



Schulich
School of Business
York University



JACQUES WHITFORD
TRAINING INSTITUTE
and
THE SUSTAINABLE
ENTERPRISE ACADEMY
at the
Schulich School of Business
York University
present

PROFESSIONAL TRAINING COURSES

Location of Courses
7271 Warden Avenue
Markham Ontario
8:00 am to 5:00 pm

Environmental
Management Systems
(EMS) Standards,
Practices & Aspects
April 18–20, 2007 or
November 14–16, 2007
Toronto, Ontario

Environmental Auditing
Legislation and Other
Canadian Requirements
April 23–25, 2007 or
November 19–21, 2007
Toronto, Ontario



courses

The Jacques Whitford Training Institute and the Sustainable Enterprise Academy at the Schulich School of Business, York University are pleased to present this series of professional training courses for management development towards improved environmental performance in business.

- **ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) STANDARDS, PRACTICES AND ASPECTS**
APRIL 18–20, 2007 or NOVEMBER 14–16, 2007
LOCATION: TORONTO, ONTARIO
- **ENVIRONMENTAL AUDITING, LEGISLATION AND OTHER CANADIAN REQUIREMENTS**
APRIL 23–25, 2007 or NOVEMBER 19–21, 2007
LOCATION: TORONTO, ONTARIO

Both of these courses are based on the Standards Council of Canada's auditor training syllabus and the Body of Skills and Knowledge of the Canadian Environmental Auditing Association (CEAA). Graduates successfully completing both these courses will have the instruction necessary to satisfy the formal training requirements to become a Certified Environmental Auditor, EMS Auditor or EMS Lead Auditor.

sponsors

The Jacques Whitford Training Institute and the Sustainable Enterprise Academy, Schulich School of Business, York University have formed a partnership to offer these professional courses.

JACQUES WHITFORD TRAINING INSTITUTE (JWTI)
JWTI provides high quality instruction in the areas of Health, Safety, Environment and Risk Management. The Institute draws on the broad knowledge base of management professionals in Jacques Whitford Limited, one of Canada's largest and most respected consulting engineering and environmental science firms.

THE SUSTAINABLE ENTERPRISE ACADEMY (SEA)
The Sustainable Enterprise Academy was founded by the Erivan K. Haub Program in Business and Sustainability at the Schulich School of Business with support from AMEC, Dofasco, DuPont Canada, Petro-Canada and the Suncor Energy Foundation. SEA offers Business Leader Seminars for senior executives on a semi-annual basis. SEA is now launching a series of professional courses to complement its Business Leader Seminars.

benefits

Environmental Management Systems (EMS) and the Environmental Auditing Programs that support them are quickly becoming essential elements of business. Certification of company environmental management systems to the ISO 14001 Standard is increasingly being demanded by business customers and expected by governments and the public. The opportunities offered by "sustainable enterprise" require state-of-the-art environmental management programs, advanced environmental/social auditing procedures and reporting processes.

Attendees to these courses will learn:

- the business case for EMS and Environmental Auditing;
- how to design and manage an effective EMS;
- the requirements of the ISO 14001 EMS Standard;
- the role of Environmental Auditing in an EMS and corporate governance;
- how to design and operate an effective audit program;
- the requirements for auditor training and certification;
- the linkages to risk management, cost reduction, innovation, supply-chain management and corporate sustainability.

who SHOULD ATTEND

- Individuals involved with developing or implementing an EMS, especially ISO 14001;
- Facility managers who may be subject to an EMS or compliance audit;
- Internal or external compliance or EMS auditors;
- Quality and internal auditors;
- Audit program managers and ISO 14001 program managers;
- Individuals wishing to obtain certification as EMS/CEA/SFM auditors;
- Health and safety personnel wishing to acquire management system and compliance audit skills and techniques.

registration

To register, please go to www.jwtraining.com and click on **Upcoming Classroom Courses**.

REGISTRATION Covers all program materials and a continental breakfast each day. Lunch and accommodation are not included.

CANCELLATIONS A full refund will be provided for cancellations made prior to 3 weeks before the course start date, otherwise 25% of the course fee will be charged.

RIGHTS Jacques Whitford and the Sustainable Enterprise Academy reserve the right to cancel or change the date or location of its courses and instructors.

DISCOUNT A discount of \$100 applies to a second and subsequent participant from the same organization (excludes student rate).

OTHER JWTI COURSES

Jacques Whitford Training Institute has available a variety of other classroom courses to meet the training needs of our clients across North America. Trainers are willing to travel to deliver the courses where required.

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| • Accident Investigation | • Introductory Air Dispersion Modeling |
| • Asbestos Awareness | • OHSAS 18001 Awareness |
| • Basics of Fall Protection | • Phytoremediation |
| • Electrical System Safety | • Policy and Workplace Health & Safety Committee Training |
| • EMS General Awareness | • Pollution Prevention |
| • Internal Auditing | • Safety Management Systems Assessment |
| • Environmental Risk Assessment | • Safety Management Systems for Practitioners |
| • First Aid and CPR Training | • Waste Manifest Course |
| • Green Procurement | • Wetlands Engineering |
| • Hazard Recognition | |
| • Hazardous Waste Management | |
| • Introduction to Radiation and Radon Gas | |

Our e-Learning products are popular because they are engaging, easy-to-use and the Support Web sites are great sources of information:

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|-------------------------------------|--------------------------------|
| • Green Defensive Driving Course | • Storage Tanks Systems Online |
| • Transportation of Dangerous Goods | • Green Procurement Online |
| • Small Drinking Water Systems | • Sustainable Design Online |

www.jwtraining.com

course one

ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) STANDARDS, PRACTICES AND ASPECTS

CONTENT

- Objectives, Principles and Components of Environmental Management Systems;
- General Requirements of ISO 14001:2004;
- Environmental Management Tools and Techniques for Planning, Operating, and Maintaining EMS;
- Management Review and Continual Improvement;
- Preparation and Process for ISO 14001 EMS Registration.

