

## Procurement task force begins its work

*MHCA, City of Winnipeg look at ways to make the most of construction season*

Industry members and senior City of Winnipeg officials sat down Monday to set the agenda of items that can be reviewed together in a renewed effort to improve how the municipality procures local and regional street construction services.

"From the industry's perspective, if we get the scheduling of tender advertising right, and if the city is able to line up more of its projects earlier – get the design work done – so they are sitting ready on the shelf a season ahead, everybody wins," said MHCA President Chris Lorenc. "The city and industry are able to see more work done for the same budget level, in part because the whole construction season is used, and taxpayers get better value for their investment.

"Getting more construction work done in the season makes for better service to Winnipeggers because infrastructure is improved faster, over all."

Lorenc noted there are many pieces that need attention in order to see this happen. That includes selecting capital priorities well in advance of when budgets are approved in fall, and then to start advertising tenders late in the preceding year and to complete early the same year of construction.

On Monday, MHCA executive members and a representative from the engineering community laid out their suggested areas of discussion. They include:

- Long-range planning: identifying and prioritizing specific local and regional street locations where maintenance or construction is to happen in the next two years
- Advance engineering design: once the construction program is approved, getting the engineering designs done quickly allows Public Works to have projects "on the shelf," which allows it to tender early, and to take advantage of years when weather holds for a longer construction season
- Early tendering/contract awards: target to tender and award 80% of the budgeted annual program between November and March/April; construction can then start in May to make full use of a construction season
- Flexibility: permitting flexibility in project start dates within the project completion parameters allows the industry to efficiently organize itself, in support of city council's capital priorities
- Project size: design larger street projects, when possible, to reduce waste associated with mobilization/demobilization and neighbourhood disruption, and to capitalize on economies of scale

The formation of the procurement task force is a long-standing request of the MHCA, and has been on city council's agenda for a number of years. The city moved last year to accelerate the procurement process for regional street renewal, and has said it intends to move to accelerate the local street renewal schedule, similarly.



### INSIDE:

2

PALLISTER  
LAUNCHES 'TEAM  
MANITOBA'  
TO STOKES  
MANITOBA'S  
ECONOMY

4

CANADA WEST  
LEADER SAYS  
CANADIANS MUST  
START THINKING  
IN NATIONAL  
INTEREST

5

PROCUREMENT  
TASK FORCE  
BEGINS ITS WORK

10

TRAINING FOR THE  
NEW YEAR, NEW  
SEASON  
BACK TO YOU

## Pallister launches 'Team Manitoba' to stoke Manitoba's economy



*Premier Pallister announces 'Team Manitoba'*

A private-sector led group will put Manitoba on the road to becoming the “most-improved” jurisdiction in the next two and a half years, Manitoba Premier Brian Pallister announced in his State of the Province address Thursday at a Winnipeg Chamber of Commerce luncheon.

Pallister said two respected business leaders – Former Chamber president Dave Angus and Payworks CEO Barb Gamey – have agreed to lead the development of Manitoba’s economic growth strategy “that will address today’s challenges and take advantage of tomorrow’s opportunities.”

Pallister said the recent review of provincial economic strategies by management consulting firm Deloitte found that, effectively, the provincial government didn’t have a strategy. And while there are numerous efforts across departments that aimed to fuel economic return, they are not pulling together.

Before 1,200 diners at the RBC Convention Centre, the premier took a seat on the stage – his broken arm cradled in a sling – and used his recent experience of getting lost and badly injured while hiking in New Mexico to describe the agenda his government has set out for itself.

He noted that one media organization has repeatedly referred to the restraints imposed and the reorganization of public services undertaken as “austere.”

Austere means bitter, he noted. A hiker lost with temperatures plummeting and darkness falling – that’s austere, he said. The government is making things better – fixing provincial finances, growing the economy and repairing the quality of public services.

“Fiscally, we’re on the road to recovery.”

Team Manitoba is to create within six months a focused, coordinated and targeted economic development strategy. The effort follows up on the Deloitte report’s recommendation for an “investment partnership, harnessing the province’s natural and human strengths, and a new, dedicated economic growth agency with modern and effective business development programs in one shop.”

