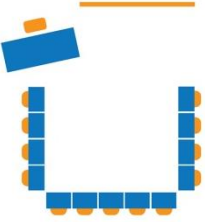
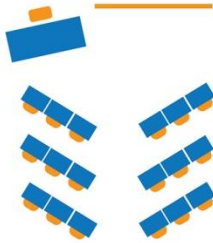
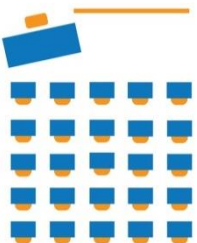
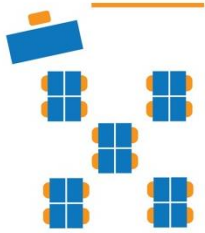


Client Requirements for Programs Delivered At Your Facility

IHSA looks forward to providing training at your facility. Your facility and training room must meet minimum IHSA requirements. The learning environment must be safe, comfortable, accommodating, and free from outside distractions and hazards in order to maximize learning. It must be in a workplace or public facility not a personal residence.

This checklist identifies what IHSA requires when we deliver Programs & Services at your facility.

Training Room and Facility			
<input type="checkbox"/> Safe and free of obvious hazardous conditions.	<input type="checkbox"/> Has a planned evacuation route and required emergency exits.	<input type="checkbox"/> Meets the accessibility needs of the learners.	
<input type="checkbox"/> Equipped with the necessary emergency response equipment.			
Size			
<input type="checkbox"/> Room is large enough to accommodate up to 20 participants and at least 1,000 ft ² or 93 m ² .	<input type="checkbox"/> Additional space is available for hands-on demonstration and evaluation or ability to move furniture to make space if required.	<input type="checkbox"/> Place for the Instructor's equipment samples and materials.	
Set Up			
<input type="checkbox"/> Room is available one hour before start time to allow for set up and 45 minutes after the training for pack up.			
<input type="checkbox"/> Table or desk is available at front of room for Instructor.	<input type="checkbox"/> Screen is available for A/V presentation.	<input type="checkbox"/> Flipchart/whiteboard is available.	
Power Source			
<input type="checkbox"/> Grounded electrical outlet available near Instructor desk.	<input type="checkbox"/> Grounded extension cord available.	<input type="checkbox"/> Extension cord is secured to floor to eliminate tripping hazard.	
Seating			
<input type="checkbox"/> Sufficient space between chairs for reasonable movement by learners.		<input type="checkbox"/> Every seat has a good view of screen.	
<input type="checkbox"/> Learners have tables for writing on.		<input type="checkbox"/> Chairs are comfortable for 3+ hours.	
How will your Training Room be arranged? Check one.			
<input type="checkbox"/> U Shape - Horseshoe	<input type="checkbox"/> Stadium	<input type="checkbox"/> Conference	<input type="checkbox"/> Teams
			
Physical Training Room Environment			
<input type="checkbox"/> Sufficient lighting is available for instruction, demonstration, and evaluation.	<input type="checkbox"/> Temperature and ventilation is easy to control.	<input type="checkbox"/> Noise and distractions can be eliminated.	
<input type="checkbox"/> Lighting can be adjusted.	<input type="checkbox"/> Exhaust system is working and is not noisy.	<input type="checkbox"/> Learners at the back of the room can hear the Instructor clearly.	
Learners will have access to			
<input type="checkbox"/> Water	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Eating facilities	<input type="checkbox"/> Parking

Please read carefully the following requirements and policies in advance of securing your training request.

Participant Requirements

Arrival Time

Participants are expected to arrive in sufficient time to allow the class to commence at the scheduled start time. Late arrivals beyond ten (10) minutes will not be accepted and participants will be excused from the training program. Extended requests to delay the start of the program beyond agreed upon scheduled time will be subject to additional fees.

Learning Evaluation

To obtain a record of training for IHSA's programs, participants must be present for the full program and successfully meet the defined evaluation requirements i.e.: written test, worksheets, assignments and or skills demonstration etc.,

Alternative Evaluation Methods

For participants with language, literacy, or accommodation needs, alternative evaluation methods to the written test may be used to verify that key concepts have been understood.

For participants with any physical impairment or medical condition that may impact their ability to carry out skills demonstration and evaluation alternative evaluation methods will be considered.

These needs must be discussed with an IHSA Representative during the course booking and with the Instructor at the beginning of the training program.

Valid Photo ID (if required will be stipulated on Confirmation Letter)

Each participant must bring a valid piece of photo ID to confirm their registration.

Acceptable photo ID is Driver's License, Permanent Resident Card, Passport, or Student Card.

Participants who do not have the appropriate valid ID will not be able to complete the training program.

Personal Protective Equipment (PPE) (if required will be stipulated on Confirmation Letter)

Participants must wear appropriate clothing, as well as CSA-certified head, foot, and eye protection.

The PPE must be maintained and in good working order as per the manufacturer's specifications and regulatory requirements.

Participants who do not have the necessary PPE will not be able to complete the training program.

IHSA Policies

Fee Policy

Program fees are due upon course booking.

Cancellation and Refund Policy

Clients who wish to cancel scheduled training at their facility will receive a full refund if written notification of the cancellation is received at least ten (10) business days prior to the scheduled training date.

No refund will be made after that date.

IHSA reserves the right to cancel any program due to insufficient enrollment or other causes.

Suitable Training Facility Policy

Clients who request training at their facility must provide a facility and training room that meets the required standards. Should the facility and training room not meet the required standards, IHSA reserves the right to postpone the training session and a course cancellation fee will be applied.

Workplace Violence & Harassment Policy

IHSA is committed to providing effective health and safety education and training to reduce workplace injuries. In order to accomplish this, both instructors and learners must create and foster a positive learning environment that is respectful to all participants.

Every participant in an IHSA training program has the right to be free from violence, harassment and discrimination.

IHSA is committed to providing a violence, discrimination and harassment free environment for our staff and every person who participates in an IHSA Training program. Much of the training will require group work. Mutual respect and cooperation must be the basis of any interaction between learners and IHSA staff.