

Note: SASM's online learning system will be constantly evolving in 2018. New courses will be added and a new "front end" that allows you to manage your learners faster and easier is being implemented.

Lunch and Learn Seminars

- SASM has over 20 short seminars that speak directly to issues in the workplace.
- The Lunch N' Learn classes are based on legislation, injury statistics and on individual requests from workplaces. For 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. Typically the entire course takes 45 to 90 minutes.
- Larger firms often run Lunch and Learn seminars back to back to get all workers up to speed concurrently on a particular subject.

Online and Lunch 'n Learn Short Seminars:

Cost for Members	No charge
Cost for Non-members	\$50/student-course for online \$550/day plus travel for short seminars

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

Travel charges are \$0.60/kilometer both ways, \$50.00 per day for meals and \$120.00 for overnight accommodation.



Advising and Consulting

SASM’s experienced and highly professional team provides consulting services that are very effective. Our Members typically share their successful improvements with other firms.

Ergonomics

Most 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 to perform physical demands descriptions so that you can ensure the person – task fit. All SASM ergonomic assessments are followed up with a written report. SASM provides ergonomic services at **no charge for Members** and at \$550/day for non-members.

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 11) that your firm sets for its next safety goal. The Gap Analysis process includes all aspects of a regular audit except the worker interviews. A detailed report is provided to the firm indicating the improvements that SASM suggests making to your safety management system. SASM provides gap analysis services at **no charge for Members** and at \$550/advisor-day for non-members.

Rental Advisor

This program is designed for firms who prefer to have a specialist develop their safety management system. SASM’s advisors are precluded from managing specific WCB claims. However, we are return to work and safety management/development system experts.

Firms can contract SASM to provide a safety consultant on a specific schedule, for a specific project, or, for a regular inspection. **Many SASM Members have shortened the time required to reach certification by using the Rental Advisor program.** We can provide references from firms that have achieved a very high return on their Rental Advisor investment through lowered WCB premiums.

Advising and Consulting:

Cost for Members	Ergonomics and Gap Analysis are No Charge \$350/day for Rental Advisor
Cost for Non-members	\$550/day plus travel

Occupational Hygiene Programs

SASM offers a complete occupational hygiene program. All testing is done with professional quality equipment using scientific methods to approved standards by persons with specific training on the equipment and type of testing.

SASM’s occupational hygiene program can test the light levels, noise levels and the air quality in your workplace. All testing is followed up with an easy to read report that can include specific suggestions to improve your workplace. The suggestions made will be cost effective methods to protect your workers adequately. **The light, noise and air testing programs are augmented with SASM’s fit testing and audiometric testing programs** to provide your firm and workers with documented proof of the best protection available.



Vision Program

Light levels that are too low, too high, glare producing and/or shadow producing can contribute to issues in the workplace. SASM can measure specific task lighting, general area lighting, and emergency lighting to provide a report regarding eyestrain and considerations for emergencies. The reports provided can be used to plan your facility improvements.

Workers often wear inappropriate eye protection. SASM can test the fit of the workers’ eye protection based on the CSA standards and/or train your safety staff to perform the simple test.

Light quality and vision fit protection testing:

- Cost for Members** \$350/day
- Cost for Non-members** \$550/day plus travel



Air Quality and Respiratory Protection Program

Adequate **air quality testing** is a requirement for most employers and especially manufacturers. The allowable limits (TLV, OEL, PEL, etc.) are generally lowered each time Table 21 or other standards are reviewed. Your firm needs accurate data in order to plan for and provide the appropriate level of protection. SASM's staff have specific training in testing and interpreting the results of the tests.

General area air quality testing provides results for particulates in different size ranges (generally considered nuisance, inhalable, respirable), carbon monoxide, carbon dioxide, total volatile organic compounds (VOCs), heat and humidity. SASM employs high quality direct reading instruments to establish the baseline and to indicate if more intensive testing is required.

Dosimeter air quality testing samples the air that a specific worker breathes for an entire shift with results for dozens of contaminants, or, can be used to sample an area for a full shift. SASM can test up to 3 workers (or areas) with dosimeters each working day.

Where workers are exposed to contaminants indicated in Table 21 of the Sask. OH&S Regulations and it is not reasonably practicable to lower the contamination level, workers must be protected with PPE. This means the workers must have received respiratory fit protection training (online or classroom based) and be protected with PPE. If the choice made is to have a tight-fitting mask (there are other means of protection) the workers must complete a medical assessment, be fit tested and be clean shaven whenever they need to wear the mask.

SASM's respiratory fit testing is performed with a TSI Porta-Count which is one of the most accurate testing devices. Workers must have taken a respiratory protection course and have completed an initial medical assessment. **Most firms train their workers online through SASM.** Subsequently, a SASM advisor performs the quantitative fit test.



Air quality and respiratory fit protection testing:

Cost for Members	\$350/day
Cost for Non-members	\$550/day plus travel

Note: Sask. Research Council Lab costs for dosimeter tests are additional and typically range from \$150 to \$225 per test.

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. **Noise level testing** includes general areas, specific tasks and specific workers. The reports generated from these tests can be used to plan your hearing conservation program. We provide and install the decals to mark the noise levels in your workplace. The **personal dosimeter** testing provides a very accurate indication of the noise dose the worker experiences every day at work.