MHCA President Chris Lorenc welcomed the move to draw on the experience of the private sector to move Manitoba’s economy forward. Lorenc said he was encouraged to see the ‘Team Manitoba’ theme adopted. The MHCA has been pushing for a “Trade Team Manitoba” to pull together private sector expertise and public sector leadership for a trade strategy to position the province to seize new trade opportunities.

“Our new economic development strategy must zero in on trade-enabling infrastructure investments that have the best return on investment for Manitoba’s GDP,” Lorenc said. “This will require the province and municipalities to agree on investment priorities that promote provincial and regional interests, sometimes ahead of local interests, for the greater good of all Manitobans.”



# ANNUAL CURLING CLASSIC

**THURSDAY,  
JANUARY 25, 2018**  
**The Heather Curling Club**  
120 Youville Street,  
Winnipeg, MB R2H 2S1

## REGISTRATION

For a full day of curling, networking, and good eats:  
\$250<sup>+GST</sup> per team or \$62.50<sup>+GST</sup> per individual

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Please invoice (members only): \_\_\_\_\_

Visa/MC/AMEX: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security code: \_\_\_\_\_

Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_

I would like to enter a team of four (4) curlers: \_\_\_\_\_

I would like to enter as a single player: \_\_\_\_\_

I only plan to attend the luncheon (\$40<sup>+GST</sup>): \_\_\_\_\_

## SPONSORSHIP

For \$275<sup>+GST</sup>, your company can  
sponsor one of the following event  
areas - please mark one:

- Ice Sheet (8 spots available)
- Hog Line Contest
- Morning Coffee & Muffins station

Your sponsorship will include:

- Corporate signage at the end of the sheet of ice for the whole day
- Sponsorship announcement and recognition at lunch time
- A 'Thank You' recognition in MHCA's *Heavy News Weekly* and website

Company: \_\_\_\_\_

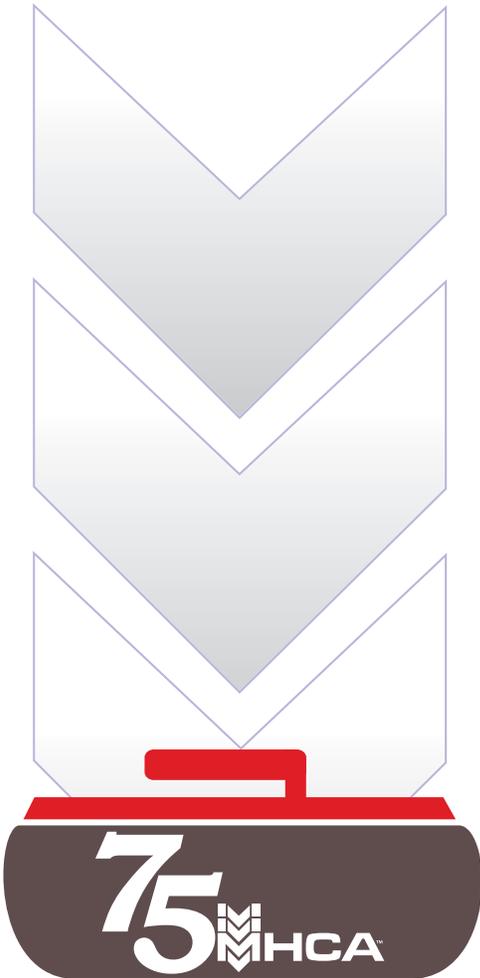
Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_

Please invoice (members only): \_\_\_\_\_

Visa/MC/AMEX: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security code: \_\_\_\_\_

Card Holder: \_\_\_\_\_

Signature: \_\_\_\_\_



Fill out this form in full and fax to the MHCA office at 204-943-2279.

For more information, contact Christine Miller at [christine@mhca.mb.ca](mailto:christine@mhca.mb.ca) or 204-947-1379.

As per MHCA Board policy, only registrations cancelled at least six (6) business days prior to the commencement of this event will be refunded.

