

Occupational Health and Safety Certificate

PLAR Candidate Guide

Prior Learning Assessment and
Recognition (PLAR)



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Saskatchewan Polytechnic

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The Occupational Health & Safety Certificate program is committed to assessing and awarding credit for students' existing knowledge and skills that closely match the learning outcomes of one or more of our courses. Fair, valid, and flexible assessment methods can be applied to award credit for prior learning acquired through post-secondary education, workplace training, and informal learning.

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Prior learning credit options at Saskatchewan Polytechnic

There are **three ways** to get advance credit for what you already know. You can combine them for credit in the same program, but not for the same course.

1. **Transfer credit** for courses taken from another college or university. See our online webpage for more information about [transfer credit](#).

Transfer credit is an option if...

- One or two courses you took closely match one or two of our courses.
- The school you attended is a [recognized or authorized](#) post-secondary institution.
- You list the school and program on your [Application for Admission](#) form.
- You provide an [acceptable transcript](#) before you start the program,
- You submit a [Transfer Credit Request](#) form (no fee).

***For example,** if you took a university chemistry course, you may get transfer credit for a similar chemistry course at Sask Polytech.*

2. **Equivalency credit** for one or more Sask Polytech courses you took before. You may have taken it from one of our campuses, at a regional college, or for dual credit in high school. See our webpage for more information about [dual credit](#).

Equivalency Credit is an option if...

- The course is the same or equal to a course in your current program.
- You passed the course within the last 5 years. Ask for an exception if you have been using the knowledge since taking the course.
- You listed the course on your [Application for Admission](#) to a program.
- You submit a [Program Adjustment](#) form (no fee) when registering for courses in your program. For a full-time, on-campus program, that is usually on the first day.

***For examples,** if you took COMM 291 in our Youth Care Worker program, it is equivalent to BCOM 103 in our Office Administration program.*

If you took our DRFT 390 course for an elective course credit while in high school, you may get credit for it in our CAD/CAM Engineering Technology program.

3. **PLAR credit** for proving what you know that matches one or more of our courses. It does not matter where you learned it (school, on the job, or on your own). First apply for all possible transfer and/or equivalency credit because PLAR is more work and cost.

PLAR is an option if...

- You cannot get transfer or equivalency credit for the same course(s).
- What you already know matches one or more courses in your program.
- You are willing and able to prove what you know.
- Your program head approves a PLAR challenge.
- You submit the [PLAR Application](#) form and pay the [PLAR assessment fee](#).

***For example,** if you learned computer skills at work, you may be approved for a PLAR challenge for one of our computer skills courses.*

Introduction to PLAR

Before reading this guide, be sure you are familiar with the [PLAR 8-step process](#) and [FAQs](#) for Saskatchewan Polytechnic. You will need both general information about PLAR and specific information for this program to successfully navigate the PLAR process.

It is your responsibility to be fully informed **before** you contact a program’s designated PLAR consultant. Use the self-rating checklist below to check whether you understand the PLAR basics before you review details for this program. This is an example of self-rating checklists found in this guide to assess your level of knowledge for courses in this program.

Self-rate your general knowledge of PLAR at Saskatchewan Polytechnic

Use this checklist to rate your knowledge for each of the following learning outcomes.

General PLAR Knowledge Competent: I know this well enough to explain it to someone else. Learning: I am somewhat familiar with this but need more review. None: I have no knowledge related to this outcome.	Competent	Learning	None
1. Identify the common steps involved in a PLAR challenge			
2. Describe the kinds of learning that can be assessed by PLAR			
3. Describe methods that are used to assess learning for PLAR			
4. Discuss the differences between PLAR and transfer credit			
5. Identify potential benefits of doing a PLAR challenge			
6. Identify potential risks of doing a PLAR challenge			
7. Describe how to request disability accommodations for assessment			
8. Identify strategies to improve success for PLAR challenges			
9. Identify who should consider PLAR			
10. Discuss who should be cautious about PLAR and why			
11. Describe common eligibility criteria for PLAR			
12. Explain how PLAR fees are determined			
13. Discuss factors that affect the time required for PLAR			
14. Identify sources to contact for more information about PLAR			

If you rated yourself as “learning” or “none” for any of the above learning outcomes, review the related information again in the [PLAR 8-step process](#) and [FAQs](#) for Saskatchewan Polytechnic.

What is in this guide?

This guide contains information, eligibility criteria, and self-rating tools to help you decide whether to consider a PLAR challenge for the Occupational Health and Safety Certificate program. This guide also provides specific contact information and directions to follow if you decide to proceed with PLAR.

There are two main sections in this guide:

Section 1—Specific PLAR information for this program

This section contains specific PLAR eligibility criteria, directions, and contact information for the Parts Management Technician program.

Section 2—Choosing courses to challenge with PLAR

This section contains self-rating checklists, assessment methods, and recommended resources (if any) for each course in this program that is PLAR-ready. This section will help you identify courses to consider challenging for PLAR credit.

How to navigate this document

This document contains links to different sections within this document and to other webpages. To return to where you were before you followed a link within this document, press the *ALT* key and *left arrow* key at the same time. If you follow a link to another webpage, your web browser will open a new window. Simply click back on this window to return to the guide.

Section 1— Specific PLAR information for this program

This section contains the following detailed information about PLAR for the Parts Management Technician program:

- (a) [Courses available for PLAR in this program](#)
- (b) [Dates when PLAR assessment is available for this program](#)
- (c) [PLAR options and eligibility criteria for this program](#)
- (d) [PLAR fees for this program](#)
- (e) [PLAR assessment methods for this program](#)
- (f) [Directions to arrange a PLAR consultation for this program](#)
- (g) [Contacting the PLAR consultant for this program.](#)

Courses available for PLAR in this program

Occupational Health & Safety Certificate Program Profile			
COURSE CODE	COURSE NAME	PLAR Challenge(s) available through program	PLAR Challenge(s) may be available
Semester 1			
HLTH 179	Fundamentals of Industrial Hygiene 1	✓	
HUMR 102	Professional Education and Career Planning	✓	
LAW 100	Law and Ethics		✓
MGMT 191	Organizational Behaviour	✓	
SFTY 173	Risk Management		✓
SFTY 174	Emergency Management	✓	
Semester 2			
HLTH 187	Disability Management	✓	
HLTH 189	Fundamentals of Industrial Hygiene 2	✓	
HLTH 190	Incident Investigation	✓	
HLTH 191	Ergonomics	✓	
SFTY 175	Safety Program Management	✓	
SFTY 199	Fire Prevention and Protection	✓	
Semester 3			
HLTH 192	Respirator Fit Testing Train the Trainer	✓	
PRAC 189	Practicum	✓	
SFTY 177	Auditing Safety Management	✓	
SFTY 198	Contractor Safety Management	✓	
TRAN181	Transportation of Dangerous Goods (TDG) Train the Trainer	✓	
WHMS184	Workplace Hazardous Information System (WHMS) Train the Trainer	✓	

The courses above are arranged in the semester sequence for the on-campus program. You may challenge courses through PLAR in any order as long as you have completed required course prerequisites.

Dates when PLAR assessment is available for this program

PLAR challenges are offered between September 1st and June 1st. Apply by December or earlier for courses starting in January. All required evidence must be submitted by June 15 for courses starting in September. No PLAR challenges are processed in July or August.

PLAR options and eligibility criteria

Individual course challenge

A total of **16** out of the **18** courses in the Occupational Health and Safety Certificate program may be challenged as individual courses through PLAR. There are no challenges available for blocks of two or more courses.

Eligibility Criteria

To register for a course in this program, whether with instruction or through PLAR, you must first submit an [application for admission](#) and be admitted to the program. Admission criteria are explained on the [program's webpage](#) under the "Admissions" heading.

If you have 2 years or more of recent (within the last 5 years) successful experience in the Occupational Health & Safety field, and have learned the skills and knowledge for **one or more** of this program's courses, you may apply to be assessed for [each course available for PLAR](#) challenge.

PLAR fees for this program

Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. Fees therefore vary for different courses, levels of PLAR, and assessment methods.

