



**St. John Ambulance**

**SAVING LIVES**  
at work, home and play

[WWW.SJAPEEL.CA](http://WWW.SJAPEEL.CA)

## IN-PLANT TRAINING PROGRAM



KNOWLEDGE BASED TRAINING



DEVELOPMENT OF PRACTICAL SKILLS



COMPREHENSIVE REFERENCE MATERIALS





## St. John Ambulance In-Plant Training Program

St. John Ambulance is Canada's leading authority in first aid and the preferred choice by employers for workplace safety-oriented training\*. St. John Ambulance is committed to providing the most thorough courses, the best student resource manuals and the greatest variety of training options. We are pleased to present to you our In-Plant Training option, which has been selected by many companies who want the on-site expertise and flexibility of having their own St. John Ambulance certified Instructor on staff.

*\*Innovative Research Group, Inc. August 2011*

### Benefits of In-Plant Training

- First Aid, CPR and AED classes can be arranged at the convenience of the company and its employees. The times of the course, numbers in the class and the dates are entirely at your convenience and not subject to the restrictions of hiring outside independent contractors.
- Training is easily customized to the company's particular requirements and hazards.
- First aid instruction can be provided to all employees in the company, increasing employee safety both at work and at home. Certification fees only apply to those that you are required to have certificates issued for.
- Studies show that people trained in first aid have fewer injuries. Companies can benefit from the cost savings realized by having less employee down time due to injury.
- First Aid training can be easily incorporated into new employee orientation programs.
- Re-certifications are quick and easy to arrange, reducing the chance of overlooking employee certificate expiry dates.
- Your Instructor can organize regular refresher workshops or lunch and learn sessions to keep employee knowledge and skills sharp. No fees apply for non-certificate training.
- Your St. John Ambulance certified Instructor will be trained on the latest adult education techniques during their Instructor certification course. These skills are directly transferrable to other employee training programs.
- Preferred client pricing on workplace first aid kits, supplies and AEDs.
- Free first aid comprehensive assessments to help you meet your regulatory requirements.
- Annual reports on employee certifications.
- St. John Ambulance will be your partner in first aid, and will provide continuing education to your Instructor to ensure their skills are current.



## Company Obligations with In-Plant Status

Status as an approved In-Plant training organization is granted by your originating branch of St. John Ambulance. The In-Plant status is granted to the company for the training of their direct employees only, and not members of the general public.

*To be granted In-Plant status, the company agrees to provide:*

- Adequate facilities to conduct training
- Certify one or more designated employees through the St. John Ambulance Instructor Development Program.
- Respect that all St. John Ambulance trademarks and copyrighted material are the property of St. John Ambulance and that permission to use our logo for any purpose is required and that copying of St. John Ambulance training materials is strictly prohibited.
- Purchase and utilize the required student training supplies for students from St. John Ambulance. (see price list in Appendix A)
- Rent or purchase the required training equipment, which is required to conduct the training (see price list in Appendix A):

## Choosing an Instructor Candidate

Our experience has proven that success as a St. John Instructor is more likely for people who have all or some of the following characteristics/experience in their background:

- Teaching personality - enjoys people, understands how to organize and relate information in terms that suits the group they are teaching
- Comfortable speaking in front of groups
- Background in a health care/emergency related field
- Sense of humor
- Flexible

St. John Ambulance will endeavor to ensure your selected candidate is provided with support every step of the way through the certification process. Attendance is critically important to their success so they must be committed to the process and attend all required training and mentoring sessions.

## St. John Ambulance Instructor Certification

An In-Plant Instructor is trained in the same way any other St. John Ambulance Instructor is trained, through a nationally recognized Instructor Development Program (IDP). The IDP program is offered at a number of branch locations in two formats – 40 hours over 5 week days, or 40 hours over two weekends (2 Friday eves, 2 Saturdays, 2 Sundays). The Instructor candidate will be provided with a schedule of IDP courses to choose from.

*Prerequisites:*

- Interview with the Executive Director or designate to review the In-Plant program to ensure agreement and understanding of terms and conditions
- Standard First Aid + CPR (HCP level) (taken within 6 months of the start of the course)
- Submission of an original recently obtained Police Record Check that includes vulnerable sector screening



After the IDP course the Instructor candidate will be mentored by experienced Instructors to ensure their success. Once the certification process is complete, the Instructor will be certified for three years. Each Instructor is required to teach at least 2 courses per year to maintain their certification. Instructors can renew their certification through a one-day recertification course.