# Canada West leader says Canadians must start thinking in national interest

*Attitudes today would have scuttled founding of Canada's federation: Hall Findlay*



*Chris Lorenc and Martha Hall Findlay,  
December 6*

Canada would never have gotten off the ground as a country united in purpose and potential if today's parochial attitudes among political leaders prevailed in the late 1800s, says Canada West Foundation President Martha Hall Findlay.

"People of courage were willing to compromise (in 1867)," Hall Findlay told a business crowd at the Manitoba Chamber of Commerce breakfast Wednesday. That got the railway built across this sprawling land, much of it undeveloped, wild territory at the time, she noted, adding that the four founding provinces agreed this mammoth, nation-building project be part of the agreement for confederation.

Those leaders understood that a railway was the only hope to tie together the vast regions of our country, to lay the ground for coast-to-coast trade transportation that would be the backbone of economic and social prosperity.

"Canada managed to fly because everyone understood that need to compromise."

Today, that same nation-building vision and courage is absent in much of the discussions, debates and work on key items that anchor economic growth – development that supports social and cultural wealth and cohesion, Hall-Findlay said. Pipeline projects are being delayed by "leaders" focusing on local or self-interest, to the point of jeopardizing or helping to quash such investments.

The former Liberal MP pointed to the protracted negotiations on Kinder Morgan's TransMountain pipeline project. For its sign-on, B.C. extracted a benefits deal worth as much as \$1 billion to that province, which it called its "fair share." Meanwhile, First Nations are battling each other over the merits of pipeline proposals, and municipal politicians are crowing about standing up for their "local interests" – something that was on full display in the now-withdrawn proposal by TransCanada Corp. to build its Energy East pipeline from the West, through Ontario, Quebec and on to New Brunswick.

Forgotten in the equation is that national economic prosperity from environmentally sustainable and responsible resource development is in every jurisdiction's best interest, Hall Findlay stated.

"We have to stop thinking locally and really start rethinking, nationally."

The Canada West president said this need to reclaim the national-interest ethos does not just fall to politicians, but also to leaders in the business community – who too often absent themselves from the national debate on development not directly tied to their daily interests – and non-governmental organizations.

She said she sees some, but few, examples of real leadership, such as Premier Brian Pallister's decision to stay at the table on the issue of a carbon tax, presenting a made-in-Manitoba alternative rather than outright rejecting the Trudeau government's mandated carbon pricing scheme – as Saskatchewan Premier Brad Wall did.

MHCA President Chris Lorenc said he was glad to hear a leading Canadian standing up for nation-building in our country. Hall Findlay noted that our nation-building infrastructure projects, including trade-transportation corridors and assets, fall into that category of efforts that require setting aside local, or self-interest.

All jurisdictions, including regional municipalities, need to take this call to heart, to leverage highest value and potential for economic growth, Lorenc said.

Hall Findlay stressed that part of the equation of nation-building is for federal and especially Eastern Canada politicians to understand regional interests and strengths.

"We all have to remember that we are Canadians and we have a national interest that is in our interest to uphold."



## WCB average assessment rates drop below a dollar

*Rates in Manitoba to become lowest in Canada  
December 5*

The average WCB assessment rate in Manitoba will drop to \$0.95 from \$1.10 per \$100 of assessable payroll in 2018. With rates falling below a dollar, the WCB is able to offer Manitoba employers the lowest rate in the country.

Enhancements in return to work efforts and injury prevention, coupled with the WCB's strong financial reserves, have helped to make the rate decrease possible.

"We're proud to be able to offer Manitoba employers the lowest rate in Canada," says Winston Maharaj, WCB President and CEO. "The decrease in our rates tells us that both employers and workers are engaged in prevention and return to work."

Beginning January 1, 2018, 91% of employers will see a decrease in their rates. Overall, employers will pay \$30 million less in premiums in 2018 compared to 2017.

"We've partnered with workplaces to make great strides this past year," says Maharaj. "As a result, the compensation system is costing employers less. That translates into greater savings and more value for the Manitoba economy."

