



We're on the web!  
www.hrsgroup.com

*Your Safety is Our Business!*  
Ask about our Group Rates & Discounts and Save \$\$\$\$.

We reserve the right to cancel or reschedule sessions based upon response. Sessions can be arranged for presentation at your location. Customized programs are also available to accommodate your specific needs. Our trainers and consultants are covered by WSIB for your protection and carry with them their own basic PPE for on-site work. HRSGroup Inc. carries E & O Insurance. If the course you want is not listed contact our office.

## HRSGroup Training Schedule - Summer 2013

<b>Training Location:</b> HRSGroup - Training Room (Across the street from CAA.) 675 - B The Queensway, Peterborough	<b>To Register:</b> <b>Phone: 705-749-1259 or 1-877-907-7744</b> <b>Or Email: info@hrsgroup.com</b>
<b>WSIB Basic Certification - Part I (3 days)</b> <i>Ask about our Customized Part II Courses</i> HRSGroup is the only WSIB approved provider headquartered in Peterborough. (Discounts for three or more participants per session).	Three Mondays, June 3, 10 & 17, 2013 Three Consecutive Days, July 22, 23 & 24, 2013 Three Wednesdays, August 7, 14, & 21, 2013 <b>Classes are 8:30 a.m. to 4:30 p.m.</b>
<b>Lift Truck Certification -</b> (Does not include Scissor Lifts and Zoom Booms) This training is in compliance to the OHSA, Ontario Guidelines and the CSA Standard for Lift Trucks B335-04. Includes Practical Evaluation, at your location, to be arranged shortly after the theory session.	Wednesday June 5, 2013 or Thursday June 20, 2013 Tuesday July 9, 2013 or Friday July 26, 2013 Tuesday August 6, 2013 or Friday August 23, 2013 <b>Classes are 8:30 a.m. to 4:30 p.m.</b>
<b>Lift Truck Re-certification</b> (for previously certified operators as to the CSA B335-04) Includes Practical Evaluation, at your location, to be arranged shortly after the theory session	Thursday June 13, 2013 or Tuesday June 25, 2013 Friday July 12, 2013 or Monday July 29, 2013 Friday August 16, 2013 or Tuesday August 27, 2013 <b>Classes are 8:30 a.m. to 12:30 p.m.</b>
<b>Fall Protection -</b> (Prerequisite for Aerial Work Platforms below) Learn about the dangers of working at heights and how to protect yourself. Learn how to select, inspect and don your fall protection equipment.	Tuesday June 4, 2013 or Wednesday June 19, 2013 Friday July 5, 2013 or Tuesday July 16, 2013 Thursday August 1, 2013 or Monday August 19, 2013 <b>Classes are 8:30 a.m. to 11:30 a.m.</b>
<b>Aerial Work Platforms</b> (Scissor Lifts and Zoom Booms ) Fall Protection - prerequisite This training is in compliance with the OHSA and the CSA Standards for Scissor Lifts and Zoom Booms. Includes Practical Evaluation, at your location, to be arranged shortly after the theory session.	Tuesday June 4, 2013 or Wednesday June 19, 2013 Friday July 5, 2013 or Tuesday July 16, 2013 Thursday August 1, 2013 or Monday August 19, 2013 <b>Classes are 12:30 p.m. to 4:30 p.m.</b>
<b>WHMIS</b> (class size minimum 5) Learn about Material Hazards, Labels, Material Safety Data Sheets and Controls as required by the OHSA and the WHMIS Regulation.	Wednesday June 12, 2013 Friday July 19, 2013 Monday August 12, 2013 <b>Classes are 8:30 a.m. to 11:30 a.m.</b>
<b>Transportation of Dangerous Goods</b> (class size minimum 5) This course is designed for anyone who handles, transports or offers for transport dangerous goods and is in compliance with Transport Canada.	Wednesday June 12, 2013 Friday July 19, 2013 Monday August 12, 2013 <b>Classes are 12:30 p.m. to 4:30 p.m.</b>
<b>Lockout/Tagout Procedures</b> Learn the proper safety procedure for maintenance of powered equipment and how to protect yourself.	Friday June 7, 2013 or Thursday June 27, 2013 Wednesday July 10, 2013 or Wednesday July 31, 2013 Tuesday August 13, 2013 or Friday August 30, 2013 <b>Classes are 8:30 a.m. to 11:30 a.m.</b>
<b>Confined Space Entry</b> Learn about the dangers of entering confined spaces and how to protect yourself.	Friday June 7, 2013 or Thursday June 27, 2013 Wednesday July 10, 2013 or Wednesday July 31, 2013 Tuesday August 13, 2013 or Friday August 30, 2013 <b>Classes are 12:30 p.m. to 4:30 p.m.</b>
<b>Other Courses Available:</b> <b>Propane Courses - Handling &amp; Exchange, Filling &amp; Heater &amp; Torches, Traffic Control for Construction Projects (Flagging), Skid Steer, and Stilts.</b>	<b>Call our office or see our website for more information and available courses</b>
<b>Propane Filling -</b> Authorized through the Canadian Propane Association (CPA) This course is designed for workers who are required to fill automobiles and propane cylinders. Includes a Practical Evaluation, at your location. <b>Ask about our propane courses.</b> We have a CPA approved trainer on staff.	<b>Call our office or see our website for more information and available courses.</b>

All training prices are subject to HST. Mileage is charged for all practical evaluations to be conducted at locations outside Peterborough's city limits.