To see PLAR fees for this program, please search the online [PLAR inventory database](#), which lists courses available for PLAR and the fee for each course or course block. If the course(s) you are looking for is not listed, call or email the Learner Pathways office for more information at 306-765-1652 or learnerpathways@saskpolytech.ca

PLAR assessment methods for this program

PLAR assessment measures an individual's learning against learning outcomes for courses in this program. Assessment methods vary for different courses and learning outcomes. Click on the course code for each PLARable course listed on the previous page for information about learning outcomes and assessment methods for each course.

Evidence File

Evidence files are required to PLAR courses. You are responsible for submitting **all** required evidence so your prior learning can be accurately assessed. Evidence must be authentically your own work, relatively recent, and organized to match learning outcomes for each course. Well organized, easy-to-track evidence will ensure that none is overlooked or assessed incorrectly. See [Appendix E](#) for evidence file directions and a cover page template.

All evidence submitted may be returned to the student after final results have been given and the [grade appeal](#) deadline of five academic days has passed. Include photocopies of transcripts and certificates in your evidence file, but be prepared to show **original** documents for verification at the PLAR consultation meeting. Saskatchewan Polytechnic is not responsible for lost transcripts and certificates.

Compile and submit ONE collection of core documentation for all courses and then add additional evidence required for each course you are challenging with PLAR. The PLAR consultant will advise whether to submit evidence electronically or hard-copy documents within a binder. See directions in [Appendix E](#) **Clarify directions with the PLAR assessor before you begin to gather evidence.**

Core documentation. Include the following core documentation in a **separate** electronic file folder or binder section:

- A professional resume detailing your related work history and education/training
- Documentation of your job description on company letterhead
- An *employment verification letter* ([Appendix A](#)) and job description that must be completed by your employer's Human Resources office **on company letterhead.**

Additional evidence required for each course. Organize evidence required for a particular course in a **separate** folder or binder section labelled by the code for that course (for example, HLTH 179).

Other Assessment Methods

Other assessment methods listed below may be used to supplement and/or validate the evidence file as needed for particular courses:

- structured interview
- live skills demonstration
- challenge exam

Directions to arrange a PLAR consultation for this program

1. **Review:** Thoroughly review the [PLAR process](#) and [FAQs](#) on our website. Then review the content of this guide. You need both general and specific information to successfully navigate the PLAR process.
2. **Self-rate:** Complete the self-rating checklists in the next section to estimate your skill level for each course.
3. **Print:** If PLAR for one or more courses is a reasonable option for you, print (or convert to electronic file) the [PLAR Application Form](#) and the completed self-rating checklists for courses you are considering for PLAR challenge.
4. **Contact:** Call or email the PLAR consultant for this program (see below).
5. **Prepare:** Ask the consultant what to bring with you or submit prior to a meeting. The following items are commonly requested:
 - A recent resume with dates and employers or organizations listed for any paid or volunteer work related to this program,
 - Copies of certificates or workshop descriptions from any previous training related to this program,
 - A printed PLAR Application Form with your personal information filled in, and
 - Completed, printed self-rating checklists for each course you may want to PLAR.

Contacting the PLAR Consultant for this Program

Please do NOT contact the PLAR consultant for this program until you have...

- thoroughly reviewed (a) [PLAR process](#) and [FAQs](#) and (b) program-specific PLAR information in this guide and
- self-rated your skill level for each course you may want to PLAR (see the next section of this guide).

If PLAR appears to be a reasonable option for you, contact the PLAR consultant to arrange an in-person or phone meeting:

Nolan Horbach, Program Head
Occupational Health & Safety Program
Saskatchewan Polytechnic, Saskatoon Campus
Phone: 306-659-4083
Email: nolan.horbach@saskpolytech.ca

Section 2—Choosing courses to challenge with PLAR

This section of the guide contains tools and information for each PLAR-able course in this program to help you choose which courses you might successfully challenge with PLAR. Information provided for each course includes the following:

- A checklist of the learning outcomes for each course so you can estimate your level of competence for each course.
- A brief or detailed description of the potential assessment methods that may be used for a PLAR challenge.
- A list of resources you may want to review prior to PLAR assessment or a reminder to ask the PLAR consultant for a list of recommended resources.

Steps to complete a self-rating checklist

1. Read these three skill levels listed for each course self-rating checklist.

Competent: I can work independently to apply the learning outcome.

Learning: I am developing skills and knowledge for this area.

None: I have no experience or knowledge related to this outcome.

2. Read through the following self-rating checklists of learning outcomes for each course you are interested in for a PLAR challenge.
3. Check off your estimated competence level for all of the learning outcomes for each course. Your self-rating will help you decide whether to proceed with a PLAR consultation.
4. To be successful in a PLAR assessment, your abilities should be at the *competent* level for the majority of learning outcomes. Some things to consider when rating your level of competence are:
 - How do I currently use this outcome?
 - What previous training have I had in this outcome: workshops, courses, on-the-job?
 - What personal development or volunteer experience do I have in this area?

Be prepared to explain why you chose this level if asked by the program's PLAR consultant.

5. Print and bring (or scan and email), the completed self-rating checklists to the program's PLAR consultant (step 5 in the 8-step PLAR process).

Self-audit guide(s)

HLTH 179 – Fundamentals of Industrial Hygiene 1

You will be introduced to the principles of industrial hygiene, sometimes referred to as occupational hygiene. You will be prepared to anticipate, recognize, evaluate, and control workplace hazards. Specific topics include occupational contamination, chemical, biological and radiation hazards.

Credit unit(s): 4.0
Prerequisites: none
Equivalent course(s): HLTH 179CE

HLTH 179 – Fundamentals of Industrial Hygiene 1 Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Examine the foundations of industrial hygiene.			
<ul style="list-style-type: none"> ▪ Discuss the History of Industrial Hygiene ▪ Discuss the Main Industrial Organizations Who Influence Industrial Hygiene ▪ Examine the Four Key Principles of Industrial Hygiene ▪ Identify Basic Industrial Hygiene Terminology 			
2. Discuss concepts behind exposure limits.			
<ul style="list-style-type: none"> ▪ Identify Exposure Limit Terminology ▪ Discuss Concepts Behind Implementing Exposure ▪ Identify Applicable Tables in the Sask. OH&S Regulations ▪ Practice TWA and Conversion Calculations 			
3. Examine occupational contamination.			
<ul style="list-style-type: none"> ▪ Differentiate the Entry Routes of Contamination ▪ Examine the Physical Forms of Contaminants ▪ Examine Human Anatomy as it Relates to Elimination of Chemical Contaminants ▪ Examine Human Anatomy as it Relates to Elimination of Particulate Contamination 			
4. Examine chemical hazards.			
<ul style="list-style-type: none"> ▪ Examine Classes of Toxins ▪ Identify Key Chemical Terminology ▪ Review Chemical Controls ▪ Discuss Safe Handling Procedures ▪ Examine Key Elements of a Chemical Safety Program 			
5. Examine biological hazards.			
<ul style="list-style-type: none"> ▪ Examine the types of biological hazards ▪ Describe the host-agent relationship ▪ Review Biological Controls ▪ Examine Key Elements of a Biological Safety Program 			

HLTH 179 – Fundamentals of Industrial Hygiene 1 Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
6. Identify ionizing and non-ionizing radiation hazards.			
<ul style="list-style-type: none"> ▪ Identify sources and Effects of ionizing radiation ▪ Identify sources and Effects of non-ionizing radiation ▪ Recognize Controls for Ionizing Radiation Exposure ▪ Recognize Controls for Non-Ionizing Radiation ▪ Discuss Exposure Standards for Radiation ▪ Recognize Key Elements of a Radiation Safety Program 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Implementation of an industrial hygiene strategy that you worked on.
 - A training session that you developed and/or delivered
 - Documentation of your industrial hygiene duties and activities in the last 5 years

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

HLTH 187 – Disability Management

You will be introduced to disability management as a key essential component of an occupational health and safety program. Disability management starts at the time of illness or injury and continues until the individual has recovered and returned to work. In this course you will acquire knowledge and skills to develop and implement a disability management program including Worker’s Compensation Board (WCB) claims information and return to work plans.