In addition, over the past four years, surpluses due to higher than anticipated investment returns have resulted in the Board consistently having a funding position that is above its target of 130%, even after factoring in the steady decreases in the annual average assessment rate. The Board is reviewing options for the disposition of the accumulated surplus beyond the reserve, including implementing a dividend to employers in the years to come.

Over the past ten years, Manitoba's time loss injury rate has dropped 30%. Those employers who belong to an industry-based safety program are estimated to pay \$18 million less in WCB premiums in 2018 than they paid in 2017, a savings of 18%.

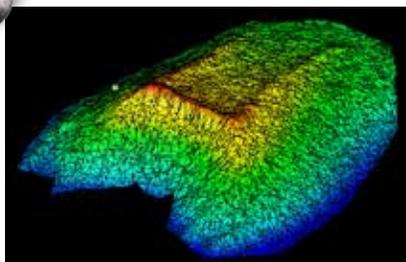
"There's a strong business case for injury prevention, and we're starting to see those benefits," says Maharaj. "Ultimately, employers first and foremost want to ensure their workers make it home safe at the end of the day. Improved health and safety in the workplace and strong return to work programs can assist in achieving that goal, as well as providing employers with lower rates."

For 2018, maximum assessable earnings remain capped at \$127,000.



Accurate ⊕ Quick ⊕ Safe

Ensuring your project is done on time with a smaller budget.



# Alta-Sask. licence plate spat raises concern in Manitoba

## *MHCA seeks assurances Manitoba industry will not get caught up in dispute*

A dispute between Alberta and Saskatchewan over vehicle-licensing requirements on job sites has raised concerns in Manitoba, prompting an MHCA request for the Pallister government to intervene on behalf of heavy construction contractors and suppliers here.

“We are trying to get to the bottom of this issue, which on the surface is bewildering,” MHCA President Chris Lorenc said. “Regardless of how this dispute eventually settles, we are working to ensure that our industry is not caught up in demands for re-licensing when they enter other jurisdictions on contract.”

On Wednesday, Saskatchewan Highways and Infrastructure Minister David Marit issued notice to Alberta contractors that when they’re in Saskatchewan on government contracts, their vehicles must carry Saskatchewan licence plates. The new rule covers contractors, subcontractors and consultants for tenders being advertised now, but not to work already underway.

The licence-plate spat erupted after complaints that Saskatchewan contractors are being made to licence their vehicles in Alberta for work there. Alberta’s trade minister, Deron Bilous, said that is false. Further, Bilous said, Saskatchewan’s new licensing edict offends the trade rules of the New West Partnership.

The provinces have been exchanging retaliatory barbs in other disputes over cross-border trade issues between them.

“We have to make sure the resolution of this particular dispute does not trigger a new level of regulatory compliance that spins off more, unnecessary paper work for contractors, generally,” Lorenc stressed.



*Photo courtesy of ChangeMakers*

# MHCA/WORKSAFELY™ award 2018 bursaries

*WORKSAFELY™'s Don Hurst presented two bursaries at RRC's Awards Dinner, November 30*

WORKSAFELY™ would like to congratulate two Red River College students, Andrew Coleman and Zachary Landon, on receiving the MHCA Construction Management Award and the MHCA Cornerstone Award, respectively.

The MHCA Construction Management Award was established in 2011. It is a \$1500 bursary awarded to a full-time student in their first year of RRC's Construction Management Program. The selected student will have achieved a minimum 70% average in Grade 12 english, mathematics, and one more course with their highest grade. Selection for this award is based off of financial need, the student's statement on why he/she has chosen Construction Management, and an optional letter of reference.

The 2018 recipient of the MHCA Construction Management Award was Andrew Coleman. Coleman attended highschool in England, where he graduated in 2006. Becoming a part of the commercial construction industry has been a long time goal for Coleman and he worked very hard to gain the prerequisites to be accepted into the Construction Management Program.

The MHCA Cornerstone Award was established in 2010. It recognizes MHCA past Board Chairs who, since 1945, have laid the cornerstone foundations upon which the MHCA has been built. The \$1500 bursary is awarded to a full-time student in any year of RRC's Construction Management Program. Selection is based on a letter of recommendation from a teacher, character reference, employer or anyone who can speak to the applicant's initiative, energy, enthusiasm and perseverance to succeed and passion to make a difference.

