COURSE EQUIVALENCY APPLICATION FORM

AMTA Alberta Motor Transport Association

PLEASE PRINT CLEARLY

NAME: **COMPANY:**

MAILING ADDRESS:

CITY: **PROVINCE:**   **POSTAL CODE:**

TELEPHONE: **EMAIL ADDRESS:**

SECTION B

COURSE(S) FOR WHICH YOU ARE APPLYING FOR EQUIVALENCY:
Course completion/certificate must be dated within 3 years of application date

PLEASE SELECT ONE:

☐ This is for the purpose of COR
☐ This is for the purpose of applying to CTSC/P Designation

If you have taken a course through another Certifying Partner (CP) indicate it above and do not fill out pages 2 and 3 of this form.

The following must accompany this Equivalency Form:
- *Copy of the course certificate and/or training records*
- *Processing fee payment of $100.00 +GST (per equivalency request)*
- *Payment must be received before Certificate is issued*

Credit Card Number:

Expiry Date: *CVV:*

Card Holder Name: *Signature:*

Submit completed form and required documentation to:

Education Administrator
Alberta Motor Transport Association
E-Mail: training@amta.ca

![AMTA Alberta Motor Transport Association]

Health & Safety System Building
Course Equivalency form

Course Description:

Confidently create a customized health and safety system for any organization. HSSB teaches participants a systematic, step-by-step process for developing the elements required of a workplace health and safety system. Participants will be provided with templates, resources, and opportunities to apply the knowledge and skills presented in the course. It is also the required course for the COR program.

Outcome	Identify and describe content	Location of content in materials provided
Understanding Health and Safety Management Systems (HSMS) • Define health and safety management system • Explain the benefits of a health and safety management system • List the components of a health and safety management system as required by Alberta's • Certificate of Recognition (COR) program • Explain due diligence		
Management Commitment • Describe how policy demonstrates an organization's commitment to health and safety • Describe the requirements of a health and safety policy • Explain how managers demonstrate their commitment to the health and safety management system • Explain how workers participate in the health and safety management system		
Hazard Assessment • Define hazard • Identify various hazard types • Explain the legislative requirements related to hazard assessment • Explain the process of conducting a formal hazard assessment • Explain the process of conducting site-specific hazard assessment		

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Hazard Controls • Describe the methods and hierarchy of hazard controls • Explain how workers can be involved in the hazard control process • Explain the requirement for violence and harassment prevention plans and why they are important		

Health and Safety Committees and Representatives
• Define
     o Health and Safety Committee
     o Health and Safety Representative
• Explain the duties of Health and Safety Committees and Representatives		

Qualifications, Orientation and Training • Describe various types of training provided to employees • Define competency • Explain how employers determine employees are competent for their role • List information that must be covered in employee orientations		
Contracting Employers, Visitors and Other Parties. • Explain an employer's obligation to other parties at the work site under federal legislation • List three groups' employers have responsibilities for in addition to their own employees under provincial legislation • Explain a contracting employer's health and safety responsibilities at the worksite • Explain an employer's health and safety responsibilities to visitors and other parties at the worksite		

Inspections • Define workplace inspection • Differentiate between formal and informal inspections • Explain what should be covered by an employer's inspection policy • Describe how inspections should be documented • Explain what should be done with completed inspection reports		
Emergency Response Planning • Explain why a written emergency response plan (ERP) is important • List the items an employer should include in an ERP • Describe the process of testing an ERP • List the ERP records/documentation that should be kept by an employer		
Incident Investigation • Describe what must be contained in an employer's incident investigation policy and process • List the steps in incident cause analysis. • List the topics investigation team members should be trained in • Explain what must be contained in an incident investigation report		
System Administration. • Explain the importance of two-way communication related to the HSMS • Explain how HSMS documentation should be developed, shared, and maintained • Discuss information helpful to improving an employer's HSMS		

Additional Notes:

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