Noise testing:

Cost for Members Area - \$350/day Personal dosimeter - \$50/test

Cost for Non-members Area - \$550/day Personal dosimeter - \$80/test

Fit protection testing is provided at your site. The CSA Standard for calculating the attenuation (degree of protection) of hearing protection highly recommends quantitative fit testing such as SASM can supply. SASM uses the 3M EAR-fit testing program to provide quantitative fit testing complete with reports and counselling on how to properly use the hearing protection. Only 3M hearing protection can be tested. We can test 45 – 50 workers per day.

Noise and hearing fit protection testing:

Cost for Members \$8/test (minimum \$350/day per technician)

Cost for Non-members \$10/test (minimum \$550/day per technician) plus travel

Audiometric testing is required every two years for workers who are exposed to enough noise that they are required to wear hearing protection. Your firm also needs to have a Hearing Conservation Plan. **SASM is implementing an audiometric testing program in 2018.** The program is “Members first” and will only be available to non-members if there is time available. We can perform up to 30 tests per day. Workers are counselled on the results of their test and how to use their hearing protection.

Audiometric testing:

Cost for Members \$27/test (minimum \$350/day per technician)

Cost for Non-members \$40/test (minimum \$550/day per technician) when available.
Plus travel for non-members.



Certificate of Recognition (CoR)

SASM’s Certificate of Recognition (CoR) program has for the first time ever in Saskatchewan, **a rebate ranging from 20% to 50% of your firm’s SASM membership.**

SASM’s Bronze level is accepted by registries (**i.e. ISNetworld**) as being the minimum standard for manufacturers in Saskatchewan. Bronze certified firms consistently **earn premium reductions** from the WCB. You will receive **a rebate of 20%** of your firm’s SASM Membership for the year your firm is certified **plus 30% of any Rental Advisor fees** for the year prior to passing the audit.



Silver level certified firms **will receive a rebate of 35%** of their SASM Membership for the year they are certified **plus 40% of any Rental Advisor fees** for the year prior to passing the audit. 73% of SASM’s Silver certified firms consistently earn WCB discounts ranging up to over \$150/worker.



The **Gold level** certification will be based on the ISO 45001 Health and Safety Standard is accepted across Canada and internationally. **Gold level certification earns a 50% rebate** of the firm’s SASM membership for the year they are certified **plus 50% of any Rental Advisor fees** for the year prior to passing the audit.



Your firm must achieve a minimum of 60% in all elements and 80% overall to be awarded certification. The certification is valid for three years **provided additional criteria including** an annual internal audit or a health and safety perception survey, **and** improving your firm’s injury rate until you are at least 15% below the average injury rate for your rate code.

An internal audit or a gap analysis must be performed **at least 3 months prior to your firm’s first attempt at certification through SASM.** Non-Members can become certified and maintain certification by passing the initial and annual audits in addition to an annual documentation fee of \$750.00, but are ineligible for rebates from SASM.

Auditing:

Cost for Members	No charge
Cost for Non-members	\$550.00 per auditor day plus travel. Non-Members can become certified but are ineligible for the rebate.



Registries (ISNetworld, etc.)

Every year more firms are engaging the services of third party contractors and supplier management registries to perform the bid and pre-bid qualification process. The qualification processes typically require manufacturers (and other firms) to report, review, and verify regulatory compliance records in order to receive approval of the firm's safety programs, procedures, standards and performance. The process is onerous, complicated, can have a number of pitfalls and generally requires a significant amount of time. SASM can help you.

SASM has an experienced registry specialist on staff who can assist you. We can streamline and integrate the process for you. Some of the key benefits are:

- Developing your programs to ensure conformance to the purchaser's requirements
- Ensuring your documentation is complete
- Preparing your documents for the purchasers

Cost for Members	\$350/day
Cost for Non-members	\$550/day plus travel

Available (often discounted) Third Party Programs

SASM Members can receive discounts on a number of very useful computer programs, ergonomic aids and other items. They include:

- CorePoint Solutions provides an affordable, innovative, easy-to-use and highly configurable health and safety solution that streamlines all aspects of your safety program. Customers of all sizes use CorePoint to improve the safety of their employees as well as their contractors.
- CorePoint's mobile components allow customers to record and manage their safety information (inspections, observations, actions etc.) using an IOS, Android or Windows device wherever they are. Visit them at www.corepointinc.com or call Lisa Heitrich, Manager of Product Development
Office: 403.770.2924 | Mobile: 403.805.5103

Professional Development & Improvement

SASM has developed two designations and career paths for safety management in the manufacturing industry:

- (1) The Safety Management Administrator (SMA), is for safety managers and/or 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.**
- (2) The 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.**

(1) Safety Management Administrator

This 5-day course is incredibly detailed and comes with sample copies (electronic & hard copy) of every document required for a high 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 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





(2) 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 is working with safety associations throughout Canada to gain national acceptance to a higher standard for safety professionals in the manufacturing industry.

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

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

***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:

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

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 credits

Other preapproved safety courses¹

- 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 Address:

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

Phone: 306-525-7276

Saskatoon Classroom / Office Address:

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

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Everyone interested in safety is welcome to attend SASM's quarterly safety meetings where issues affecting workplace safety are discussed. See our website for the date and location of the next meeting!

We also communicate regularly through our Newsletter. **Be sure to sign up for it!**

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

Please contact SASM for current rates and schedules.