



Entrance Requirements

Entrance requirements for admission to the certificate program adhere to those outlined for College of the North Atlantic's full-time certificate programs in the Faculty of Business. In all instances, the minimum entrance requirement is that students must possess a high school graduation certificate or meet the College's mature student policy.

Occupational Health and Safety Certificate Program Program Regulations

Students completing all courses in the Fundamentals of Occupational Health and Safety Certificate Program may participate in the formal graduation ceremonies with the College's full-time students. Graduation ceremonies are held each year in May.

NOTE: Some of the courses contained in the Occupational Health and Safety Certificate program taken through part-time studies are not part of the full-time certificate programs at College of the North Atlantic. Anyone wanting credit for a full-time course similar to a course completed in the Occupational Health and Safety program may have their equivalent learning assessed through Prior Learning Assessment (PLA).

Prior Learning Assessment (PLA)

For those people with employment experience in the field of Occupational Health and Safety, there is an option called Prior Learning Assessment (PLA). PLA is a process whereby adult learners can apply their prior knowledge and skills gained through employment experience, education and training, and general life experiences towards college level learning. Learners will be assessed by the faculty in Occupational Health and Safety area. Assessments may be in the form of assignments, examinations, oral interviews, documentation, or any combination of the above. There is a fee of \$50 for EACH course challenged through Prior Learning Assessment.

For More Information:

College of the North Atlantic
Community & Corporate Services
P.O. Box 1693, 1 Prince Philip Dr.
St. John's, NL A1C 5P7
Tel: 709 758 7531 Fax: 709 758 7305
e-mail: ptprograms@cna.nl.ca

Updated: October 5, 2010

Fundamentals of Occupational Health & Safety



Certificate Program
Through Part-time Evening Studies

Fundamentals of Occupational Health and Safety Certificate Program

Today, concentrating our learning in a particular subject or topic area is very important, especially when looking to advance in a current position or working toward a new one. Community and Corporate Services has responded to this need by introducing the Fundamentals of Occupational Health and Safety Certificate Program. This program consists of eight courses to be completed during part-time evening studies. Select courses will be offered in our Fall (Sept.-Dec.) and Winter (Jan.-Apr.) semesters and will proceed pending sufficient enrolment. Participants have up to 5 years from acceptance into the program to complete all courses.

Target Audience

Anyone interested in increasing or broadening their knowledge and skills in the fundamentals of occupational health and safety.

Course Descriptions

NC1170 Occupational Health and Safety Fundamentals Management (39 hours)

This course will introduce students to the health and safety profession, as well as key terminology and methodologies. The student will also be introduced to the techniques necessary to effectively manage health and safety in the workplace. Major topics include: Historical background of health and safety, Occupational health and safety professionals, traditional safety programs, management control of loss, hazard control, use of resources, preparing a health and safety manual, safety performance measurement, inspections, audits and general promotion.

NC1161 Accident Prevention (39 hours)

This course will provide the student with an understanding of methods and techniques that may be used to prevent workplace accidents/illnesses. Specific topics include: Human factors, role of engineering in safety, job safety analysis, safety orientation, accident reporting, investigating and analysis, and safety training.

NC1163 Fire Loss Control & Emergency Response (39 hours)

This course will provide the student with an understanding of methods of controlling losses associated with fires and the importance of emergency response planning.

NC9833 Effective Presentations (39 hours)

This course will include basic elements necessary to accomplish effective oral and written communications. Topics include writing, general correspondence, technical reporting, and oral communications.

NC1165 Occupational Health and Chemical Components (39 hours)

This course will introduce the student to the fundamentals of occupational health. It will provide the student with an understanding of the methods of recognition, evaluation and control of health hazards. Topics covered include: threshold limit values, flammable aspects, dust, respiratory protection, confined space entry, noise and radiation.

NC1053 Introduction to Ergonomics (39 hours)

This course is designed to provide the student with an understanding of the fundamental principles of ergonomics in the workplace. Course topics include: muscle tissue and soft tissue injuries; physical hazards with computer programs; office and industrial ergonomics;

back injury prevention programs; repetitive strain injuries and ergonomics legislation.

SE1060 Workplace Safety Legislation (60 hours)

This course will introduce the student to health and safety legislation that applies to the workplace. Topics include: Occupational Health and Safety Act of Newfoundland, Occupational Health and Safety Regulations of Newfoundland, Workplace Hazardous Materials Information System (WHMIS), Canada Labour Code, etc.

SE1470 Workers' Compensation and Disability Management (45 hours)

This course will introduce students to topics and issues related to the area of Workers' Compensation. It will enable the student to acquire the fundamental skills in Workers' Compensation and allow them to apply the principles and techniques of Workers' Compensation Management to the workplace in a practical manner.

Course Transferability

Courses in the Certificate Program in Fundamentals of Occupational Health and Safety completed through part-time studies are not part of the full-time programming of the Post-Diploma program in Safety Engineering Technology. Only two (2) courses are directly transferable to the Safety Engineering Technology program. (1) SE1060 Workplace Safety Legislation; (2) SE1470 Workers' Compensation and Disability Management. These two courses are only transferable for those students meeting the entrance requirements for the Safety Engineering Technology program.