Credit unit(s): 4.0
Prerequisite(s): none
Equivalent course(s): HLTH 187CE

HLTH 187 – Disability Management Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Examine disability management programs.			
<ul style="list-style-type: none"> ▪ Define disability management program ▪ Identify definitions used in a disability management program ▪ Examine privacy and confidentiality of medical information 			
2. Discuss the role of the Workers’ Compensation Board (WCB).			
<ul style="list-style-type: none"> ▪ Review the Meredith principles ▪ Discuss the different workers’ compensation board units ▪ Discuss employer registration with Workers’ Compensation ▪ Identify the experience rating concept and its impact on the employer 			
3. Examine the elements of a disability management program.			
<ul style="list-style-type: none"> ▪ Identify key stakeholders in a disability management program ▪ Examine the internal administrative elements of a disability management program ▪ Examine the prevention elements of a disability management program ▪ Examine support elements of a disability management program ▪ Examine the injury/illness management elements of a disability management program 			
4. Examine disability management documentation.			
<ul style="list-style-type: none"> ▪ Review a disability management program policy ▪ Examine a job demands analysis form ▪ Identify medical professional forms ▪ Examine generic return to work forms ▪ Discuss your in-house incident reports ▪ Review a needs assessment 			
5. Design a disability management program process.			
<ul style="list-style-type: none"> ▪ Examine attendance management programs ▪ Determine the role of employee assistance programs ▪ Create a generic disability management program process flow chart 			

HLTH 187 – Disability Management Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
6. Prepare a Return to Work (RTW) plan.			
<ul style="list-style-type: none"> ▪ Compare disability management and return to work ▪ Recognize components of a return to work process ▪ Develop a return to work procedure ▪ Review return to work process training ▪ Develop the return to work plan ▪ Evaluate the return to work process 			
7. Identify the cost/benefits of a disability management program.			
<ul style="list-style-type: none"> ▪ Cost of not having a disability management program ▪ Costs of a disability management program ▪ Benefits of a disability management program ▪ Develop a case for a disability management program 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Implementation of disability management strategy you have worked on.
 - A related training session you developed and/or delivered
 - Documentation of disability management duties and activities in the last 5 years.
 - Samples of disability management forms you have created or use.

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

HLTH 189 – Fundamentals of Industrial Hygiene 2

Industrial Hygiene is the science dedicated to the prevention of occupational illness or disease. This course builds on HLTH 179 Fundamentals of Industrial Hygiene 1. This course will prepare you to anticipate, recognize, evaluate and control noise, thermal and other specific workplace hazards. In addition, you will be introduced to respiratory and ventilation methods of control.

Credit unit(s): 4.0
Prerequisite(s): HLTH 179
Equivalent course(s): none

HLTH 189 – Fundamentals of Industrial Hygiene 2 Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Examine noise hazards.			
<ul style="list-style-type: none"> ▪ Discuss the anatomy of hearing and effects of noise on hearing ▪ Describe the properties of sound ▪ Discuss the basics of audiometric testing ▪ Examine the key elements of a hearing conservation plan ▪ Identify the principles of sound level testing ▪ Examine noise hazard control ▪ Practice noise calculations 			
2. Identify thermal stressors.			
<ul style="list-style-type: none"> ▪ Recognize heat stressors and effects on human body ▪ Identify controls to prevent heat stress ▪ Recognize cold stressors and effects on human body ▪ Discuss monitoring techniques for thermal stress 			
3. Examine specific occupational disease and injury.			
<ul style="list-style-type: none"> ▪ Examine skin diseases/injury ▪ Examine lung diseases/injury ▪ Examine eye disease/injury ▪ Discuss additional target organs disease/injury 			
4. Examine environmental monitoring techniques.			
<ul style="list-style-type: none"> ▪ Discuss indoor air quality ▪ Discuss areas requiring air quality monitors ▪ Examine air sampling methods and equipment ▪ Discuss air sampling standards and protocols ▪ Describe laboratory analysis techniques ▪ Describe laboratory analysis techniques ▪ Examine direct-reading equipment ▪ Discuss surface contamination 			
5. Examine respiratory protection.			

HLTH 189 – Fundamentals of Industrial Hygiene 2 Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
<ul style="list-style-type: none"> ▪ Examine elements of respiratory protection ▪ Compare classes of respiratory protection ▪ Examine respirator selection guidelines ▪ Examine fit testing protocol 			
6. Discuss ventilation systems.			
<ul style="list-style-type: none"> ▪ Identify components of HVAC systems ▪ Discuss types of ventilation systems ▪ Discuss system maintenance ▪ Practice air sampling calculations 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Implementation of an industrial hygiene strategy you have worked on that is related to this course's learning outcomes (see self-rating checklist above)
 - A training session (related to the course learning outcomes above) that you developed and/or delivered
 - Documentation of your industrial hygiene duties and activities in the last 5 years

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

HLTH 190 – Incident Investigation

You will be introduced to incident investigation, which is a critical tool in preventing accident reoccurrence and worker injury and illness in the realm of occupational health and safety. You will study causation models and process to investigate incidents.

Credit unit(s): 4.0
Prerequisite(s): LAW 100, SFTY 173
Equivalent course(s): HLTH 190CE

HLTH 190 – Incident Investigation Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Discuss incident legislation.			
<ul style="list-style-type: none"> ▪ Recognize accident incident terminology ▪ Review Canadian legislation ▪ Review Saskatchewan legislation ▪ Review workplace investigation roles and responsibilities ▪ Review the role of Provincial Health and Safety authorities 			
2. Review workplace investigation roles and responsibilities.			
<ul style="list-style-type: none"> ▪ Review Workplace Investigation Roles and Responsibilities ▪ Review the Role of Provincial Health and Safety Authorities ▪ Review Other External Roles and Responsibilities 			
3. Examine incident causation models and theories.			
<ul style="list-style-type: none"> ▪ Review pyramid models of accident/incidence occurrence ▪ Examine the principles of early domino models ▪ Examine event and fault tree analysis models ▪ Examine the principles of psychological models ▪ Examine principles of behaviour-based safety models ▪ Examine the principles of energy models ▪ Examine additional miscellaneous models 			
4. Examine pre-incident preparation.			
<ul style="list-style-type: none"> ▪ Discuss accident/incident policy and procedures <ul style="list-style-type: none"> ○ Recognize key stakeholders ○ Examine on & off site notification protocols ○ Examine accident/incident investigator training ○ Examine in-house emergency response training 			
5. Examine collection of physical evidence.			
<ul style="list-style-type: none"> ▪ Examine scene security <ul style="list-style-type: none"> ○ Examine identification of scene evidence ○ Examine equipment evidence 			
6. Examine witness evidence.			
<ul style="list-style-type: none"> ▪ Identify key witnesses ▪ Discuss interviewing technique ▪ Compare witness evidence 			

HLTH 190 – Incident Investigation Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
7. Examine documentary evidence.			
<ul style="list-style-type: none"> ▪ Identify key internal documentary evidence ▪ Identify key external documentary evidence ▪ Examine documentary evidence & the relationship with due diligence 			
8. Analyze incident causation.			
<ul style="list-style-type: none"> ▪ Examine direct causes ▪ Examine indirect causes ▪ Determine root cause ▪ Propose recommendations and controls 			
9. Assemble post-incident reports.			
<ul style="list-style-type: none"> ▪ Review current preventative strategies ▪ Review accident/incident documents ▪ Prepare an accident/incident report 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Incident investigation strategies you have worked on
 - A training session you developed and/or delivered
 - Documentation of incident investigation duties and activities in the last 5 years
 - Samples of incident investigation forms you have created or used, such as but not limited to:
 - Near miss reporting forms
 - Accident reporting forms
 - Witness interview forms
 - Equipment collection forms
 - Document review forms
 - WCB worker or employer forms

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50%
- Multiple choice and short answer

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

HLTH 191 – Ergonomics

You will focus on the principles of ergonomics to examine the ergonomic factors that impact the human body. You will investigate the relationship between the human body and machines and review basic computer and industrial settings. You will further explore ergonomic programming, training and communication strategies to complete basic ergonomic assessments in your workplace