After IDP certification is completed, access to two short on-line programs will be provided regarding Respect in the Workplace and the Ontario Accessibility Act. Submission of certificates of completion is required.

In-Plant instructors will receive all relevant communications from their St. John Ambulance branch related to (but not limited to) textbook revisions, protocol changes, and recertification courses.

## Customer Service Support

Your St. John Ambulance designated representative (herein referred to as the St. John Client Service Representative) is responsible for ongoing customer service and is the liaison with your company for all your training needs. The St. John Client Service Representative will be your contact for course materials, course processing, certification and billing. Your St. John Client Service Representative is also responsible for reviewing your agreement with you on an annual basis.

## Course Administration

Upon delivery of First Aid & CPR/AED training courses, the In-Plant Instructor should submit the completed class list and reports as soon as possible so certificates can be issued. Certificates for training and recertification can only be issued by St. John Ambulance. Invoicing for courses will take place upon course processing. Payments for courses may be made by credit card or approved purchase order. Student certificates are sent to the company once full payment is received.

## Record Keeping

St. John Ambulance will maintain a master list of authorized In-Plant companies. This information will be comprised of the company contact information, address, contact numbers and the Instructors who are currently authorized to instruct St. John training. It is the responsibility of the company to notify the local St. John Client Service Representative of any changes to this information.

All student records of training are administered and maintained by St. John Ambulance. The company may request training history at any time from the local St. John Client Service Representative.

## Other Products & Services

Our In-Plant clients have access to special pricing on all of our first aid kits, supplies, AED units & equipment. Contact your Client Services Representative for more information.

Through our online training campus we offer over 15 workplace safety courses such as WHMIS, Canada Labour Code: Part II, Bill 168 achieving compliance, and transportation of dangerous goods. To access the on-line training campus go to [www.sjatrainning.ca](http://www.sjatrainning.ca).

Upon implementation of the agreement your St. John Client Service Representative would be happy to meet with you to review your company's unique needs and work with you to perform a full first aid site assessment to help you ensure you are meeting local regulatory requirements.

## Next Steps

To proceed with a request to establish an In-Plant partnership with the St. John Ambulance Peel Branch, or for further information please contact our dedicated Corporate Client Service team.



## Peel Branch Contact information

### St. John Ambulance – Peel Branch

*Serving Brampton, Bolton, Mississauga, Meadowvale, and Orangeville*

Address: 1081 Meyerside Drive, Unit 6  
Mississauga Ontario  
L5T 1M4

Phone: (905) 568 – 1905  
Fax: (905) 568 – 4838  
Email: [sjapeel@on.sja.ca](mailto:sjapeel@on.sja.ca)  
WEB: [www.sjapeel.ca](http://www.sjapeel.ca)

## Corporate Client Service Team

### Stefanie Voss

Corporate Client Services

Email: [Stefanie.voss@on.sja.ca](mailto:Stefanie.voss@on.sja.ca)

Phone: 905-568-1905 ext. 150

### Iwona Polak

Corporate Client Services

Email: [Iwona.polak@on.sja.ca](mailto:Iwona.polak@on.sja.ca)

Phone: 905-568-1905 ext. 145

## Client testimonials

*As an In-Plant instructor at Baxter Corporation, I know the people I am training, the reason that they require the training as well as their current skill set. This enables me to tailor the training to their needs as well as skill set. We have the ability as an in-plant to focus on the training they need more of, adding extra time to lessons they'll need most.*

*In addition to this, the support from our local St. John Ambulance branch ensures that we have the materials, resources and guidance when we need it. Our Branch is our partner in training.*

### Chris Schmied

*Enterprise Systems Trainer, St John Ambulance Instructor  
Baxter Corporation, Canada*

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*At VWR International, employee health and safety are paramount to our operation.*

*The ability to maintain a safe working environment while maintaining budgetary demands is a perfect combination of associate and fiscal responsibility. Having an In-Plant St John Ambulance Instructor has allowed VWR to do just that.*

*The In-Plant Instructor also works with our JHSC to ensure that all First Aid kits, First Aid rooms and our Automatic External Defibrillator are maintained, functional and in readiness should they be required.*

*Training in Standard First Aid, CPR and AED at a greatly reduced price, on a schedule that meets the demand of our operation has allowed us to not only meet WSIB requirements, but to surpass them, ensuring a healthy and safe workplace.*

### AI Blundell

*Logistics Manager- Canada  
VWR International*