Serving our clients  
Since 1996

HRSGROUP TODAY

HRSGroup Today



### New Website Coming Soon

Some of you may have noticed our website is looking a little sad lately. We moved to a new server, which caused some problems with the structure of our site. We have engaged a web designer who is working on making our site more user friendly and up-to-date.

One of the exciting changes will be a new clean professional design, which will compliment the work we do at HRSGroup. Our new website will be responsive in design to work on all forms of displays; such as phones and tablets without compromising the content value. This means you will not have to zoom in to see the content. Our up-coming courses will be featured on a slider on the home page along with any news that may be of interest to you. We will also have social media platforms such as twitter and Facebook for you to stay current.

We welcome any comments concerning our new website. If you have any suggestions about how we can make this better for you to find the information you require please call us at:

705-749-1259 or 1-877-907-7744

### New Staff at HRSGroup

We would like to wish Rose and her husband Dave great success in their new wedding venue business at North-view Gardens. We are sure all the brides will be beautiful.

Please help us welcome Samantha Cassels who is taking over Rose's position at the receptionist desk.

She will be working hard to make sure your health and safety training is scheduled and your certificates are sent to you in a timely fashion.

She always has a smile and doesn't mind being called Sam. Say hello to her when you call.

### MOL Blitz Schedule

The Ministry of Labour's "Health & Safety" Blitz schedule from May 2013 to March 2014 is:

- Industrial - May to Aug 2013 - New and Young Workers
- Industrial - Nov to Dec 2013 - Recycling and Waste Management
- Industrial - Jan 2014 - Construction in Active Workplaces
- Industrial - Feb to March 2014 - Warehousing
- Health Care - May to Aug 2013 - New and Young Workers
- Health Care - Sept to Oct 2013 - Musculoskeletal Disorders (MSDs)
- Health Care - Nov to Dec 2013 - Recycling and Waste Management
- Construction - May 2013 - Excavation
- Construction - Sept to Oct 2013 - Fall Hazards
- Construction - Jan 2014 - Construction in Active Workplaces
- Mining - July to Aug 2013 - Internal Responsibility System
- Mining - Oct 2013 - Ground Control
- Mining - Jan to Feb 2014 - Locking and Tagging in Mine Hoisting Plants

The Ministry of Labour's "Employment Standards" Blitz schedule from May to Dec 2013 is:

- May to Aug 2013 - Salons, spas, nail salons, manufacturing and distribution, fast food, restaurants, construction sites, farming, gyms, pools, bowling alleys, and recreation centres.
- Oct to Dec 2013 - Gas stations, retail chains, convenience stores, franchises/chains and other retail/grocery.



### Need Some Help?

Call HRSGroup  
at  
705-749-1259  
or  
1-877-907-7744

#### Items of Interest:

- New Website Coming Soon
- Say hello to Samantha
- MOL Blitz Schedule
- September Discounts for Unfinished Summer Training
- On-Line Courses Available
- June, July & August Training Schedule



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## Services Offered by HRSGroup

Some of our many services are:

### Health and Safety Training:

We offer health and safety training for industrial, construction, mining, transportation, health care, municipalities and retail industries. Whatever your industry, we can modify our training sessions to meet your needs. Some of the courses offered are:

- WSIB Part I and Part II Certification
- Supervisor's O.H. & S Certificate Program
- Lift Truck Operator Competency *with Practical Evaluations at your location*
- Lift Truck Re-certification Training *with Practical Evaluations at your location*
- Elevated Work Platform Training *with Practical Evaluations at your location*
- Safe Use of Overhead Cranes *with Theory Training and Practical Evaluations at your location*
- Confined Space Entry
- Lockout/Tagout
- Fall Protection
- Transportation of Dangerous Goods
- WHMIS and Customized Workplace Specific Training
- Proper Erection, Inspection & Use of Scaffolding
- Propane Courses: Handling, Filling, Heaters & Torches.
- Construction Stilts - bring your stilts for an evaluation
- Skid Steer with Practical Evaluations

### Other Health and Safety Services:

We can help with the specific needs for your workplace. We have experience assisting companies with:

- Workplace Health & Safety Assessments
- Incident and Accident Investigations
- WSIB Workwell Audits - To help you pass the first time
- Developing a Health and Safety Program
- Respirator Fit Testing

### On-Line Training

Go to [www.hrsgroup.com](http://www.hrsgroup.com) then click on the online training page to see what training is being offered. New courses are added regularly.