The 2018 recipient of the MHCA Cornerstone Award was Zachary Landon. Landon is in his fourth year of the Construction Management Program. During his time in the Construction Management Program, he worked with PCL Constructors Canada Inc., and Alward Construction, based in Berkeley, CA as an assistant manager for two his co-operative work terms.

Congratulations goes out again to these two students. MHCA and WORKSAFELY™ wish them the best of luck in their futures.



*Andrew Coleman, MHCA Construction Management Award*



*Zachary Landon, MHCA Cornerstone Award*



## Finish line in sight for lien act reform

*Don Wall, December 1*

Long-awaited reforms to Ontario's Construction Lien Act are an important step closer to enactment, construction stakeholders learned at the CEO Breakfast panel event held as part of the Construct Canada show that took place in Toronto recently.

Delegates were told a government standing committee has completed hearings on Bill 142 following second-reading approval, with 53 amendments approved, and that third reading in the Ontario legislature can now proceed.

With a Liberal majority in the legislature and all-party support pledged for the reforms, the stage is now set for possible approval of the new Construction Act before the end of the year, government advisor Bruce Reynolds suggested.

The panel session, held Nov. 30, was billed as focusing on dispute adjudication, the third tier of lien act reform, which panel moderator John Mollenhauer, president of the Toronto Construction Association, said was the least understood component of the reform package among his members.

But first, construction lawyers Reynolds and Sharon Vogel, authors of the report *Striking the Balance: Expert Review of Ontario's Construction Lien Act*, which formed the basis for much of the Bill 142 reforms, were asked to offer an update on the progress of the legislation.

Reynolds said the construction lien advisory group led by himself and Vogel had been called upon to undertake further intense consultations with stakeholders, pushed by Attorney General Yasir Naqvi.

"What happened in Ontario, the not-so-secret secret, is it was consultation, consultation, more consultation after that and then more consultation," he said.

Vogel described the disruption caused by late submissions near the end of the process and praised the contribution of CEO Breakfast panellist Duncan Glaholt, a lawyer who was also a member of the advisory group, for his work at this stage.

"We had some additional stakeholders who came at the 11th hour and 59th minute and we had to create a separate task force in the advisory group process to deal with the AFP (Alternative Financing and Procurement) issues, and Duncan was part of that subgroup task force. We had to pull that group together very, very quickly," she told the delegates.

Commented Reynolds in an interview after the session, "The number 53 sounds large but I would say the majority of the 53 amending motions are modest in terms of the changes they are introducing, but some of them are significant like the AFP amendments."

The other two components of reform are modernization of construction lien and holdback rules and the introduction of a prompt payment regime for construction projects. Once they receive an invoice, owners would be required to pay general contractors within 28 days.

Bill 142 was introduced in May. Second reading approval came in October. The standing committee approved the bill as amended on Nov. 22, sending it back to the legislature for third reading.

Reynolds said if third reading and royal assent are accomplished in December, the work to create regulations under the new law could begin in the new year.

He said the ministry and the advisory group would be "looking to have the same sort of consensus with the regulations that we had with the bill itself."

Reynolds said Naqvi has stressed there would be significant time for assimilation and education within the industry. Reynolds said the modernization component of the legislation would come into force six months after cabinet issues an order in council and the prompt payment and adjudication sections would come into force a year after the order in council.

Duncan, acknowledged as a leading Canadian expert on adjudication, said the process is derived from a U.K. system that has been in place for over 20 years.

"It will be different than you imagine it," he said, in that it won't be parties fighting in court, rather it will be adjudicators appointed by an authorized nominating authority undertaking an "inquisitorial" function and relying primarily on contract documents to make quick decisions – within 44 days of the delivery of a dispute notice.

In the U.K., he said, statistics show parties in a dispute end up adopting the interim solution once the build is complete around 98 per cent of the time.

The new Construction Act will retain Ontario's lien options, said Duncan, along with other options for remediation such as going to court in the event a party decides not to accept the decision of an adjudicator.