Credit unit(s): 4.0
Prerequisite(s): none
Equivalent course(s): HLTH 191CE

HLTH 191 – Ergonomics Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Examine the Principles of Ergonomics.			
<ul style="list-style-type: none"> ▪ Examine the Field of Ergonomics ▪ Examine Physical Risk Factors ▪ Discuss Psychological Risk Factors ▪ Discuss Psychological Risk Factors 			
2. Discuss Human Anatomy.			
<ul style="list-style-type: none"> ▪ Recognize Human Anatomy Terminology ▪ Examine Musculoskeletal System ▪ Discuss Circulatory System and Associated Ergonomic Disorders ▪ Discuss Nervous System and Associated Ergonomic Disorders ▪ Examine Neutral Body Positions 			
3. Discuss Ergonomic Disorders.			
<ul style="list-style-type: none"> ▪ Differentiate Stages of Injury Development ▪ Discuss Musculoskeletal Ergonomic Disorders ▪ Discuss Circulatory Disorders ▪ Discuss Nervous System Disorders 			
4. Examine Anthropometry.			
<ul style="list-style-type: none"> ▪ Define Anthropometry ▪ Examine Anthropometry Measurement and Tools ▪ Examine Anthropometry Data Sources 			
5. Examine Human/Machine Interfacing.			
<ul style="list-style-type: none"> ▪ Examine Human Interface Factors ▪ Discuss Controls and Displays ▪ Examine Manual Handling and Lifting Techniques ▪ Discuss Lift Assist Equipment ▪ Discuss Workplace Design Considerations 			
6. Examine Ergonomic Controls.			

HLTH 191 – Ergonomics Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
<ul style="list-style-type: none"> ▪ Examine the Basic Principles of Ergonomics ▪ Discuss Engineering Controls ▪ Discuss Administrative Controls ▪ Discuss Personal Protective Equipment (PPE) 			
7. Examine Computer and Work Station Set Up.			
<ul style="list-style-type: none"> ▪ Examine Computer Station Design Elements ▪ Examine Computer Station Set Up ▪ Discuss Laptop and Cell Phone Usage ▪ Discuss Ergonomic Relief Strategies 			
8. Examine Ergonomic Programming.			
<ul style="list-style-type: none"> ▪ Overview of Ergonomic Programming ▪ Ergonomic Hazard Identification ▪ Discuss Development of Control Plans ▪ Examine Workplace Training 			
9. Prepare an Ergonomic Assessment.			
<ul style="list-style-type: none"> ▪ Prepare an Ergonomic Assessment 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses (click here for description of contents)
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Implementation of ergonomic strategies you have worked on.
 - A related training session you developed and/or delivered
 - Documentation of ergonomic related duties and activities in the last 5 years
 - Two detailed ergonomic assessments (must include hazard identification, risk assessment and control strategies)

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50%
- Multiple choice and short answer

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

HLTH 192 – Respiratory Fit Test - Tester

You will examine the Canadian Standards Association (CSA) Z94.4-11 standard and Saskatchewan legislation related to respiratory fit testing. You will examine the implementation of the standard in the workplace by occupational health and safety practitioners. You will also have an opportunity to practice both qualitative and quantitative fit testing. You will be trained as a Respiratory Fit Tester and be able to fit test other employees at your worksite. This course does not cover respirators required for Immediately Dangerous to Life or Health (IDLH) or oxygen deficient atmospheres.

Credit unit(s): 1.0
Prerequisite(s): none
Equivalent course(s): none

HLTH 192 – Respiratory Fit Test - Tester	Competent	Learning	None
Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.			
1. Examine Legislation and Standards Relevant to Respiratory Fit Testing in Saskatchewan.			
2. Discuss the Respiratory Hazard Assessment Process.			
3. Examine Cleaning, Inspection, Maintenance and Storage of Respirators.			
4. Appraise Preliminary Respiratory Fit Testing Requirements.			
5. Appraise Qualitative Respiratory Fit Testing Procedures.			
6. Conduct an Independent Qualitative Respiratory Fit Test.			
7. Conduct an Independent Quantitative Respiratory Fit Test.			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - Documentation of current Respiratory Fit Test - Tester certification.

Resources

Resources are not applicable given the evidence required for this course.

HUMR 102 – Professional Education and Career Planning.

You will examine both written and verbal interpersonal communication skills and their application in the workplace. Utilizing the principles of adult learning you will focus on the characteristics of adult learners, cultural influences, generational differences and strategies to improve research and development of occupational health and safety concepts.

Credit unit(s): 4.0
Prerequisite(s): none
Equivalent course(s): HUMR 102CE

HUMR 102 – Professional Education and Career Planning Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Apply written communication skills.			
<ul style="list-style-type: none"> ▪ Discuss the Importance of Well-Written Communication ▪ Discuss Grammar ▪ Write Business Communication ▪ Write Professional Email 			
2. Design a professional portfolio, resume and cover message.			
<ul style="list-style-type: none"> ▪ Discuss Finding a job ▪ Examine Resumes ▪ Write a Cover Message ▪ Apply job Interview Skills ▪ Design a Professional Portfolio 			
3. Discuss elements of interpersonal communications.			
<ul style="list-style-type: none"> ▪ Explain the Basic Steps in the Communication Process ▪ Discuss Factors Affecting Communication Climate ▪ Discuss Listening Skills ▪ Identify Guidelines for Overcoming Communication Problems and Barriers 			
4. Discuss cultural influence, generational and gender differences.			
<ul style="list-style-type: none"> ▪ Recognize Gender Differences in Communication Style ▪ Identify Generational Differences Affecting Communication ▪ Discuss Cultural Influences 			
5. Discuss the role of communication.			
<ul style="list-style-type: none"> ▪ Describe Non-Verbal Communication ▪ Explain Methods to Improve Non-verbal Communication ▪ Apply Skills to Improve Communication ▪ Apply Skills to Improve Use Assertiveness to Verify Messages ▪ Use Assertiveness to Verify Messages' ▪ Demonstrate Persuasive Communication 			
6. Discuss skills to improve communication.			

HUMR 102 – Professional Education and Career Planning Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
<ul style="list-style-type: none"> ▪ Discuss Research Techniques ▪ Identify Credible Information Sources ▪ Describe the Four Main Types of Analysis ▪ Identify Elements of Analysis ▪ Discuss the Process of Writing an Analytical Occupational Health and Safety Report 			
7. Examine principles of adult learning.			
<ul style="list-style-type: none"> ▪ Discuss Adult Learning Principles ▪ Examine Learning Styles and Abilities ▪ Describe Barriers to Learning ▪ Define Needs Assessment ▪ Identify Organizational/Workplace Needs Assessment ▪ Identify the Needs of the Learner 			
8. Examine education and classroom strategies.			
<ul style="list-style-type: none"> ▪ Discuss Teaching Strategies to Promote Learning ▪ Examine Lesson Plans ▪ Discuss Elements of Learning Objectives ▪ Discuss Teacher Presentation Characteristics ▪ Describe Participatory Learning Tips 			
9. Develop and organize a comprehensive education session.			
<ul style="list-style-type: none"> ▪ Recognize Legislation and Other Resources. ▪ Identify Research Techniques ▪ Develop a Lesson Plan ▪ Discuss PowerPoint Presentations ▪ Develop a PowerPoint Presentation ▪ Discuss Levels of Required Learning ▪ Discuss Proof of Training Documentation and Records ▪ Discuss Exam/Quiz Preparation ▪ Discuss Demonstration and Return Demonstration 9.10 Discuss Recertification Techniques ▪ Discuss Recertification Techniques ▪ Develop Topic Specific Training Evaluation ▪ Discuss Instructor Evaluation Strategies 			
10. Present an Education Session.			
<ul style="list-style-type: none"> ▪ Discuss Steps to Plan a Health and Safety Promotional Activity ▪ Discuss Materials Used in Health and Safety Promotional Activities ▪ Discuss Correct Formatting for Poster and Pamphlet Layout ▪ Present Topic Specific PPT Presentation 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Your resume, cover letter, and job posting for an OH&S job you applied for within 5 years (see Appendix B—[Resume and cover letter assessment guide](#)). If you haven't applied for an OH&S job recently, use the [sample job posting](#) in Appendix B as the basis for focusing your resume and cover letter.
 - Evidence of a training session you provided (see Appendix B—[Workshop/presentation assessment guide](#)). Include copies of the...
 - PowerPoint (or other delivery method)
 - Lesson Plan (see Appendix B—[Lesson plan assessment guide](#))
 - Feedback forms

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50 %
- Multiple choice and short answer questions

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

MGMT 191 – Organizational Behaviour

Your studies will focus on how to best assist employers and their workers through changes and challenges in the realm of occupational health and safety. You will also focus on improving your personal leadership qualities to assist you in recognizing how principles of organizational behavior and leadership style can be used to capitalize on the strengths and weaknesses in any occupational health and safety management system.

