

**Public Service Commission
Occupational Health and Safety
2019 Fall Training Schedule
Civil Service**

Pre-registration is required for all sessions (minimum of 10, maximum 20 participants.)

Please register by emailing prwebster@gov.pe.ca or by phoning 902-368-5491.

(Include your name, department, phone number, employee number, and course(s) you wish to take.)

Note: Health PEI employees are asked to contact their OHS officer for their training needs.

**** Participants are asked to adhere to the OH&S Scent Reduction Policy.**

Training Schedule

Training sessions will be held in the Sage Room, 40C Burns Avenue, Charlottetown

Tuesday, September 17 th	9:00 a.m. – 12 noon	OHS Committees & Representatives
Tuesday, September 17 th	1:00 p.m. – 4:00 p.m.	OHS Committees & Representatives
Wednesday, September 18 th	9:00 a.m. – 12 noon	Workplace Hazardous Materials Information System (WHMIS 2015)
Wednesday, September 18 th	1:00 p.m. – 4:00 p.m.	Workplace Hazardous Materials Information System (WHMIS 2015)
Wednesday, September 25 th	9:00 a.m. – 12 noon	Accident Investigation & Workplace Inspection
Wednesday, September 25 th	1:00 p.m. – 4:00 p.m.	Accident Investigation & Workplace Inspection
Tuesday, October 1 st	9:00 a.m. – 12 noon	Back Care Education
Thursday, October 3 rd	9:00 a.m. – 12 noon	Office Ergonomics

The following is a short description of each course:

Occupational Health and Safety Committee and Representatives

The session provides information on the Occupational Health and Safety Act and Regulations and how they apply in the workplaces within the Civil Service, roles and responsibilities of the OHS Committees, OHS Representatives and the Civil Service OHS Program. The information will enable employees to be effective OHS Committee members and representatives and knowledgeable safety advocates in their workplaces.

Workplace Hazardous Materials Information System (W.H.M.I.S. 2015)

The Workplace Hazardous Materials Information System (W.H.M.I.S.) applies to hazardous materials that are intended for use at workplaces. The session explains the system including how to conduct a product inventory, acquire and interpret safety data sheets (SDS - formerly MSDS) and how to apply the information on the SDS to protect the health and safety of employees.

Accident Investigation and Workplace Inspections

The session addresses the purpose and the responsibilities of accident investigation and workplace inspections. It will provide you with the needed information to conduct effective investigations and inspections.

Back Care Education

The session will be of interest to employees who are required to lift and transfer objects manually in their workplace. You will be shown proper techniques for lifting to avoid injuring your back. The session will provide you with the knowledge needed to maintain a healthy back.

Office Ergonomics

Do you need help in setting up your computer workstation properly?

Are you experiencing aches and pains after sitting at your workstation all day?

Do you want to be proactive – so you don't develop those aches and pains?

If you answered yes to any of the above questions, you would benefit by attending this session. Come and learn how the principles of office ergonomics can help you in your daily work. This session will also be of interest to OHS Committees, OHS Representatives and individuals who purchase and/or set-up workstations.

In the interim, here are some helpful tips:

Chair Height Adjustment: The seat height must be easily adjusted and be low enough to allow the feet to rest on the floor but high enough to distribute the weight over the whole contacting surface. For shorter people a footrest may be required.

Chair Back (adjustable): The backrest should be adjusted so that the lumbar (inward curve) of the back is lined up with the outward curve (lumbar curve) of the backrest. Note: The user's choice of a tall-back or short-backed chair depends on the length of the body's trunk, and is often personal preference.

Breaks: Develop the habit of taking micro breaks every 20 to 30 minutes. Refocus your eyes across the office while stretching your legs, arms, wrists, and shoulders.

After 50 to 60 minutes, take a mini break from your desk and go for a 30 to 60 second walk around the office and then resume work at your workstation.

Please note that these breaks are in addition to the normal morning, lunch and afternoon breaks.