



# Board/Authority Authorised Course Employment Skills and Workplace Safety Certification

School District/Independent School Authority Name	Kamloops/Thompson
School District/Independent School Authority Number	#73
Developed by	Carl Smith
Date Developed	December 2013
School Name	NorKam Secondary School
Principal's Name (District)	Sheryl Lindquist
Superintendent Approval Date (for School Districts only)	
Superintendent Signature (for School Districts only)	
Board/Authority Approval Date	
Board/Authority Chair Signature	
Course Name	Employment Skills and Workplace Safety Certification
Grade Level of Course	11 and 12
Number of Course Credits	4
Number of Hours of Instruction	120
Prerequisite(s)	None

## Synopsis

This course is one of four certification courses developed to give the student the opportunity to gain the knowledge, experience, skills, and certifications needed to become a valuable employee in a variety of



industries. This course is designed to enhance the student’s employable skills. The course will provide the students with safety certificates that will be an asset in applying for jobs in a variety of industries. To that end, the course will give the student an advantage over other job seekers.

## Rationale

Why is it important the student take this course?

The student will:

- Have developed an awareness of what are important employment skills that prospective employers look for in introductory level employees.
- Have an understanding of workplace discipline, organizational skills, and time management.
- Recognize the importance of understanding workplace expectations.
- Develop a proper work ethic.
- Have an introduction into the importance of safety in the workplace.
- Have several certifications that will be an asset when applying for an introductory level job in a variety of industries.

Unit/Topic	Title	Time
Unit 1	Employment Skills	30 hours
Unit 2	Personal Workplace Safety	10 hours
Unit 3	Level 1 First Aid Certification	15 hours
Unit 4	Transport Endorsement	10 hours
Unit 5	Certifications for the Workplace	15 hours
Unit 6	Industrial Fire Defence and Extinguisher Training	5 hours
Unit 7	Lockout Procedures and Electrical Equipment Safety	5 hours
Unit 8	Introduction to Rigging	10 hours
Unit 9	Getting The Job	20 hours
	Total Hours	120



## Unit 1 – Employment Skills

**Objective:** This unit provides the student the opportunity to build basic employment skills that will make the student a valuable introductory employee.

### Prescribed Learning Outcomes

Students will learn:

- Self-discipline
  - being prepared for work
  - being on time
  - self-control – language, anger
  - following rules – not being insubordinate
- Organization
  - keeping journals /daily logs, etc.
  - planning
  - time management – getting the job done in a timely fashion
  - keeping the work site organized and safe
- Problem solving
  - identifying a problem
  - gathering information
  - coming up with solutions
  - evaluations
- Team skills
  - how to work as a team not just a group
- Communication.
  - Understanding instruction/listening
  - Making yourself clear, understandable, and precise when
    - speaking
    - reading and understanding
    - courteousness
    - body language
    - phone use
    - ability to work with little or no supervision
    - basic arithmetic/math skills

## Unit 2 – Personal Workplace Safety

**Objective:** This unit's objective is to make the student aware of the dangers found in the workplace and how to protect one's self from such dangers.

### Prescribed Learning Outcomes

Students will learn:

- To use personal protective equipment (PPE) correctly and when required.
- Head protection – understand why and how hard hats work
- Eye/face protection – correct choice of protection – glasses, goggles, etc.



- Footwear – hard-toed boots, what not to wear, etc.
- Hearing protection – choosing the correct type.
- Respiratory protection
  - dust masks,
  - cartridge style masks - partial face or full-face
  - inline air masks
  - self-contained full-face mask breathing apparatus
- Apparel – clothing appropriate to the job and conditions and gloves.
- To care for your body in the workplace.
  - Musculoskeletal disorders in the workplace
  - Carpal tunnel syndrome
  - Tendinitis
  - Rotator cuff injuries
  - Epicondylitis
  - Trigger finger
  - Muscle strains and low-back injuries
- Learn the dangers of working in a variety of situations and conditions.
  - Hot environments
  - Cold environments
  - Dusty environments
  - Working alone or in an isolated area

### **Unit 3 – WorkSafeBC Level 1 First Aid**

**Objective:** This certificate course prepares the student to be able to respond to an accident in the workplace correctly so that life and limb may be looked after as soon as possible. The course gives the student the basic skills in stabilizing a patient until emergency responders arrive.