Credit unit(s): 5.0
Prerequisite(s): none
Equivalent course(s): none

MGMT 191- Organizational Behaviour Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Examine organizational structure and behaviour.			
<ul style="list-style-type: none"> ▪ Define an organization ▪ Examine Organization Structure & Design ▪ Identify Forces that Shape Organizational Structure ▪ Identify a Learning Organization ▪ Examine challenges in the workplace at the organizational level ▪ Examine Challenges in the Workplace at the Group Level ▪ Examine Challenges in the Workplace at the Individual Level ▪ Discuss learning concepts related to a learning organization 			
2. Examine influences on individual and group behaviour.			
<ul style="list-style-type: none"> ▪ Define perception ▪ Discuss the impact of perceptual errors ▪ Define personality and Explain How it is Determined ▪ Recognize how personality influences behaviour ▪ Discuss the dimensions of emotional intelligence ▪ Examine Values ▪ Discuss Job Satisfaction 			
3. Examine team structure.			
<ul style="list-style-type: none"> ▪ Identify types of organizational teams ▪ Examine Team Roles and Norms ▪ Examine Team Development Models ▪ Discuss Effective Team Characteristics and Support 			
4. Recognize How Leadership and Power Relates to Safety Performance.			
<ul style="list-style-type: none"> ▪ Describe Leadership Traits ▪ Explain the Major Differences Between Types of Leadership ▪ Describe the Ways Leadership Disperses into an Organization' ▪ Describe the Bases of Power in Organizations ▪ Explain Empowerment and Its Effects ▪ Discuss the Relationship Between Power and the Abuse of Power 			
5. Examine leadership style.			

MGMT 191- Organizational Behaviour Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
<ul style="list-style-type: none"> ▪ Discuss Motivation ▪ Examine How Needs Impact Motivation ▪ Examine Drivers of Motivation ▪ Describe a Safety Reward Program ▪ Examine Benefits and Drawbacks of Reward Systems ▪ Identify Alternatives to Safety Reward Programs 			
<p>6. Examine workplace motivation and reward.</p>			
<ul style="list-style-type: none"> ▪ Discuss the Communication Process ▪ Describe the Barriers to Organizational Communication ▪ Identify Strategies to Overcome Communication Barriers ▪ Discuss OHC Meeting Format 			
<p>7. Discuss the communication barriers that affect occupational health and safety.</p>			
<ul style="list-style-type: none"> ▪ Discuss the Communication Process ▪ Describe the Barriers to Organizational Communication ▪ Identify Strategies to Overcome Communication Barriers ▪ Discuss OHC Meeting Format 			
<p>8. Discuss conflict management.</p>			
<ul style="list-style-type: none"> ▪ Discuss the Communication Process ▪ Describe the Barriers to Organizational Communication ▪ Identify Strategies to Overcome Communication Barriers ▪ Discuss OHC Meeting Format 			
<p>9. Identify organizational safety culture.</p>			
<ul style="list-style-type: none"> ▪ Discuss the Decision Making Process ▪ Identify the Strengths and Weaknesses of Group Decision Making ▪ Discuss Creativity Issues Related to Decision Making ▪ Recognize the Criteria for Determining Ethical Decisions 			
<p>10. Discuss decision making.</p>			
<ul style="list-style-type: none"> ▪ Discuss What Prompts Organizational Safety Change ▪ Examine Different Change Models ▪ Examine Resistance to Change and Ways to Overcome It ▪ Discuss Contemporary Issues in Health and Safety 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Describe your companies experience with the implementation process with workplace rewards including the success of reward systems within an organization.
 - A training session you developed and/or delivered focusing on your organization's safety culture

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50%
- Multiple choice and short answer questions

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

PRAC 189 – Practicum

You will preceptor with an occupational health and safety professional. This experience will allow you to apply the theory and skills you learned in previous courses in a work environment.

Credit unit(s): 5.0

Prerequisite(s): HLTH 189, HUMR 102, SFTY 175, HLTH 187, HLTH 190, HLTH 191, SFTY 199, SFTY 177 (concurrent), SFTY 198 (concurrent)

Equivalent course(s): PRAC 189CE

PRAC 189 – Practicum Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Appraise the safety management program.			
<ul style="list-style-type: none"> ▪ Assess the hazards within the practicum organization ▪ Review unusual occurrences and injury reports ▪ Review policies, procedures and safe work practices that address these hazards ▪ Discuss these findings with your assigned OH&S person ▪ Submit a summary report of your findings to your instructor 			
2. Discuss activities and processes with workplace stakeholders.			
<ul style="list-style-type: none"> ▪ Examine the OH&S system present at the practicum site. ▪ Attend an OHC meeting ▪ Determine the role of the OHC at the practicum site. ▪ Describe the practicum site safety culture ▪ Discuss OH&S monitoring strategies used in the practicum site ▪ Discuss the organizations OH&S strengths ▪ Discuss the organizations OH&S limitations ▪ Submit a summary report of your findings to your instructor 			
3. Prepare and present an educational session.			
<ul style="list-style-type: none"> ▪ Identify OH&S educational needs appropriate to the practicum organization ▪ Develop a 10 minute presentation session around this identified need ▪ Develop a participant feedback tool ▪ Discuss the education session with your assigned OH&S person ▪ Present the education session ▪ Collect feedback tool from participants including the OH&S person ▪ Submit the presentation and feedback forms to your instructor 			
4. Generate a practicum summary report.			
<ul style="list-style-type: none"> ▪ Submit an executive summary report of your experience with the practicum organization, including your perception of the OH&S system in place including strengths and limitations to your instructor 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
- An executive summary of the strengths and opportunities of your OH&S program (see [Appendix D: PRAC 189--Executive summary assessment guide](#))

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

SFTY 174 – Emergency Management

Your studies will focus on potential workplace emergencies. You will examine the role of stakeholders, legislation, standards and best practices used to develop Emergency Management plans. You will discuss the importance of a proactive approach to Emergency Management and how to address communication and post incident recovery.

Credit unit(s): 4.0
Prerequisite(s): SFTY 173
Equivalent course(s): SFTY 174CE

SFTY 174 – Emergency Management Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Examine what constitutes an emergency.			
<ul style="list-style-type: none"> ▪ Compare an emergency, disaster and catastrophic event ▪ Identify types of emergency situations ▪ Discuss Extrinsic Environments that Can Affect the Workplace 			
2. Assess potential internal and external emergencies.			
<ul style="list-style-type: none"> ▪ Assess Internal Emergency Risk ▪ Assess Fire Emergencies ▪ Assess Chemical Spill Emergencies ▪ Assess Medical Emergencies ▪ Discuss Environmental Emergencies ▪ Discuss Bomb and Other Terror Threats ▪ Discuss Business Emergencies 			
3. Identify stakeholders and resources.			
<ul style="list-style-type: none"> ▪ Identify Internal Stakeholders ▪ Identify External Stakeholders ▪ Discuss Necessary Resources 			
4. Discuss emergency plans, procedures and training.			
<ul style="list-style-type: none"> ▪ Define Emergency Response Plans ▪ Identify the Content of an Emergency Response Plan ▪ Discuss Types of Training 			
5. Examine Emergency Communication Processes.			
<ul style="list-style-type: none"> ▪ Examine Internal Notification and Communications Systems ▪ Identify Chain of Command ▪ Examine External Communications ▪ Examine Handling the Media 			
6. Examine Emergency Preparedness Plan.			
<ul style="list-style-type: none"> ▪ Implement the Plan ▪ Test the Plan ▪ Improve the Plan ▪ Discuss Emergency Preparedness in the Home 			

