

## **CONTENT OUTLINE**

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**CONSTRUCTION SAFETY**

# CONSTRUCTION SAFETY

## OVERVIEW

This course is intended to provide assistance in designing and monitoring construction safety programs within the framework established by local, provincial, and federal acts and regulations.

## PREREQUISITE

Although there is no formal educational prerequisite for this course, the participants' chances of success will be enhanced if their reading and comprehension skills are at a high school or equivalent level. Participants must be familiar with basic computer operating and word processing programs.

In addition, exposure to WHMIS, First Aid/CPR, provincial safety training and certification is beneficial as per provincial requirements.

## LEARNING OBJECTIVES

Upon successful completion of this course, participants will be able to:

- interpret safety legislation and corporate safety policies;
- identify the key elements of developing a job site safety program;
- identify the key elements of monitoring a job site safety program;
- identify document management requirements.

## CONTENT

### **1. Interpret safety legislation and corporate safety policies.**

- applicable federal, provincial, and municipal acts and regulations\*
- corporate responsibility
- due diligence

### **2. Identify the key elements of developing a job site safety program.**

- applicable federal, provincial and municipal acts and regulations\*
- employee / employer obligations and liabilities
- planning safety meetings
- economic / social consequences of incidents
- safety training plan
- emergency procedures
- assistance from safety associations for developing safety programs
- recognizing the impact of project or site specific safety requirements
- conducting a pre-job safety analysis

**3. Identify the key elements of monitoring a job site safety program.**

- inspection program
- safety devices
- enforcement procedures
- safety meetings
- review and update of the program
- appropriate safety certification
- safety training
- auditing

**4. Identify document management requirements.**

- collecting and processing information
- preparing reports and forms (accident, worker's compensation, insurance liability, etc.)
- follow-up reporting

\* Note: Special attention should be given to the importance of this topic.

**METHODOLOGY**

This course lends itself to lectures by the instructor and guest speakers as well as case studies and practical exercises. Instructors may involve the participants in the following specific techniques and activities:

- icebreaker type activity to get students engaged as soon as possible;
- completion of accident and worker's compensation forms;
- resourcing of a guest speaker from Provincial Safety Authority;
- case study of an incident;
- development of a job site safety plan.

## ASSESSMENT

In order to successfully complete this course, participants will be expected to demonstrate that they have achieved the learning objectives. They will be evaluated through various assignments, projects, and/or tests based on each of these objectives. Final assessment for the course will be determined by the following weighting:

Learning Objective	Weighting (%)
1. Interpret corporate safety policies .....	10
2. Identify the key elements of developing a job site safety program .....	40
3. Identify the key elements of monitoring a job site safety program.....	20
4. Identify document management requirements.....	30
	100

## **RESOURCES**

### **Reports, Manuals, Textbooks, and Documents**

BC Manual on Management of Building Projects (<http://www.bcprojectsmanual.com>)

Managing World Class Safety by J.M. Stewart; Wiley Publishing (ISBN: 0-471-44386-7)  
(<http://www.wileycanada.com/WileyCDA/>)

Means Forms for Contractors, R.S. Means Company, Inc. (ISBN: 0-87629-214-7)

### **Government / Association Websites**

Canadian Centre of Occupational Health and Safety (<http://www.ccohs.ca>)

### **Other Resources**

Accident report forms

Generic company safety policy

Occupational health and safety videos

Provincial / Federal / Municipal safety acts, regulations, and by-laws

Safety Association booklets

WHMIS handbooks

Workers' Compensation forms