

Mandatory Training Acknowledgement

I hereby acknowledge that I am responsible for completing the following training **no later** than *two weeks* following my start date of employment with Carleton University:

The full list of mandatory training courses can be found in Carleton Central (<https://central.carleton.ca/>) under the 'Employee Services' tab, then 'Learning and Professional Development' and under 'Online Courses'.

Your role on campus may require additional Environmental Health and Safety (EHS) training, please review the EHS training list at <https://carleton.ca/ehs/training/> and confirm with your Department.

1. **AODA Customer Service Standard** – <https://brightspace.carleton.ca/d2l/home/81094>

Module 1 – Understanding the AODA and the Accessibility Standards for Customer Service

Module 2 – Communicating with Customers with Disabilities

Module 3 – Serving Customers with Disabilities

All three modules must be completed to qualify as completing the course.

2. **AODA Employment Standard Training** – <https://brightspace.carleton.ca/d2l/home/81095>

Enrolment Key (if needed): *training*

3. **AODA Information and Communications Training** – <https://brightspace.carleton.ca/d2l/home/81096>

Enrolment Key (if needed): *training*

For more information, please visit: <https://carleton.ca/equity/accessibility/aoda/>

4. **Respect and Safety (Workplace Violence and Harassment Prevention) Training** –

<https://brightspace.carleton.ca/d2l/home/53865> Enrolment Key (if needed): *stay safe*

5. **Worker Health and Safety Awareness**) – <https://brightspace.carleton.ca/d2l/home/53861> Enrolment

Key (if needed): *stay safe*

6. ****Workplace Hazardous Materials Information System** – <https://brightspace.carleton.ca/d2l/home/53864>

Mandatory for anyone working with hazardous materials, or anyone working in a laboratory or workshop.

Enrolment Key (if needed): *stay safe*

7. ****Supervisor Health and Safety Awareness** – <https://brightspace.carleton.ca/d2l/home/53862>

Mandatory for all supervisors/managers. Enrolment Key (if needed): *stay safe*

For more information, please visit: <https://carleton.ca/ehs/training/> or contact EHS at ehs@carleton.ca

Signature

Date

Name – Please Print

BANNER ID/Employee/Student Number

Please return the signed form to Human Resources – 507 Robertson Hall