SFTY 174 – Emergency Management Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
7. Discuss post incident recovery.			
<ul style="list-style-type: none"> ▪ Discuss Incident Investigation ▪ Summarize Damage Assessment ▪ Discuss Clean up and Restoration ▪ Discuss Business Continuity and Start Up 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Implementation of an emergency management plan you have worked on.
 - A related training session you developed and/or performed.
 - Documentation of emergency management duties and activities (in the last 5 years)

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50%
- Multiple choice and short answer questions

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

SFTY 175 – Safety Program Management

You will learn to develop and implement a Safety Management Program. You will have the opportunity to conduct a needs assessment and practice developing and implementing policies, procedures and plans. This will enhance your ability to determine prevention and training strategies

Credit unit(s): 3.0
Prerequisite(s): LAW 100, SFTY 173
Equivalent course(s): SFTY 175CE

SFTY 175 – Safety Program Management Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Recognize core principles of world class occupational health and safety systems.			
<ul style="list-style-type: none"> ▪ Identify global components of corporate safety culture ▪ Recognize components of a good learning system ▪ Discuss the fundamental beliefs about safety systems ▪ Recognize the specific safety practices ▪ Examine corporate culture diversity ▪ Discuss management of safety management systems 			
2. Determine elements required in a comprehensive OH&S program.			
<ul style="list-style-type: none"> ▪ Review Saskatchewan OH&S legislation ▪ Outline the elements of an OH&S program ▪ Discuss roles and responsibilities ▪ Discuss policies and procedures ▪ Review personal protective equipment (PPE) and required materials ▪ Discuss training and worker involvement ▪ Discuss program evaluation strategies ▪ Discuss costs related to program development and implementation ▪ Discuss program maintenance 			
3. Identify a process to consult key stakeholders.			
<ul style="list-style-type: none"> ▪ Define consultation ▪ Recognize internal key stakeholders in program development to revision ▪ Recognize external key stakeholders to support OH&S programs ▪ Describe communication strategies with key stakeholder ▪ Discuss utilization of feedback from key stakeholders 			
4. Develop a needs assessment and gap analysis.			
<ul style="list-style-type: none"> ▪ Discuss the purpose of a needs assessment ▪ Review steps in a needs assessment ▪ Review needs assessment resources and documentation ▪ Develop a topic specific needs assessment ▪ Discuss gap analysis objectives and scope ▪ Discuss the link between gap analysis and legislation ▪ Practice gap analysis 			

SFTY 175 – Safety Program Management Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
5. Develop policies and procedures.			
<ul style="list-style-type: none"> ▪ Define policy ▪ Recognize components of policies ▪ Discuss a general OH&S policy ▪ Develop a hazard specific policy ▪ Define procedures ▪ Recognize components of procedures ▪ Develop a hazard specific procedure 			
6. Prepare a strategy to implement an OH&S program.			
<ul style="list-style-type: none"> ▪ Discuss the steps to developing an OH&S program ▪ Examine the phases of implementation ▪ Identify key personnel to assist with implementation activities ▪ Schedule implementation activities ▪ Organize communication activities 			
7. Assess the cost of intervention and prevention strategies.			
<ul style="list-style-type: none"> ▪ Define cost benefit ▪ Define cost benefit analysis process ▪ Define cost benefit break-even point ▪ Determine the cost benefit break-even point 			
8. Formulate a comprehensive employer research report.			
<ul style="list-style-type: none"> ▪ Discuss project management ▪ Discuss capital project funding ▪ Discuss business proposals ▪ Assemble OH&S proposal and presentation package 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - The following work samples related to the course learning outcomes above:
 - Sample of related policy, procedures, or safe work practices you have developed (See [Appendix C – Policy and Procedure marking guide](#))

- One OH&S gap analysis you have been directly involved in
- One implementation strategy report you have worked on
- One example of a cost-benefit document you have researched

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50%
- Multiple choice and short answer questions

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

SFTY 177 – Auditing Safety Management

Your studies will focus on both internal and external audit processes from initial planning through to completion. The course will include an overview of why auditing is necessary. A variety of audit strategies will be examined.

Credit unit(s): 3.0
Prerequisite(s): LAW 100, SFTY 173, SFTY 175
Equivalent course(s): SFTY 177CE

SFTY 177 – Auditing Safety Management Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Discuss safety management systems.			
<ul style="list-style-type: none"> ▪ Discuss safety management systems (SMS) ▪ Identify the Plan-Do-Check-Act cycle ▪ Identify benefits and focus of a SMS audit 			
2. Examine audit program functions.			
<ul style="list-style-type: none"> ▪ Examine the components of an audit program ▪ Examine types of audits ▪ Identify audit terminology and principles ▪ Examine objective and scope of an audit ▪ Identify the roles and responsibilities of an audit team 			
3. Examine audit planning activities.			
<ul style="list-style-type: none"> ▪ Examine initial planning activities ▪ Examine pre-audit activities ▪ Develop an audit plan 			
4. Implement the process for conducting an audit.			
<ul style="list-style-type: none"> ▪ Describe opening meetings ▪ Identify familiarization tours ▪ Describe team and auditee meetings ▪ Examine documentation ▪ Examine interviews ▪ Discuss observation tours ▪ Discuss audit conclusions ▪ Describe closing meetings 			
5. Discuss elements of an audit report.			
<ul style="list-style-type: none"> ▪ Identify audit report requirements ▪ Discuss liability related to recommendations ▪ Discuss extent of recommendations to be made 			
6. Identify audit follow-up activities.			

SFTY 177 – Auditing Safety Management Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
<ul style="list-style-type: none"> ▪ Discuss action plan requirements ▪ Discuss implementation of action plan ▪ Review monitoring activities ▪ Identify ongoing improvement 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - A copy of the self-rating checklist above that you have completed
 - Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
 - An executive summary detailing your experience in the auditor role (ask PLAR Consultant for marking criteria).
 - 3 signed letters of reference from previous Auditees, on their company letterhead. Letters must indicate that the applicant was performing work as an auditor

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50%
- Multiple choice and short answer questions

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

SFTY 198 – Contractor Safety Systems

Your studies will focus on safety systems and their relationship to contractors. Most organizations require contractor services at some point in time, and you will explore how to manage these contractors and sub-contractors within your safety management system. Specific topics covered include legislated roles and responsibilities of employers, contractors and supervisors; requirements for a safety management system; and Workers' Compensation Board (WCB) relationship with contractors.

Credit unit(s): 3.0
Prerequisite(s): none
Equivalent course(s): none

SFTY 198 – Contractor Safety Systems Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Discuss employer roles and responsibilities.			
<ul style="list-style-type: none"> ▪ Define Employer and Owner ▪ Identify Employer's General Duty and Responsibilities ▪ Explain the Employer's Duty and Responsibility for Supervisors and Worker Supervision ▪ Describe the Duty and Responsibilities of the Employer for Worker Training ▪ Discuss Specific Regulatory Requirements 			
2. Discuss contractor roles and responsibilities.			
<ul style="list-style-type: none"> ▪ Define Contractor ▪ Examine General Contractor Duties ▪ Examine Contractor vs. Employer Duties ▪ Explain the Contractor's Duty/Responsibility for Worker Supervisions and Training 			
3. Differentiate between the prime contractors and subcontractors.			
<ul style="list-style-type: none"> ▪ Define Prime Contractor ▪ Examine the Contractor and Prime Contractor Relationship ▪ Discuss the Prime Contractor and Subcontractors' Relationships ▪ Review Due Diligence ▪ Review the Appropriate Sections of Occupational Health and Safety Legislation in Other Jurisdictions 			
4. Discuss Workers' Compensation Board (WCB) registration for employers.			
<ul style="list-style-type: none"> ▪ Define Employer Under Saskatchewan WCB ▪ Review Registration of Provincial Employers/Contractors ▪ Review Registration of Interprovincial Employers/Contractors ▪ Review WCB Requirements in Other Jurisdictions ▪ Review Workers' Compensation Regulations for Reporting Injuries ▪ Identify Consequences of Ignoring WCB Regulations 			
5. Examine best practices for hiring contracted companies.			