**Call HRSGroup for assistance at  
705-749-1259 or 1-877-907-7744.**

**Ask about our other available services or have our staff develop a program specific to your business.**

HRSGroup is a member of the Ontario Chambers of Commerce. Our staff are members of the Canadian Society of Safety Engineering (CSSE). Our President holds a Certified Health & Safety Consultant (CHSC) designation, go to [www.csse.org](http://www.csse.org). Our Training Director has achieved the first step towards a University Certificate in Health, Safety and Environmental Processes, earning a CHSEP-Foundation Level designation. Our propane courses are authorized through the Canadian Propane Association. HRSGroup is an approved provider for Basic Certification, go to [www.wsib.on.ca](http://www.wsib.on.ca).

## Back Safety Tips



## September Discounts

We know that summer can be difficult for your training needs. If you are having trouble getting everyone together for training remember we will be here in September, too.

We are offering "Back to School (Work) Specials" for the whole month of September. This will be the time to send your staff who were on vacation to one of our scheduled courses.

All our scheduled courses will be significantly reduced to help you complete all your staff's training.

Call HRSGroup  
705-749-1259

## Social Networking

### Like us on Facebook!

Angela and Dan Beal are on "Linkedin" and would be happy to see you there, too. Join discussion groups for information and advice.

## Stay Safe at Work and Home

### Summer Holidays!

**Remember to stay safe when you are doing any of your summer activities - boating, swimming, or playing tennis.**

**Use sun block and drink plenty of water.**



## Pre-Employment Testing

HRSGroup provides pre-employment testing for companies planning to hire new employees, promoting established employees into supervisory or management positions or considering placing employees into apprenticeship programs.

We can assist you in finding the best fit for your workplace by testing for cognitive, perceptual and dexterity skills. We will also test for types of interests and comprehension of mechanical concepts.

**Call HRSGroup at 705-749-1259 for a quote.**

## On-Line Training Available

Visit our on-line training page at [www.hrsgroup.com](http://www.hrsgroup.com) to see what is new. We have 56 courses available from a variety of training providers across Canada and now the USA.

Some of the courses available are:

- Approximately eleven safe driving courses, some for passenger vehicles and others for truckers.
- Three courses that deal with electrical hazards.
- Two Hydraulic Safety courses
- First Aid
- Firefighting
- Fall Protection
- Emergency Procedures
- Confined Space courses
- Slings and Rigging
- WHMIS
- Transportation of Dangerous Goods

HRSGroup has added some of our own courses: "Supervisory" developed for your supervisors who would prefer to take this course in their own time.

"Traffic Control Persons" for those people required to flag at construction sites.

"Chainsaw Safety" For those of you who use chainsaws but don't understand the hazards associated with their use.

"Lock Out/ Tag Out is one of our popular scheduled courses. Now you can do it at your own time in your own computer.

And coming soon from HRSGroup:

"Propane Handling and Exchange" For those of you who change propane cylinders on equipment.

"Due Diligence" For Supervisors

There are too many courses to list here. Go to our website at [www.hrsgroup.com](http://www.hrsgroup.com) to see the wide range of courses available.

## Respirator Fit Testing

HRSGroup consultants are accredited to perform respirator fit tests to meet your needs. Large or small groups can be accommodated at your facility or ours. Call for an appointment today.

We can assist with the correct size and ensure the right fit. We also train your staff in the proper maintenance procedure for their respirators.

**Call HRSGroup at 705-749-1259  
for your respirator fit testing needs.**

## Payment & Cancellation Policies

Due to the economy HRSGroup has had to review the way we do business. This has led to a change in our payment and cancellation policies.

We have many different types of clients from large corporations to individuals. Therefore we had to develop different levels in order to accommodate all our client's needs.

Large Corporations - for training - will continue to be invoiced at the completion of training. The only change will be a minimum amount of participants in any group training to take place at their workplace. That will be determined when scheduling the training. For consulting - a deposit of half the quoted amount will be required at the commencement of the project. The remainder will be invoiced at the completion of the project.

Small Corporations - for on-site training - a credit card number will be required upon booking with the charge being applied on the day of training. The quoted amount of participants will be the minimum amount charged. For participants at our scheduled courses - payment will be required upon registration. For consulting - a deposit of half the quoted amount will be required at the commencement of the project. The remainder will be charged to the credit card on file at the completion of the project.

Service Organizations - As they normally pay at the time of training this will not change.

Individuals - Payment upon registration is required. Only credit cards, interact or cash are accepted.

Cancellation Policy - HRSGroup reserves the right to cancel training due to lack of registrations or other reasons outside our control. We will reimburse any amounts paid, in full.

Cancellation by Clients - Five working days prior to the training session - full refund to the credit card on file.

Three working days prior to the training session - half refund to the credit card on file.

Two working days prior to the training session - No Refund.

The client is required to speak to a member of our staff in order to have the cancellation and any applicable refund accepted. Emails or faxes will not be accepted other than as confirmation of a conversation. HRSGroup Inc. will email or fax a confirmation of cancellation and refund, if any.