

COURSE INFORMATION – PRE HEALTH & SAFETY INFORMATION PACK

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SUPPLY

Electronic copies of the course documentation are accessible exclusively to approved trainers. Individuals who have been authorized may request controlled copies by reaching out to info@inrail.ca.

OVERVIEW

This course overview outlines that the training pack has received approval from Metrolinx for both delivery and assessment purposes. The pack is designed to facilitate efficient delivery with minimal preparation time, but to fully maximize its benefits, trainers are advised to familiarize themselves with the contents before use.

Trainers have the flexibility to customize the presentation to align with their preferred delivery style and can incorporate other visual aids as needed. It is important to note that the complete technical content must be delivered as part of the training.

COURSE SUMMARY

The Pre Health and Safety Information Pack (PHSIP) Course is designed to provide participants with the essential knowledge, skills, and experience required to complete accurate PHSIP documents to issue to the constructor based on information provided within the tender stage, Metrolinx Standards, and Codes of Practise.

COURSE AIMS

The aim of the PHSIP Course is to

- To provide participants with a comprehensive understanding of the purpose, importance, and benefits of the Pre Health and Safety Information Pack.
- To equip participants with the knowledge and skills required to create PHSIP that ensure clarity of information for Contractors.

COURSE OBJECTIVES

At the end of the training the delegate will be able to:

- Understand the concept of the PHSIP and its significance in the planning of projects.

- Identify the key components and information that should be included in a PHSIP.
- Learn how to gather relevant information to include in the PHSIP.
- Have a comprehensive understanding of the legal and regulatory requirements governing health and safety in the workplace, including relevant laws, codes of practice, and industry-specific regulations.
- Familiarize yourself with the development and implementation of health and safety policies, procedures, and protocols in accordance with industry standards.
- Understand the importance of cultivating a positive safety culture within an organization and how to promote it through effective communication, training, and leadership.
- Learn how to effectively conduct audits on CPP, WPP documentation and assess compliance with regulations for contractors.
- Implement corrective actions to maintain a safe and compliant workplace.
- Develop a mindset of continuous improvement in health and safety practices by identifying areas for enhancement and implementing proactive measures.
- Enhance the ability to communicate health and safety information effectively to different stakeholders, including employees, management, and regulatory authorities.

COURSE DAYS

Initial Course – 5 Days

Recertification Course – 2 Days

COURSE DELEGATES

Maximum delegates - 20

COURSE PRE-REQUISITES

DELEGATES:

For candidates, the following prerequisites apply:

1. Possess a PTS competency.
2. Meet the fit for duty requirements specified by Metrolinx.
3. Have a satisfactory level of literacy to fulfil Entry Qualifications.

TRAINERS:

To be eligible to deliver the task brief course, the trainer must meet the following prerequisites:

- i. Hold a relevant training/assessment qualification at a minimum of level 3 standard.
- ii. Demonstrate adequate occupational competence in the subject matter.

- iii. Possess a minimum of 12 months of experience in the skill being trained or have a track record of successfully delivering similar training within the last two years.

These prerequisites ensure that the trainer has the necessary qualifications, expertise, and recent experience to effectively deliver the task brief course.

REFERENCE DOCUMENTS

- Construction Safety Management Program (CSMP)
- Occupation Health and Safety Act 2023 (OHSA)
- Canadian Rail Operating Rules (CROR)
- Metrolinx Network Access Planning Tool (NAPT)
- Metrolinx Network Access Planning Standard (NAPS)
- Metrolinx Personal Protective Equipment (PPE) Standard
- Metrolinx Beacon Standard
- Metrolinx General Engineering Instructions (GEI)
- Metrolinx Safety Department Risk Assessment Guide
- Work Package Plans
- Construction Phase Plans
- Safe Work Pack
- Task Briefing Sheets
- Principles of Hierarchy of Controls