

- **Why am I required to complete Health and Safety Awareness Training?**

- A new regulation ([Ontario Regulation 297/13](#)) was introduced by the Ministry of Labour (MOL) Chief Prevention Officer which requires employers to ensure that a worker completes a basic health and safety awareness training course.
- The regulation also requires employers to ensure that a supervisor completes a basic health and safety awareness training course.

- **What does the training cover?**

- The MOL requires that training for workers covers:
 - the duties and rights of workers under the Ontario Health and Safety Act (OHSA)
 - the duties of employers and supervisors under OHSA
 - common workplace hazards and occupational illnesses
 - the role of joint health and safety committees (JHSCs) and of health and safety representatives under OHSA
 - roles of the ministry, the Workplace Safety and Insurance Board (WSIB), and Health and Safety Associations; and
 - information and instruction requirements set out in the Workplace Hazardous Materials Information System (WHMIS) regulation
- In fact, there are **42** separate learning outcomes which must be covered

- The MOL requires that training for supervisors covers:
 - the duties and rights of workers under OHSA
 - the duties of employers and supervisors under OHSA
 - how to identify, assess and manage workplace hazards
 - the role of joint health and safety committees (JHSCs) and of health and safety representatives under OHSA
 - roles of the ministry, the Workplace Safety and Insurance Board (WSIB), and Health and Safety Associations; and
 - sources of information on occupational health and safety
- In fact, there are **48** separate learning outcomes which must be covered

- **I am a supervisor. What training am I required to complete?**

- Carleton has developed specific supervisor Health and Safety Awareness Training which builds upon the foundational elements introduced in the Carleton Worker Health and Safety Awareness Training. As a result, the Worker Health and Safety Awareness Training is a prerequisite for the supervisor awareness training, so you are required to complete both training programs.

- **I completed the Carleton Health and Safety for Supervisors training previously. Am I required to complete this new training course?**

- Yes, you are required to complete this new training. Because the learning outcomes were very specific, a gap analysis was performed to identify if the existing training was compliant with the new requirements. The old training did not encompass all of the required elements. As a result, with input from the JHSC, the decision was made to require all supervisors to complete the new training

- **I am a student and not an employee. Am I required to complete this training?**

- The Occupational Health and Safety Act specifically defines workers AS:
 - “worker” means a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program; (“travailleur”)
- Unpaid students are not, by definition, “workers”, and therefore the legislation does not require employers to ensure they complete this training. However, the expressed goal of the legislation is to prevent accidents by providing awareness training. By definition, a university has the goal of imparting knowledge. What better knowledge to impart than to keep our students safe! Therefore, students are strongly encouraged to complete the worker awareness training by self-enrolment using their Carleton credentials.

- **I am a student doing an unpaid placement. Am I required to complete this worker awareness training?**

- Unpaid students are not, by definition, “workers”, and therefore the legislation does not require employers to ensure they complete this training. However, the expressed goal of the legislation is to prevent accidents by providing awareness training. By definition, a university has the goal of imparting knowledge. What better knowledge to impart than to keep our students safe! Therefore, students are strongly encouraged to complete the worker awareness training by self-enrolment using their Carleton credentials

- In addition, your placement employer may also decide that (while not legally required) completing a health and safety awareness training will afford you the knowledge to prevent accidents. Therefore completing training is only good business. As discussed for paid placements, this training could take many formats, including the Carleton awareness training.
- **I am a student doing a paid placement for an Ontario employer. Am I required to complete this worker awareness training?**
 - Every employer in Ontario is required to ensure their workers complete an awareness training program. Carleton has developed online worker health and safety awareness training. Other employers will have developed theirs, as well. Others may use the MOL worker awareness training tool, in either an online or workshop format. Your placement employer should require you to complete awareness training.
- **I am not a supervisor. Can I still complete the supervisor health and safety training?**
 - Yes. In fact, Carleton encourages that all workers to complete the Supervisor Health and Safety Awareness Training. What better way to understand what is required, than to receive the same information as your supervisor?
- **Will there be a record of this training? And if so, how can I access it?**
 - Yes, there will be a record. All data recorded within the cuLearn “moodle” platform will be transferred to the Banner database.
 - You will be able to access your training records by checking these out on Carleton Central, under Learning and Development, completed courses. Because this is a new process, there may be a delay to effect this data transfer.

- **I don't see the value of completing this training. What will happen if I refuse to complete the training?**
 - The government has taken the unprecedented action of creating a law to require employers to ensure training is completed. Carleton is required to ensure this is done.
 - The Carleton health and safety policy was amended this year to incorporate the requirement to complete H&S training. As a result, a refusal to complete the training means non-adherence to university policy.
 - The university encourages all faculty and staff to complete the training which is required by legislation, required by university policy and has the overall positive goal of preventing injury.
- **I notice that the legislation indicates a coming into effect of July 1. Why the push now to complete the training?**
 - The legislation is written such that the employer must ensure that every worker is trained **by** July 1. Given a population of approximately 6,000 full and part-time staff (covering all of our employment groups), it takes time to reach all faculty and staff to have them complete the mandatory training. By starting well in advance, we expect to achieve compliance by the required July 1 deadline.
- **I received many emails and communications reminding me to complete the Workplace Violence and Harassment Prevention training. Will the same thing occur this time?**
 - Yes, because the employer is required to ensure the training is completed, Carleton will be providing ongoing communications to update the community and to encourage staff and faculty to complete the training.

- **I see that I have three courses deposited in my cuLearn. Why is that and does that mean I am obligated to complete all three?**
 - Discussions between HR/CCS/EDC and EHS determined this was the most effective means to launch the programs simultaneously and ensure that we did not miss anyone requiring training.
 - You are required to complete the Worker Health and Safety Awareness Training module. If you are a supervisor or a manager, you are also required to complete the additional supervisor awareness module.
- **What about the WHMIS module. I work in an office. Am I required to complete a training program on workplace hazardous materials?**
 - No, WHMIS legislation requires that anyone who works with, or in proximity to, hazardous materials complete this training. If this definition does not apply, you are not required to complete, although you are encouraged to do so! WHMIS training will also provide you the information you require to safely handle hazardous materials within your home, as the training addresses the hazards of the materials and not just the “chemicals”.
- **I completed the WHMIS course at Carleton years ago. Am I required to do it again?**
 - You are not required through specific legislation to complete again, however the training course provides information on GHS, (Globally Harmonized System of Classification for Hazardous Materials) which is expected to become law in 2015, replacing WHMIS. You will be required by legislation to redo the training when this occurs.
 - In addition, many other countries have already implemented GHS and, therefore, their products are classified according to this new system, with the new labelling and Safety Data Sheets. If you have these within your workplace, you are required to be trained.

For additional information regarding the Health and Safety Awareness
Training Program at Carleton University
please visit the Environmental Health and Safety web site at:
<http://www.carleton.ca/ehs/>