DURATION: 3.0 DAYS **COST:** \$900 **STUDENT RATE:** \$350

SCHEDULE

DAY 1

- Business and Sustainability
- Introduction to Management Systems
- Requirements and Elements of Environmental Management Systems (EMS)
- The ISO 14001 EMS Model
 - *Workshop* – ISO Definitions
- Scope and Applicability of ISO 14001 and ISO 14004;
- Purpose, Scope and Benefits of EMS Standards
- Other types of Management and Operational Systems and their relationship with EMS
 - *Workshop* – Comparison of ISO 9001/14001

- EMS Implementation
- General Requirements of ISO 14001

DAY 2

- EMS Tools and Techniques
 - Planning an EMS (including Environmental Policy, Aspects, and Impacts)
 - *Workshop* – Environmental Policy
 - Environmental Aspects and Impacts
 - *Workshop* – Environmental Aspects and Impacts
 - External Expectations and Requirements
 - Environmental Objectives and Targets
 - Environmental Management Programs
 - Reporting and Verification
 - Operating an EMS
 - *Workshop* – Operational Control Procedures

DAY 3

- Checking an EMS
- Management Review and Continual Improvement
 - *Workshop* – Management Review
 - Maintaining an EMS (including Evaluating Audit Results)
- Preparation for the ISO 14001 EMS Registration Process
- Review and Exam

faculty

J. EDWARD ARNOLD B.Sc.

Vice President and Senior EHS and Risk Management Consultant; Jacques Whitford – Toronto

- Over 40 years experience in EHS and Risk Management including managing a corporate environmental affairs department;
- Performed and managed numerous environmental health and safety audits for major industrial clients in a variety of industries;
- Lead trainer for Arthur D. Little of Canada for 8 years;
- Past President of the Canadian Environmental Auditing Association and member of the Standards Council of Canada's Environmental Management Systems Forum.

RANDY SINUKOFF M.A.Sc., P.Eng., CEA, EMS(A)

Lead Instructor; Jacques Whitford – Toronto

- Lead instructor for ISO 14001 Lead Auditor and similar courses since 1996;
- Assisted in the development and implementation of EMS to the ISO 14001 standard for a wide variety of industries;
- Significant contributor to the development of auditing programs and documents for the Canadian Government and similar organizations;
- Member of Canadian Advisory Committee to ISO TC207 for environmental auditing.

REBECCA CAMERON B.Sc. (Hons.), CEA

Management System and Auditing Consultant; Jacques Whitford – Toronto

- Assistant instructor and course developer for JWTI since 2000;
- Has a comprehensive understanding of Canadian federal and provincial environmental legislation and best management practices used to assess environmental compliance;
- Lead auditor for numerous environmental, health and safety audits, both compliance and management system oriented;
- On-site consultant for the development and implementation of various ISO 14001 Environmental Management Systems.

VANESSA LITHGOW B.Sc., CEA, EMS(LA)

Management System and Auditing Consultant; Jacques Whitford – Toronto

- Led and participated in hundreds of EMS and compliance audits;
- Has a comprehensive understanding of Federal and Provincial environmental legislation and best management practices;
- Experienced in the development and evaluation of various quality, environmental, health and safety management systems;
- Instructor and advisor for auditing and management system courses for Jacques Whitford and clients.

BRIAN KELLY B.Sc.

Deputy Director, Haub Program in Business and Sustainability, Schulich School of Business, York University

- Founding Director of the Sustainable Enterprise Academy, an executive education program based at the Schulich School of Business, York University;
- President of EcoPathways Consulting Inc., specializing in green electricity and corporate sustainability strategy;
- Former Director of Environment and Sustainable Development for Ontario Hydro.

course two

ENVIRONMENTAL AUDITING, LEGISLATION AND OTHER CANADIAN REQUIREMENTS

CONTENT

- Auditing Concepts, Principles, and Skills;
- Audit Planning, Process and Roles and Responsibilities;
- Gathering Evidence, Writing and Prioritizing Findings and Reporting;
- Environmental Legislation and Other Relevant Auditing Standards and Guidelines;
- Introduction to Social Auditing

DURATION: 3.0 DAYS **COST:** \$900 **STUDENT RATE:** \$350

SCHEDULE

DAY 1

- Introduction and Definitions of Environmental Auditing
- Audit Program Design
 - Objectives and Scope
 - Criteria
- Setting an Audit Schedule
- Various Types of Auditing, Investigations and Assessments
- Stakeholders in the Audit Process
- Professional Ethics in Environmental Auditing
 - *Workshop* – Code of Ethics

DAY 2

- The Basic Audit Process
 - Preparation and Planning (including Federal and Provincial Legislation)
 - *Workshop* – Audit Planning
 - On-Site Activities
 - *Workshop* – Opening Meeting
 - *Workshop* – Interviews

DAY 3

- The Basic Audit Process (continued)
 - On-Site Activities (continued)
 - *Workshop* – Closing Meeting
 - Post Audit
- Auditors' Personal Attributes and Skills
- Sources of Environmental and Other Relevant Auditing Standards and Guidelines
- Review and Exam

contact

FOR MORE INFORMATION

Visit our website at www.jwtraining.com

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