## Taking stock of country risk in 2017

*Andrea Gardella, Senior Economist, Economic & Political Intelligence Centre*

As we approach the end of 2017, let's take stock of the Country Risk Quarterly's country risk rating changes over the last twelve months. First a refresher: the CRQ covers 100 countries, with each country being assigned three risk ratings measuring different types of country risk. In a global environment that is never short of a country-agitating headline, our country risk ratings have moved in tandem. Throughout 2017, our analysis indicates that EDC country risk ratings experienced a balanced number of rating upgrades and downgrades driven by risks ranging from economic, political, and financial. Let's breakdown some of the risk trends that piqued our interest.

Starting with the Americas, most of the rating movements were to the downside. Five downgrades to the sovereign's probability of default and nine to our transfer and conversion of foreign currency risks. What led to these changes? Following a string of severe weather conditions, small Caribbean islands such as Antigua & Barbuda and Sint Maarten were downgraded due to limited government capacity to manage significant hits to physical infrastructure and economic activity. Additionally, the region continues to be weighed down by soft commodity prices causing a consistent drag on economic activity and investment in natural resource dependent country's such as Bolivia and Trinidad and Tobago. Pressures on government finances and access to foreign currency remain the main risks in the region, particularly in those with limited sector diversification.

Moving over to Europe where country risk shifts in 2017 paint a rosier picture. Several western European countries have been reaping the benefits of a Euro Area recovery leading to sovereign rating upgrades for Croatia, Bulgaria and Cyprus. Cyprus is experiencing the green shoots predominantly from a domestic financial recovery while Croatia and Bulgaria move in tandem with the economic recovery of the Euro Area. Regionally, improving government finances and a stronger business climate will lead to a more stable outlook for most countries in the region.

Heading to the Middle East and Africa, we see several countries experiencing varying levels of turmoil. Weak commodity prices, shaky political environments and intra-regional tensions bleed into higher political violence and economic risks throughout the region. Algeria, Tunisia, and the Republic of Congo have felt the squeeze of lower oil prices and public discontent leading to downgrades to their sovereign probability of default ratings. EDC's Global Economic Outlook expects crude oil prices to remain subdued hovering around \$55/bbl over the few years causing further shrinkage of public and exports revenues. Governments' ability to manage through the price downturn, attract financial flows as well as maintain social stability, will determine which countries will be able to maintain (or improve) their country risk ratings going forward. Debt sustainability risks in the region will also remain top of mind as global interest rates and financial flows normalize in conjunction with a US and Euro Zone consistent recovery. One bright spot in 2017 was Ghana which saw most of its risk ratings improve.

Finally, Asia. Political risks lead rating trends in the region. An ongoing Islamist insurgency and the government's crackdown on the drug trade, which highlight some underlying risk factors, have led to a deterioration in the Philippines' country's political violence rating. On the upside, Indonesia saw a reduction of political violence and expropriation & government interference risks driven by improved governance and political stability, as well as a greater openness to foreign investment slowly leading to an ameliorated business climate.

The bottom line? 2017 was a year of many ups and downs. Weak commodity prices, political tensions and fundamental financial fragility balanced against recoveries in the world's largest economies and structural improvements in those reaping the benefits of an increasingly globalized world. As we look forward to 2018, we know that volatility is here to stay but on the other hand, it looks as if recovery is as well, along with some countries' better ability to withstand the storm.



## Training for the new year, new season

*WORKSAFELY™ Back to You with Don Hurst*

As we approach the New Year, WORKSAFELY™ is focusing on addressing your training needs for 2018.

WORKSAFELY™ has changed its approach to training, evolving with the needs of the heavy construction industry. Based on feedback from our industry, we are increasingly focused on custom training. In that light, we will no longer be holding our Heavy Construction EXPO. This means we are available to discuss with you your company and employees' specific training needs, and can tailor courses that can be delivered at your worksite or in our facility.

Beyond the COR™ and various safety courses, we also offer leadership/human-resource training specific to supervisors that focuses on conflict resolution, team leaders, and ethics in the heavy construction industry. Additionally, if there is training that you require that we do not currently offer, we can develop that specific training or hire an expert in the area.

