



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 - Autumn 2013

Training Location: HRSGroup - Training Room (Across the street from CAA.) 675 - B The Queensway, Peterborough	To Register: Phone: 705-749-1259 or 1-877-907-7744 Or Email: info@hrsgroup.com
WSIB Basic Certification - Part I (3 days) (See Page 1 for September Discount) <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, September 9, 16 & 23, 2013 Three Consecutive Days, October 8, 9 & 10, 2013 Three Wednesdays, November 6, 13 & 20, 2013 Classes are 8:30 a.m. to 4:30 p.m.
Lift Truck Certification - (Does not include Scissor Lifts and Zoom Booms) (Sept Discount) 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.	Friday Sept. 6, 2013 or Wednesday Sept. 18, 2013 Thursday October 3, 2013 or Tuesday October 15, 2013 Friday Nov. 1, 2013 or Monday Nov. 18, 2013 Classes are 8:30 a.m. to 4:30 p.m.
Lift Truck Re-certification (for previously certified operators as to the CSA B335-04) Includes Practical Evaluation, at your location, to be arranged shortly after the theory session	Wednesday Sept. 11, 2013 or Friday Sept. 27, 2013 Monday Oct. 7, 2013 or Thursday Oct. 24, 2013 Tuesday Nov. 5, 2013 or Friday Nov. 22, 2013 Classes are 8:30 a.m. to 12:30 p.m.
Fall Protection - (Prerequisite for Aerial Work Platforms below) (Sept. special with AWP) Learn about the dangers of working at heights and how to protect yourself. Learn how to select, inspect and don your fall protection equipment.	Wednesday Sept. 4, 2013 or Wednesday Sept. 25, 2013 Thursday Oct. 17, 2013 or Monday Oct. 28, 2013 Friday Nov. 15, 2013 or Tuesday Nov. 26, 2013 Classes are 8:30 a.m. to 11:30 a.m.
Aerial Work Platforms (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. (Special)	Wednesday Sept. 4, 2013 or Wednesday Sept. 25, 2013 Thursday Oct. 17, 2013 or Monday Oct. 28, 2013 Friday Nov. 15, 2013 or Tuesday Nov. 26, 2013 Classes are 12:30 p.m. to 4:30 p.m.
WHMIS (class size minimum 5) Learn about Material Hazards, Labels, Material Safety Data Sheets and Controls as required by the OHSA and the WHMIS Regulation.	Thursday September 19, 2013 Tuesday October 22, 2013 Friday November 8, 2013 Classes are 8:30 a.m. to 11:30 a.m.
Transportation of Dangerous Goods (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.	Thursday September 19, 2013 Tuesday October 22, 2013 Friday November 8, 2013 Classes are 12:30 p.m. to 4:30 p.m.
Lockout/Tagout Procedures Learn the proper safety procedure for maintenance of powered equipment and how to protect yourself.	Friday Sept. 13, 2013 or Monday Sept. 30, 2013 Friday Oct. 18, 2013 or Thursday Oct. 31, 2013 Tuesday Nov. 12, 2013 or Thursday Nov. 28, 2013 Classes are 8:30 a.m. to 11:30 a.m.
Confined Space Entry Learn about the dangers of entering confined spaces and how to protect yourself.	Friday Sept. 13, 2013 or Monday Sept. 30, 2013 Friday Oct. 18, 2013 or Thursday Oct. 31, 2013 Tuesday Nov. 12, 2013 or Thursday Nov. 28, 2013 Classes are 12:30 p.m. to 4:30 p.m.
Propane Construction Heaters and Torches Learn the proper way to connect, activate and disconnect propane construction heaters and tiger torches.	Tuesday October 29, 2013 Thursday Nov. 14, 2013 or Monday Nov. 25, 2013 Classes are 8:30 a.m. to 12:30 p.m.
Other Courses Available: Traffic Control for Construction Projects (Flagging), Skid Steer, and Stilts. Other Propane Courses - Handling & Exchange, and Cylinder Filling Propane Courses - Authorized through the Canadian Propane Association. We have a CPA approved trainer on staff.	Call our office or see our website for more information and available courses.