SFTY 198 – Contractor Safety Systems		Competent	Learning	None
Competent:	I can work independently to apply the learning outcome.			
Learning:	I am developing skills and knowledge for this learning outcome.			
None:	I have no experience or knowledge related to this learning outcome.			
<ul style="list-style-type: none"> ▪ Describe the Common Elements of Successful Safety Management Systems (SMS) ▪ Discuss SMS Review of Potential Contracted Companies ▪ Define Contractor in Good Standing ▪ Identify the Requirements for Obtaining "Clearance Certificates" ▪ Examine Other Key Considerations for Hiring Contracted Companies ▪ Develop a Contractor Agreement Checklist 				
6. Examine the start to finish hiring process.				
<ul style="list-style-type: none"> ▪ Discuss the Tendering Process ▪ Discuss Interview and Reference Checks ▪ Examine Required Health and Safety Documents ▪ Discuss Oversight of a Construction Project ▪ Examine Work Completion and Contract Sign Off ▪ Outline a Comprehensive Contract Process 				

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
- The following work samples related to the course learning outcomes above:
 - Experience with contractor related tenders
 - A related training session you developed and/or performed either for or related to contractors and contractor safety
 - Documentation of contractor safety duties and activities (in the last 5 years)

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the Evidence file, a challenge exam may be required to assess the gaps.

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

SFTY 199 – Fire Prevention and Protection

Your studies will focus on applying current concepts and principles involved the evaluation, control, prevention, reduction and elimination of fire hazards for individuals and the workplace.

Credit unit(s): 4.0
Prerequisite(s): none
Equivalent course(s): SFTY 199CE

SFTY 199 – Fire Prevention and Protection Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
1. Examine fire chemistry.			
<ul style="list-style-type: none"> ▪ Define fire ▪ Recognize the fire tetrahedron ▪ Describe the fire tetrahedron ▪ Identify the classes of fire ▪ Describe the phases of fire ▪ Discuss fire terminology 			
2. Discuss fire legislation.			
<ul style="list-style-type: none"> ▪ Discuss national and international fire codes ▪ Discuss specific requirements of the International Fire Code ▪ Identify Saskatchewan legislation ▪ Recognize the provisions of the Saskatchewan OH&S Regulations ▪ Discuss other relevant Saskatchewan fire code statutes and regulations ▪ Review the Canada Labour Code, Part II, requirements for fire safety ▪ Review the National Fire Protection Agency resources ▪ Define the role of National/International and provincial building codes 			
3. Discuss causes of fire.			
<ul style="list-style-type: none"> ▪ Identify ignition sources ▪ Define flash point ▪ Recognize static electricity ▪ Recognize spontaneous ignition ▪ Review chemicals as a fire hazard ▪ Discuss fire information contained in a Safety Data Sheet (SDS) Sheets 			
4. Explain fire detection and control systems.			

SFTY 199 – Fire Prevention and Protection Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.	Competent	Learning	None
<ul style="list-style-type: none"> ▪ Recognize components of a comprehensive fire response system ▪ Discuss fire notification systems ▪ Identify flame detectors ▪ Examine thermal/heat detectors ▪ Discuss smoke detectors ▪ Discuss fire gas detectors ▪ Identify the inspection, maintenance and testing of fire alarm systems ▪ Discuss carbon dioxide systems ▪ Examine portable fire extinguishers ▪ Actions for 'Step 11: Examine Portable Fire Extinguishers' ▪ Identify fire extinguishers by type ▪ Describe the operation of fire extinguishers ▪ Identify the inspection, maintenance and testing of fire protection equipment 			
5. Develop an emergency preparedness fire plan.			
<ul style="list-style-type: none"> ▪ Review regulatory requirements for a fire plan ▪ Outline an emergency response workplace assessment ▪ Recognize the elements of a fire safety plan ▪ Develop an emergency response plan 			
6. Discuss responsibilities of key stakeholders in fire prevention and protection.			
<ul style="list-style-type: none"> ▪ Discuss regulators in fire safety ▪ Identify the stakeholders who develop fire safety guidelines, standards and codes of practice ▪ Define employer responsibility for fire safety in the workplace ▪ Discuss fire protection in the home ▪ Recognize "Fire Prevention Week" in Canada ▪ List key fire safety stakeholders in Saskatchewan 			
7. Evaluate a fire plan.			
<ul style="list-style-type: none"> ▪ Define the purpose of evaluating fire plans ▪ Review applicable standards and legislation ▪ Determine evaluation frequency and methods ▪ Discuss evaluation checklists ▪ Implement appropriate changes 			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:

- A copy of the self-rating checklist above that you have completed
- Documentation of completion of training courses, non-credit courses, and/or workshops that are related to this course (photocopies only).
- The following work samples related to the course learning outcomes above:
 - Implementation of a fire safety plan you have worked on.
 - A related training session you developed and/or performed
 - Documentation of fire prevention and protection duties and activities (in the last 5 years)

2. Interview

An interview with the program head/faculty may be required to clarify evidence. If so, you will be asked specific questions relating your evidence to the course content as listed above.

3. Challenge exam

If there are gaps in the evidence file, a challenge exam may be required to assess the gaps.

- Passing mark is 50%
- Multiple choice and short answer

Resources

Ask the PLAR consultant to recommend resources for independent learning to fill any gaps in your course knowledge.

TRAN 181 – Transportation of Dangerous Goods Train the Trainer

You will prepare to train workers on the basic requirements for road transport under the Transportation of Dangerous Goods (TDG) act.

Credit unit(s): 1.0
Prerequisite(s): General TDG (non employer specific)
Equivalent course(s): none

TRAN 181 – Transportation of Dangerous Goods Train the Trainer	Competent	Learning	None
Competent: I can work independently to apply the learning outcome.			
Learning: I am developing skills and knowledge for this learning outcome.			
None: I have no experience or knowledge related to this learning outcome.			
1. Review legislative requirements for handling dangerous goods.			
2. Describe the Classification Criteria for Dangerous Goods.			
3. Examine shipping documentation requirements.			
4. Practice Looking Up Information in the Schedules and Guides Found in the Regulations.			
5. Examine Requirements for Means of Containment and Certification Marks.			
6. Identify the Special Situations and Exemptions Found in the Regulations.			
7. Discuss the Accidental Release and Imminent Accidental Release Reporting Requirements and Limits.			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - Documentation of current TDG train-the-trainer certification.

Resources

Resources are not applicable given the evidence required for this course.

WHMS 184 – WHMIS Train the Trainer

Your studies will focus on the preparation required to successfully facilitate in-house Workplace Hazardous Materials Information System (WHMIS) sessions for front line workers. You will learn about relevant legislation including requirements of worker training, controlled product classification, and required documentation and labeling. You will also develop skills to design specific workplace training sessions.

Credit unit(s): 1.0
Prerequisite(s): General WHMIS (non employer specific)
Equivalent course(s): none

WHMIS 184 – WHMIS Train the Trainer	Competent	Learning	None
Competent: I can work independently to apply the learning outcome. Learning: I am developing skills and knowledge for this learning outcome. None: I have no experience or knowledge related to this learning outcome.			
1. Analyze Relevant Legislation.			
2. Assess Training Criteria and Worker Education.			
3. Examine Material Safety Data Sheets and Safety Data Sheets.			
4. Examine Labelling Requirements.			
5. Design an Appropriate General and/or Area Specific Training Module.			

PLAR assessment methods

If you qualify for PLAR, you may be asked to demonstrate your learning in the following ways. Be prepared to clarify assessment directions during a meeting with the PLAR consultant.

1. Evidence file

- Core documentation to cover all courses ([click here for description of contents](#))
- The following evidence related to course learning outcomes listed above must be included in a separate file folder or binder section labelled for this course:
 - Documentation of current WHMIS train-the-trainer certification.

Resources

Resources are not applicable given the evidence required for this course.

Occupational Health & Safety Certificate

Appendices

Appendix A--Employment verification letter

Ask the Human Resources department at your organization to provide the following information with your organization's **letter head** on each page:

1. Name of employee (PLAR candidate's name)
2. Dates of employment: start date and end (or present) date
3. Total months of full time employment
4. Job description
5. Human Resources person who provided the information:
 - a. Name
 - b. Position
 - c. Signature
 - d. Date
 - e. Phone number
 - f. Email address

Saskatchewan Polytechnic's PLAR Assessor for the Occupational Health and Safety program may contact the Human Resources staff member identified above to confirm the authenticity of the information provided.