### **Prescribed Learning Outcomes**

Students will learn:

- Scene assessment
- C-spine control
- Primary survey
- ABC assessment
- Adult CPR
- Choking
- Control of bleeding

Upon completion and passing of the course by 70% or better, the student will receive a First Aid Level 1 Certificate.



## **Unit 4 – Transport Endorsement**

**Objective:** This course is given in conjunction with the First Aid Level 1 course. In this course, students will receive essential knowledge and skills necessary to manage an emergency until more advanced medical help can be available.

### **Prescribed Learning Outcomes**

Students will learn:

- Patient positioning.
- Immobilization and packaging
- Securing patient to spine board

Upon completion of this course and a passing mark of 70% or better, the student will receive a Transportation Endorsement Certificate.

## **Unit 5 – Certifications for the Workplace**

**Objective:** This unit will take the students through two certificate courses. These courses will provide them with various certifiable skills that will enhance their job resumes.

### **Prescribed Learning Outcomes**

Students will learn and attain certification in:

- Food Safe
  - The certified food handler course is beneficial to anyone involved in food handling in the food service industry, especially owners, operators, and staff of food premises
- WHMIS
  - The workplace hazardous materials course is required by government for all employees that use any products that require material safety data sheets (MSDS) and can present a hazard to the employee.

To receive the endorsement card, the student must complete the course and pass the test.

## **Unit 6 – Industrial Fire Defense and Extinguisher Training**

**Objective:** This course prepares the student for one of the most hazardous situations that can occur in the work place. Fire must be reported, contained, and extinguished as quickly as possible if the employee has the correct training. Otherwise, the employee must evacuate the work place and get fellow employees out of danger.



## **Prescribed Learning Outcomes**

The student will learn:

- The basic elements of fire encountered in the work place
- The classification of specific fires
- The various types of extinguishers and to match it with the fires
- Classification
- The responsibility of the student as an employee in a fire situation
- To use the different types of extinguishers correctly
- To read labels and multi-class markings on extinguishers
- To inspect a fire extinguisher
- To use fire blankets correctly

## **Unit 7– Lockout Procedures and Electrical Equipment Safety**

**Objective:** This course teaches the basics of why lockout procedures are a limb and lifesaving safety measure. It also examines the dangers of using electrical tools and appliances in various dangerous situations.

## **Prescribed Learning Outcomes**

The student will learn:

- The correct procedure for locking out equipment, machines
- To identify hazardous conditions when using electrical extension cords and tools
- To recognize unsafe tools and extension cords
- To understand the different hazards of 120, 240, 440 volt systems
- To be aware of high tension wires when working with ladders or other high-lift tools

## **Unit 8 – Introduction to Rigging and Load Securement**

**Objective:** This unit is directed towards individuals who are responsible for the movement of materials. This applies to riggers, operators, and employees that occasionally need to pick up some supplies for the employer.

## **Prescribed Learning Outcomes**

The student will learn:

- To safely pick up loads
- How to estimate weights and to correctly distribute the weight.
- The correct derating factors necessary to identify safe working loads.
- The proper use of rigging for big or small lifts.
- To recognize the dangers and then practice safe working procedures while working around hoisting and rigging.
- To use proper methods in the securement of loads in various transport applications.



## Unit 9 – Getting the Job

**Objective:** This unit assists the student in writing an enhanced resume to present to a prospective employer. It will help the student to stand out among other people seeking the same employment. The unit enhances the student's job seeking skills.