In 2018, WORKSAFELY™ will be developing training on successful return-to-work programs and workshops to assist in developing your drug and alcohol policy to reflect the fact marijuana will be legalized next year.

For more information on the training we offer, please contact Kristen at 204-947-1379. Your advisor is also a great resource for you to discuss specific training needs for your company.

## KNOW YOUR WORKSAFELY™ TEAM

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# Training Schedule

## Construction Safety Excellence™

**TO REGISTER,  
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### WINNIPEG - MHCA Office

3-1680 Ellice Ave.

### BRANDON - St. John Ambulance

Shoppers Mall, 1570 18th St.

#### December 2017

- 11-12 **COR™ Leadership in Safety Excellence**
- 13 **COR™ Principles of Health & Safety Management**
- 14-15 **COR™ Auditor**
- 18 **COR™ Auditor Refresher 1/2 day AM**

#### December 2017

- 4-5 **COR™ Leadership in Safety Excellence**
- 6 **COR™ Principles of Health & Safety Management**
- 7-8 **COR™ Auditor**

#### January 2018

- 15-16 **COR™ Leadership in Safety Excellence**
- 17 **COR™ Principles of Health & Safety Management**
- 18-19 **COR™ Auditor**
- 23 Supervisor as a Team Leader 1/2 day AM
- 23 Resolving Conflict in the Workplace 1/2 day PM
- 26 Auditor Refresher 1/2 day AM
- 26 Excavating & Trenching 1/2 day PM
- 30 Inspections 1/2 day AM
- 31 Investigations

#### January 2018

There is currently no training scheduled for January

#### February 2018

- 5 Safety Committee/Representative 1/2 day AM
- 5 Transportation of Dangerous Goods 1/2 day PM
- 6 Flagperson 1/2 day AM
- 7 ★ Construction Industry Ethics (\*Mandatory for Gold Seal)
- 12-13 **COR™ Leadership in Safety Excellence**
- 14 **COR™ Principles of Health & Safety Management**
- 15-16 **COR™ Auditor**
- 20-21 Traffic Control Coordinator
- 27 Train the Trainer – Facilitation Skills

#### February 2018

There is currently no training scheduled for February

#### March 2018

- 5 ★ Verbal Communication 1/2 day AM
- 5 ★ Written Communication 1/2 day PM
- 6 Preventing Musculoskeletal Injuries 1/2 day AM
- 6 Auditor Refresher 1/2 day PM
- 12-13 **COR™ Leadership in Safety Excellence**
- 14 **COR™ Principles of Health & Safety Management**
- 15-16 **COR™ Auditor**
- 19 Flagperson 1/2 day AM

#### March 2018

There is currently no training scheduled for March



# SAFETY TALK

## Ergonomics in the office

Ergonomics is the science of matching the work to the worker. Office ergonomics includes workstation design, job design and the work environment.

### What's the danger?

A poor fit between the worker and the environment causes physical and psychological stress, which can result in physical health problems such as injuries to muscles, joints and nerves.

### How to protect yourself

**Tips:**

- Look up and away from the monitor regularly, blinking your eyes, to reduce eye fatigue
- Avoid over-reaching, twisting and bending. Place frequently used work materials in a comfortable arc in front of you
- Fitness and consistent use of good posture is important to maintain a healthy spine
- Regular work breaks can help prevent repetitive strain injuries by allowing time to stretch or change body positions

**Adjust your workstation:**

- When sitting, adjust chair height so your knees are level with your hips and use a footrest if your feet are not flat on the floor
- Adjust the lumbar support of the chair to support the curve in your lower back
- Use the backrest of the chair for support to prevent muscle discomfort and fatigue
- Forearms should be alongside your body, elbows at 90 degrees when using the keyboard and mouse – support your arms with armrests
- Mouse and keyboard should be on the same level
- The top of the monitor screen should be at eye level and directly in front of you – not off to one side

Print and review this talk with your staff, sign off and file for COR™ / SECOR audit purposes.

Date: \_\_\_\_\_

Performed by: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Location: \_\_\_\_\_

**Concerns:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective Actions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Name:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_