Appendix B--HUMR 102 – PLAR assessment guides

HUMR 102—Assessment guide for presentation/workshop

PLAR candidate name: _____

A minimum total score of 24/32 is required for success in this evaluation.

2 = Competent 1 = Learning 0 = No evidence provided

Category	Criteria	2	1	0
Content	Introduces topic and session overview			
	Knowledge of topic			
	Response to questions			
	Vocabulary appropriate to learner level			
	Stays on topic			
	Organization (logical flow of ideas)			
	Graphics/visual aides			
	Conclusion (reinforces key ideas, sums up session)			
	Overall preparedness			
Presentation skills	Voice clarity			
	Voice inflection /enthusiasm			
	Eye contact			
	Posture			
	Avoids distracting gestures			
	Avoids verbal bridges (ah, um, well, ya know)			
	Comfort with use of visual aides			

Total mark: _____/32 **Assessor name:** _____

Comments: _____

HUMR 102—Assessment guide for lesson plan

PLAR candidate name: _____

A minimum total score of 10/14 is required for success in this evaluation.

2 = Competent 1 = Learning 0 = Not demonstrated

Criteria	Comments	2	1	0
Title/Subject Clear				
Clear Audience/Industry stated				
Test method for pre and post knowledge base				
Addresses more than one learning style				
Three clear and correctly designed learning objectives				
Appropriate "training aids"				
List of slides and time/slide matches submitted presentation.				

Total mark: _____/14 **Assessor name:** _____

General Comments: _____

HUMR 102—Sample job posting for development of cover letter and resume

JOB POSTING for XYZ Canada

Occupational Health & Safety Advisor

About the Job: Job Description

XYZ Canada is looking to identify a Health & Safety/Environmental Specialist to provide additional expertise to the HR Group. Operating within the automotive market, our client is focused on providing the safest and most environmentally sound working environment for its workforce and community.

Supporting the Director of HR, the responsibilities include:

- Direction on all activities related to the prevention of accidents and the provision of a safe and productive working environment.
- Ensure compliance with all related company and governmental regulations.
- Development and delivery of training programs to promote safety in the workplace.
- Provision and development of associated reports.
- Provision of input and support on OHS, WCB initiatives and requirements.
- Make recommendations and support corrective and preventative actions.
- Fully support corporate initiatives and philosophies.

Your background should include:

- Occupational Health & Safety Certificate or degree, or currently working towards one.
- Good understanding of the service industry.
- Ability to utilize basic computer document formats such as Word and Excel.
- Current CPR/First Aid, WHMIS and TDG certificates.
- Strong interpersonal skills and ability to work in a team setting.
- This is an opportunity for someone to join an organization that has a history of adapting and developing 'in house' competencies to match that of the market.

HUMR 102—Assessor guide for cover letter and resume

PLAR candidate name: _____

A minimum total score 24/32 is required for success in this evaluation.

2 = Competent 1 = Learning 0 = Not demonstrated

Criteria	2	1	0
Cover Letter			
Salutation--appropriate and professional			
Introduction—clearly identifies job posting and purpose			
Body—Key words are used to match those used in job posting			
<ul style="list-style-type: none"> Highlights relevant education and work experience 			
<ul style="list-style-type: none"> Matches skills & qualifications to requirements in job posting 			
<ul style="list-style-type: none"> Indicates desire for the job and interest in the business 			
<ul style="list-style-type: none"> Respectful, appropriate closing comment(s) 			
Formatting—business letter format with no spelling/grammatical errors			
Resume			
Clean, professional appearance, no fancy graphics or designer paper			
Content is clearly stated, well laid out, and easily readable			
Content is concisely organized into 1-2 pages			
Education includes essential details (dates, school, credential)			
Work experience includes essential details (dates, organization, job title)			
Relevant additional content is included (awards, accreditation, volunteer experience)			
2-3 Referees are listed with contact info or “available upon request” is indicated			
Resume does not contain outdated/inappropriate content (photo, age, disability, career goal, hobbies, subjective descriptors)			

Total Score: _____/32 **Assessor name:** _____

Comments: _____

Appendix C—Occupational Health and Safety--Policy and procedures marking guide

PLAR candidate name: _____

A minimum total score 15/20 is required for success in this evaluation.

2 = Competent 1 = Learning 0 = Not demonstrated

Policy and Procedure	Comments	2	1	0
Title defines task with clear connection				
Purpose is clear, appropriate, accurate, serves as introduction				
Scope relates to org. philosophy/values, OH&S objectives and regulatory requirements				
Roles and responsibilities are clearly identified				
Substandard performance and consequences (if any) for non-compliance are addressed.				
Required materials, forms, etc. are identified				
Pre-requisite training is identified for responsible agents				
Procedures are logically sequenced, easy to understand, flow well, and clarify responsibilities				
Conclusion(s) is clear, concise, thorough				
Appropriately dated and signed				

Total Score: _____/20

Assessor name: _____

General comments: _____

Appendix D—Occupational Health and Safety--Executive summary marking guides

PRAC 189—Marking guide—Your OH&S program’s strengths and opportunities

PLAR candidate name: _____

A minimum total score 16/22 is required for success in this evaluation.

2 = Competent 1 = Learning 0 = Not demonstrated

		Comments	2	1	0
Introduction of work site	<ul style="list-style-type: none"> Name of work site Background/Type of industry and work processes that occur there 				
OH&S program	<ul style="list-style-type: none"> Hazard identification, assessment, and control mechanisms 				
	<ul style="list-style-type: none"> Monitoring strategies used 				
	<ul style="list-style-type: none"> Components of OH&S system present 				
	<ul style="list-style-type: none"> OHC role and effectiveness 				
	<ul style="list-style-type: none"> Overall impression of safety system 				
	<ul style="list-style-type: none"> Safety Culture 				
	<ul style="list-style-type: none"> OH&S strengths OH&S weaknesses 				
	<ul style="list-style-type: none"> Include examples to support your findings 				
Conclusion	<ul style="list-style-type: none"> Summarize the key points of your executive summary 				
Mechanics	<ul style="list-style-type: none"> Good sentence structure Good paragraph structure Good spelling Formatted with 1 inch margins 				

Total Score: _____/22 **Assessor name:** _____

General comments: _____

See next page for cover page template.

Directions:

Organize your evidence into a binder

Use labelled divider tabs as follows:

- Label the first divider as *core evidence*
- Use the course code (example: SFTY 175) to label a tab for each course.
- Arrange course evidence in the same order as you have check marked them on the cover page.

The first *core evidence* section will include the following:

- A cover page (see next page)
 - checkmark each course for which you are submitting evidence
 - Include your name, date submitted, and contact information (email & phone)
- An updated resume detailing your relevant work history
- Documentation of your job description on company letterhead

The following section(s) for each course will include the following:

- A printed self-rating checklist for that course
- Photocopied documentation of completion of any training or education that is related to the content of that course:
 - work-based workshops or training courses,
 - non-credit training from other organizations,
 - post-secondary credit courses that are not eligible for transfer credit.
- Samples of your work as requested for each course. Refer to the list in Assessment Methods that follows each course self-rating checklist.

Occupational Health & Safety Certificate Program

PLAR Evidence File

(Check mark all courses for which you are submitting evidence)

- HLTH 179 Fundamentals of Industrial Hygiene 1
- HLTH 187 Disability Management
- HLTH 189 Fundamentals of Industrial Hygiene 2
- HLTH 190 Incident Investigation
- HLTH 191 Ergonomics
- HLTH 192 Respiratory Fit Test - Tester
- HUMR 102 Professional Education and Career Planning
- MGMT 191 Organizational Behaviour
- PRAC 189 Practicum
- SFTY 174 Emergency Management
- SFTY 175 Safety Program Management
- SFTY 177 Auditing Safety Management
- SFTY 198 Contractor Safety Management
- SFTY 199 Fire Prevention and Protection
- TRAN 181 Transportation of Dangerous Goods - Train the Trainer
- WHMS 184 WHMIS - Train the Trainer

Student name: _____

Date submitted: _____

Email: _____

Phone: _____