### Prescribed Learning Outcomes

The student will learn:

- Computer skills
- Resume writing.
- How drug and alcohol may affect your chances of obtaining a job
- The employers right to decline your application based on drug tests, etc.
- How to prepare for an interview
- Employee rights and responsibilities once you get the job
- What an employee may find different between union and non-union jobs sites
- What the benefits should be that the employee will receive and to what he may or may not be entitled
- WorkSafeBC coverage

### Instructional Component

- Direct instruction including individual and class instruction
- Independent instruction- self-directed
- Experiential learning
- Group and peer learning
- Computer-based learning
- Modeling
- Project work

### Assessment Component

- Journals and logbooks by student.
- Self-evaluation
  - Formative assessment
  - Summative assessment
- Observation by instructor
  - Anecdotal
  - Checklists
- Employability checklist
- Completed written and practical assignments
- Written quizzes – daily, unit, semester finals, course final
- Certificate specific exams



To pass the course, the student must attain a minimum of 50% overall. The course involves both theory and practical work. The weighting of each will vary within the unit of study.

To qualify for the individual certificates in the units, the student must pass by the minimum required by the issuing body. This may vary from a minimum of 70% to a maximum of 100%.

Upon completion of the course, the student who has demonstrated a full understanding, a good attitude, and has attained all the necessary certification will receive a recommendation based upon his work done plus the appropriate letter grade.

### **Learning Resource**

- Industry-supplied manuals and information packages.
- Thompson Rivers University course-specific information.
- Web- based programs specific to the unit subjects.
- WorkSafeBC BC
- Instructor-supplied materials.
- Guest instructors and speakers from industry and the community.
- Industry job site visits.

### **Recommended Resources**

- Industry Training Authority (ITA) [www.itabc.ca](http://www.itabc.ca)
- BC Construction Industry Training organization [www.bccito.com](http://www.bccito.com)
- Workplace Hazardous Materials Information System (WHMIS) and First Aid <http://www.hcsc.gc.ca/ewh-sem/occup-travail/whmis-simdut/index-eng.php>
- WorkSafeBC (WCB) <http://www.worksafebc.com>
- Progressive Educational Systems  
<http://www.simlog.com/simlognews/progressive-canada-2013-11-07.html>
- BC Construction Safety Alliance  
<https://www.bccsa.ca/>
- Southern Interior Construction Association  
[https://www.sica.bc.ca/page/calendar/ezlist\\_events\\_f=85061804-76fe-55b2-ac59-6ddf1062a5bc.aspx](https://www.sica.bc.ca/page/calendar/ezlist_events_f=85061804-76fe-55b2-ac59-6ddf1062a5bc.aspx)

### **Facility Requirements**

#### **Classroom Area**

- Minimum 30 square feet per student.
- Comfortable seating and tables suitable for learning.
- Compliance with the local and national fire code and occupational safety requirements.
- Meets applicable municipal zoning bylaws for technical instruction and education facilities.
- Overhead and multimedia projectors with a projection screen and associated computer equipment.





- Whiteboard with marking pens and erasers.
- Lighting controls to allow easy visibility of the projection screen while allowing students to take notes.
- Windows must have shades or blinds to adjust sunlight.
- Heating/air conditioning for comfort all year round.
- Acoustics in the room must allow audibility of the instructor.

#### **Shop Area**

- Minimum 2400 square feet of shop area including a tool crib and work stations.
- Minimum 15' 6" ceiling height in shop areas.
- Adequate heating, lighting, and ventilation.
- Acoustics in the room must allow audibility of the instructor.
- Refuse and recycling bins for used shop materials.
- First-Aid equipment.

#### **Lab Requirements**

- Minimum 2400 square feet in lab.
- Minimum 15' 6" foot ceiling in lab areas.
- Adequate heating, lighting and ventilation.
- Acoustics in the room must allow audibility of the instructor.
- Refuse and recycling bins for used lab material.

#### **Student Facilities**

- Adequate eating area as per WorkSafeBC requirements (4.84 OHS Regulation and Guidelines).
- Adequate washroom facilities as per WorkSafeBC requirements (4.85 OHS Regulation and Guidelines).
- Minimum 10 cu. ft. personal storage lockers.

#### **Instructor's Office Space**

- Adequate office space for student consultation.
- Desk and filing space.
- Computer.
- Internet access.
- Printer access.
- Adequate storage facilities for material and training aids.
- Access to photocopier/scanner.
- Telephone.