



## HEALTH AND SAFETY TRAINING SCHEDULE FOR 2019 (updated March 20, 2019)

### ONLINE TRAINING

Ergonomics and MSI Prevention (Safe and Certified)  
Slips, Trips and Falls (Safe and Certified)  
WHMIS 2015 (Safe and Certified)  
AODA – Accessible Customer Service (UFT, new hires only)  
Basic Awareness for Worker and Supervisor (MOL), or  
Basic Awareness for Worker and Supervisor (Victoria University web site)

### April 23, 2019 – EM108

8:30 am – 9:15 am Hot Work (**new**) (Maintenance staff)  
9:15 am – 10:00 am Overexertion, Safe Lifting and Manual Material Handling  
10:15 am – 11:00 am Working Alone  
11:00 am – 12:00 pm Noise Hazards  
1:00 pm – 2:00 pm Energy Hazards Lockout/Tagout (Maintenance staff)  
2:00 pm – 2:45 pm Heat Stress  
3:00 pm – 3:30 pm Health and Safety Policy

### June 12, 2019 – Vic Chapel

8:00 am – 10:00 pm Genie Lift (Housekeeping and Maintenance staff)  
10:15 am – 11:15 am Ergonomic Training (MSD)  
12:45 pm – 1:45 pm Ladder Training  
~~1:45 pm – 3:15 pm Lock Down Procedures (**new**) CANCELLED~~

### August 2019 – VC115 (Dons/Front Desk staff/Library Senior Students/Bader staff/CRRS staff)

12:30 am 4:00 pm WHMIS (Generic Program)  
Fire Exit Doors  
Slips, Trips and Falls  
Violence and Harassment in the Workplace  
Working alone

### October 2019 – AH Drama room (Drama students only)

8:00 am - 9:00 am Tool Safety training

### October 2019 (Housekeeping and Food Services only)

9:30 am – 10:30 am WHMIS 2015  
2:00 pm – 3:00 pm WHMIS 2015

### November 4, 2019 – Vic Chapel

8:00 am to 12:00 pm Confined Space (Maintenance staff)  
Fall Protection Equipment (Maintenance Staff)

### November 5, 2019 – Vic Chapel

8:00 am – 10:00 am Fall Arrest Protection (Housekeeping and Maintenance staff)  
10:15 am – 11:15 am Violence and Harassment in the Workplace  
11:15 am – 12:15 pm Injury and Hazard Reporting  
1:15 pm – 2:45 pm Respirator Program (Maintenance staff)  
3:00 pm – 3:45 pm Slips/Trips and Falls

## **Mandatory Training:**

- **AODA:** all new University of Toronto employees must complete the online training as it is a legislative requirement.
- **Basic Awareness for Worker and Supervisor Awareness:** this is a mandatory session for all new managers and employees as per the Ontario Regulation 297/13 (one-time only).
- **WHMIS Specific:** to be provided by departmental managers on hazardous products used in the workplace.
- **WHMIS Generic:** to be provided to all new employees, transfers, or employees that have not received this training or for employees who received prior training.

## **Other Training:**

### **Accident/Incident Investigation**

This training is for managers, new employees, transfers or for any individual who has not received prior training.

### **Asbestos (basic, training I and II)**

This training is for maintenance staff.

### **Cold Stress**

This training is for employees working outside or in a cold environment.

### **Confined Space**

This training is for maintenance staff.

### **Dons Training**

This training is for all Dons in residences as well as student-employees of Victoria University.

### **Due Diligence/Health & Safety and the Law**

This is an information session for all new employees, transfers, or employees who have not received this training.

### **Early and Safe Return to Work**

This is an information session for all new employees, transfers, or employees who have not received this training.

### **Electrical Safety**

This training is for Housekeeping employees.

### **Emergency Preparedness**

This training is for new employees, transfers or for any individual who has not received prior training. Please note that Emergency Evacuation Plan training needs to be taken again every 2 years.

### **Employee Safety Program**

This training is for new employees, transfers or for any individual who has not received prior training.

### **Employing Young Workers**

This training is for managers who employ young employees.

### **Ergonomic/MSD Prevention**

This training is for new employees, transfers or for any individual who has not received prior training.

### **Fall Arrest Protection**

This training is for Maintenance and Housekeeping employees.

### **Fall Protection Equipment**

This training is for maintenance employees using the fall protection equipment.

### **Fire Exit Doors and Emergency Equipment**

This training is for new employees, transfers or for any individual who has not received prior training.

### **Fire Wardens procedures**

This training is for fire wardens and assistant fire wardens.

**First Aid/AED**

This training is for all employees. It is valid for 3 years and taken off campus.

**Genie Lift**

This training is for Maintenance and Housekeeping employees.

**Grounds Hazards**

This training is for Groundskeepers.

**Health & Safety Policy**

This is an information session for all new employees, transfers, or employees who have not received this training.

**Heat Stress**

This training is for employees working outside or in a hot environment.

**Hot Work**

This training is for maintenance staff.

**Injury and Hazard Reporting**

This training is for new employees, transfers or for any individual who has not received prior training.

**Lockout/Energy Hazards**

This training is for new employees, transfers or individuals working for the maintenance, grounds, food services and housekeeping units.

**MSDSOnline**

This training is for new employees, transfers or for any individual who has not received prior training.

**Noise Hazards**

This training is for individuals working for longer periods of time in a noisy environment.

**Occupational Health & Safety Act**

This training is for managers and supervisors and any new employee who is not familiar with the act.

**Office Hazards**

This training is for new employees, transfers or for any individuals working in an office.

**Overexertion/Material Handling/Safe Lifting**

This training is required by any employee who is required to lift to perform the job.

**Personal Protective Equipment (PPE)**

This training is for employees who need to use Personal Protective Equipment in our employ.

**Propane Safety**

This training is for Food Services employees using propane powered equipment.

**Respirator Program**

This training is for maintenance employees only.

**Safety Competency for Management and JHSC Members**

This training is for senior managers, managers, supervisors and JHSC members.

**Slips, Trips and Falls**

This training is for new employees, transfers or for any individual who has not received prior training.

**Tool Safety**

This training is offered by the carpenter to the theatre students.

**Violence in the Workplace**

This training is for new employees, transfers or for any individual who has not received prior training.

**Working Alone**

This training is required for employees who work alone from time to time.

**Workplace Inspections**

This training is for senior managers, managers, supervisors and JHSC members