

# CCOHS E-LEARNING GUIDE

## Introduction

The Fire and Flood Restoration Program (FFRP) Technical Advisory Committee (TAC) was formed in 2005 as the British Columbia Association of Restoration Contractors (BCARC). It was the first association in North America devoted exclusively to workplace health and safety issues in the fire and flood restoration industry. BCARC amalgamated with the BCCSA in 2016 and the committee continues to deliver safety training and resources to the restoration industry under the [Fire & Flood Restoration Program](#).

In an ongoing effort to educate workers on the many aspects of health & safety in the workplace, the BCCSA has partnered with the Canadian Centre for Occupational Health and Safety (CCOHS) to design and deliver no-cost online safety training to B.C. restoration workers. This guide provides instructions on how to access CCOHS e-courses, how to purchase seats for learners, and other tools for the CCOHS course site for member companies of the Fire & Flood Restoration Industry (Classification 721022).

## Who This Is For

If your company is registered with WorkSafeBC under Classification 721022, you qualify for this no-cost training. Note, employers must register on behalf of the employee.

## CCOHS E-Courses

Every course provided by CCOHS is reviewed by subject experts and representatives for accuracy and readability. All courses are available in English and French.

CCOHS' complete course offering: [http://www.ccohs.ca/products/courses/course\\_listing.html](http://www.ccohs.ca/products/courses/course_listing.html)

Fire & Flood Restoration Specific courses:

- Site Safety Assessment (BCCSA) E-Learning
- Biohazards
- Sanitary Sewage

Note: These are not listed in the course link above. To order these courses, follow the instructions below. See Appendix A for course descriptions.

## Account Set up & Administration

Each company will have a distinct ID that matches their account number. Each registered learner will have a distinct password. If required, a password per registered learner can be randomly generated and sent to the Facilitator. BCCSA and CCOHS have set up a special "open purchase order" arrangement to offer no-cost training to the BCCSA member companies. As seats are ordered, the purchase order number will be quoted on the invoice and the amount subtracted from the committed funds.

## Roles

### CCOHS

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CCOHS will set up a separate account for each member company so that they will have their own administrative control. This will allow each company to administer their learners in the LMS, reporting tool, etc. CCOHS will provide each company with a Facilitator manual describing the full LMS features.

## Facilitator

Each company needs to assign a Facilitator, who will:

- Be the main company contact for administration of learners,
- Update their learner profiles on the LMS,
- Generate reports from the LMS,
- Place orders for seats and receive passwords,
- Distribute learner IDs and passwords to learners in their company.

The Facilitator will receive a Facilitator manual from CCOHS with instructions on performing the above functions.

## Procedure

To initially set up your account:

1. Contact BCCSA – Erin Linde [elinde@bccsa.ca](mailto:elinde@bccsa.ca) and provide the following information:
  - Company name
  - WorkSafeBC Number
  - Classification Unit Number
  - Facilitator details (name, title, phone number, and email address)
  - # of seats you require for each course
  - Names of learners
2. BCCSA will verify your eligibility and connect the Facilitator with CCOHS.
3. CCOHS will process the order, enter names of the new learners, assign passwords, and ensure new seats added/activated.
4. CCOHS will notify the Facilitator that new seats are available and forward applicable information.

Once your account is set up. You can contact CCOHS for assistance with order processing, invoicing, seats, LMS questions, and other technical support:

Tina McGregor  
Senior Customer Service Representative  
Canadian Centre for Occupational Health and Safety  
Tel: 905-572-2981 ext. 4242  
[tina.mcgregor@ccohs.ca](mailto:tina.mcgregor@ccohs.ca)  
[clientservices@ccohs.ca](mailto:clientservices@ccohs.ca)

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## Appendix A

### BCCSA/CCOHS COURSE DESCRIPTIONS

#### SITE SAFETY ASSESSMENT

Welcome to the Site Safety Assessment course! The purpose of this lesson is to provide guidance on how to assess, control, and document the hazards you find on the jobsite. This course is specifically developed to **help you complete a Site Safety Assessment (SSA) form**.

Site safety assessment is the **first priority** when you arrive at any worksite. All people on site, not just those doing the actual work, must be made aware of any situation that could cause them physical harm. **Before** any work begins, a site safety assessment must be conducted by a trained person. The results of the safety assessment must be documented on the SSA form. By the end of this course, you will have the basic knowledge to complete a Site Safety Assessment form.

Supported by on-the-job training, you will be able to:

- **Identify** the hazards.
- **Assess** the risks.
- **Classify** the hazards.
- **Record** the controls required.
- **Correct** each hazard by assigning responsibility.
- **Communicate** with all workers and visitors.
- **Document** your decisions and actions.

*This e-course is presented by the British Columbia Construction Safety Alliance and the Fire and Flood Restoration Program Technical Advisory Committee in collaboration with the Canadian Centre for Occupational Health and Safety (CCOHS).*

#### BIOLOGICAL-CHEMICAL HAZARDS AWARENESS COURSE

Welcome to Biological-Chemical Hazards Awareness! This course is designed and intended to **provide basic health and safety awareness with respect to biological and chemical hazards**. The purpose of this course is to provide workers with a greater awareness of the more common biological and chemical hazards that may be encountered on a restoration job site.

This e-course will cover:

- Asbestos
- Blood borne pathogens (bodily fluids)
- Rodent excrement
- Bird excrement
- Bacteria
- Lead
- Sanitary sewer discharge
- Silica

By the end of this e-course, you will have the knowledge to understand the risks associated with the hazards described in this course.

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Combined with on-the-job training, you will be able to:

- **Identify** the hazards
- **Assess** the risks
- **Know** what actions are required
- **Correct** each hazard
- **Communicate** with all workers and visitors
- **Document** your decisions and actions
- **Locate** applicable legislation, guidance, etc.

*Tip: Use the Site Safety Assessment (SSA) when determining your hazards.*

*The worker taking this course is encouraged to further their understanding of such hazards through their employer and government resources, and/or their personal research efforts.*

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### SANITARY SEWAGE DISCHARGE AWARENESS

Welcome to Sanitary Sewage Discharge Awareness!

The purpose of this course is to **raise worker awareness of the potential health and safety hazards associated with a sanitary sewage discharge**. Everyone attending a site, not just those doing the actual work, must be made aware of any hazard or situation that could cause them physical harm.

Before any activity begins on this type of work, a **Site Safety Assessment** must be conducted by a **qualified person**. The completed SSA must be communicated to all workers and site visitors. The SSA document copy is to be posted on the site at all times.

*This Sanitary Sewage Discharge Awareness course is intended to complement – not to replace – the technical standards training instruction provided by the IICRC by raising worker awareness of the health and safety of hazards of this work. This course does not replace a site-specific safe work procedure (SWP). Workers should follow the SWP as set out by the employer for handling sewage discharge losses.*

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