



Letter of Support Instructions

Assessor Qualification Training applicants must provide two letters of support as part of their application package. If they are applying as an Internal Assessor, one of those letters must be from their organization in support of the application.

Internal Assessor Applicants

These letters must include specific reference to how the organization will support the applicant in the following points:

- Time and support for the applicant to complete the Assessor Qualification by attending both the Integrating PHS into the Workplace and PHS Assessor Course
- Providing time for applicants to attend mandatory webinars, meetings, etc as part of the Assessor Community of Practice
- Support for the applicant to complete a qualifying assessment at the organization

All applicants

The letters must address how the applicant meets the Minimum and Preferred (if applicable) criteria to become an MHCC-OM PHS Assessor.

Minimum Qualifications

- Successful completion or commitment to complete MHCC OM Integrating PHS into the Workplace course*
- Familiar with the National Standard of Canada for Psychological Health and Safety in the Workplace
- Familiarity with Psychological Health and Safety practices
- Familiar with Health and Safety management systems, and how they are used within workplaces
- Certification in Mental Health First Aid
- Proficiency in computer programs such as Microsoft Word, PowerPoint, and Excel
- Experience with Virtual meeting platforms like Zoom and MS Teams
- Professional communication skills
- No criminal convictions

Preferred Qualifications

- Familiarity with ISO 45003:2021 *Occupational health and safety management — Psychological health and safety at work — Guidelines for managing psychosocial risks* is an asset
- Previous experience with workplace health and safety, or workplace culture audits or assessments
- Familiarity with applicable legislation related to psychological health and safety within the jurisdiction you will be working in
- Experience with AuditSoft™ platform
- Completion of The Working Mind Managers/Employees
- Completion of LivingWorks Safe Talk Training/ Applied Suicide Intervention Skills Training