



Introducing the new "HOW TO" Series!

3 hour sessions, exclusive to NCA



Q: Why do members need it?
A: Compliance/Due Diligence



Q: What are the members saying about the trainer?
A: "I enjoyed the way Ella presented everything. Easy to learn and understand."



Q: How can it save members money?
A: Reduced Fines/Charges

1) FILL OUT A FORM 7 PROPERLY AND OTHER WSIB PAPERWORK:

- Basics of this WSIB form
- Timelines to follow
- Completing a form

Date: Wednesday, February 5, 2020
Time: 8:30 - 11:30 am | Cost: \$125 +HST



2) UNDERSTAND MANDATORY POSTINGS:

- What the laws require
- Where to post
- Who posts what

Date: February 5, 2020
Time: 12:00 - 3:00 PM | Cost: \$125 +HST

3) DO AN INSPECTION:

- What to look for
- Includes forms
- When to do them - types

Date: Monday, February 10, 2020
Time: 8:30 - 11:30 am | Cost: \$125 +HST





4) DO AN INVESTIGATION:

- When to do one
- Why
- How to complete the form

Date: Monday, February 10, 2020

Time: 12:00 - 3:00 PM | **Cost:** \$125 +HST

5) CONTACT THE MOL AND WHEN:

- Change to critical injury and reporting
- Who contacts MOL or WSIB and when



Date: Tuesday, February 18, 2020

Time: 8:30 - 11:30 am | **Cost:** \$125 +HST



6) DO A REPORT FOR THE MOL:

- What is included
- Easy format to use
- What to include

Date: Tuesday, February 18, 2020

Time: 12:00 - 3:00 PM | **Cost:** \$125 +HST

7) PERFORM A DAILY HAZARD ANALYSIS:

- Why do them
- Who requires them
- How to complete



Date: Tuesday, February 25, 2020

Time: 8:30 - 11:30 am | **Cost:** \$125 +HST



8) COMPLETE A TASK ANALYSIS:

- Difference between task analysis and hazard analysis
- Purpose
- How to complete

Date: Tuesday, February 25, 2020

Time: 12:00 - 3:00 PM | **Cost:** \$125 +HST

9) COMPLETE A RISK REGISTRY (RISK ASSESSMENT):

- When
- How to complete
- Use in orientation



Date: March 2, 2020

Time: 12:00 - 3:00 PM | **Cost:** \$125 +HST

REGISTRATION FORM

Pre-payment is needed for this registration. We require 48 business hour advance notice for cancellation. *No shows will be billed.

Instructor: Ellaline Davies, President
Safety Works Consulting Inc.