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



Back to Work Specials



As many businesses are running back to school specials we thought a back to work special was in order. For the month of September we are offering discounts for some of your favourite courses.

Send your Joint Health and Safety Committee members to our Basic Certification Part I course for only \$400.00 per person, regularly \$495.00. Our BCT is generic, covering all sectors. In September we are offering this three day interactive program on three consecutive Mondays - September 9, 16 & 23, 2013.

We are offering new Fork Lift operators Certification training at our scheduled courses for only \$265.00 per person, regularly \$295.00. This training is an 8-hour in-class theory session followed by a hands-on practical evaluation, conducted at your facility with your equipment. We offer two scheduled courses per month at our training centre. They are scheduled for September 6, 2013 and September 18, 2013.

Aerial Work Platform training offered at our scheduled courses will be \$195.00 per person, regularly \$220.00. This training is a 4-hour in-class theory session followed by a hands-on practical evaluation, conducted at your facility with your equipment. We offer two scheduled courses per month at our training centre. They are scheduled for September 4, 2013 and September 25, 2013. If you schedule your Fall Protection on the same day, in September, as Aerial Work Platform you will receive an additional \$10.00 discount per person.

Ask about our group rates if you have a large amount of staff to train. We will prepare a quote with a back to work special discount for many of our regularly offered courses.

Don't have your own equipment!
 Just let us know and we will help!

Call to book your training
705-749-1259 or 1-877-907-7744

Endorsements for HRSGroup Training

Dave said about Basic Certification Part II, "Course was well designed & implemented. Recommend (HRSGroup) for all safety training."

Ross said, "Another well done training session. I feel confident that I will be able to operate our lift truck safety. Thank you!"

Michael said about Aerial Work Platforms, "Scott did a great job of presenting this material & answering all questions asked."



Need help with compliance issues?

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

Items of Interest:

- Back to Work Specials for September
- Some Endorsement for HRSGroup
- Tips for Productive Safety Meetings
- Safety Slogans
- On-Line Courses Available
- September, October, November 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 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. 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.

Make Safety Meetings More Productive

Eliminate the groans of despair that the idea of safety meetings produce with these 5 simple tips paraphrased from Dave Collins blog post of August 9, 2013.

- 1) Start with some brief questions about safety policies that should solicit answers and give you the level of understanding of the workers. This will give you some ideas for discussion as the meeting progresses.
- 2) Encourage workers to communicate their observations and make suggestions on improvement to workplace conditions. Make a note of their ideas in order to follow up at a later time. Ensure you make a sincere effort to implement any recommended changes that are viable.
- 3) Avoid scripted presentations, if possible. Keep the presentation personal and engaging but be careful to not go off topic. Try to cover all the information thoroughly in as brief a time as possible.
- 4) Reward workers for their hard work and attention to safe work practices. You may use the meeting for public awards to individuals or teams. The awards need not be expensive.
- 5) Providing refreshments may help your audience remain positive and attentive. If the meeting is to be lengthy a short stretch break with snacks will refresh your audience.

By keeping your presentation focused and engaging, safety meetings will be a valued opportunity for you and your employees to learn how to maintain a workplace that is safe for everyone.

Safety Slogans

A casual attitude towards safety = CASUALTY

Is better to lose one minute in life...than to lose life in one minute.

Safety glasses: All those in favour say "EYE!"

Stay Safe at Work and Home

Back to School and Work

Drive with caution when going through school zones and anywhere children play.

Stay safe!



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 Continues to Grow

Visit our on-line training page at www.hrsgroup.com to see what is new. We now have 64 courses available from a variety of training providers across Canada and the USA.

Some of the courses available are:

- Safe driving courses, some for passenger vehicles and others for truckers.
- Electrical Courses.
- Hydraulic Safety courses
- First Aid
- Firefighting
- Fall Protection
- Emergency Procedures
- Confined Space courses
- Slings and Rigging
- WHMIS
- Transportation of Dangerous Goods - Road, Air & Sea

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.

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

And coming soon from HRSGroup:

"Due Diligence" For Supervisors

There are too many courses to list here.

Go to our website at 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.