



Employee Training Matrix

			Training Frequency (years)#	Management, Supervisors of low risk work	Supervisors of high risk work (Chemical Labs)	Supervisors of High Risk Field Work	Students Involved in Field Work	Supervising Faculty	Graduate Students/Post Docs/Visiting Scholars	Teaching Assistants	Administrative Staff	IT Staff	Service Personnel (delivery/retail/etc)	Demonstrators, Technical Staff, Lab Personnel	
General	SO1001	Employee Safety Orientation		M	M	M	M	M	M	M	M	M	M	M	
	SO1081	Workplace Violence		M	M	M	M	M	M	M	M	M	M	M	
	SO2017	WHMIS 2015	5	M	M	M	M	M	M	M	M	M	M	M	
	SO1100	Supervisor Safety Awareness		M	M	M		M							
	SO1003	Supervisor's Safety Training	5		M	M									
	SO1007	Inspecting the Workplace		R	M	M		R							
	SO1012	Incident Investigation		R	M	M		R							
	SO1038	First Aid, Emergency 1-Day	3	2	2			2			2	2	2	2	
	SO1039	First Aid, Standard 2-Day	3	3	3			3			3	3	3	3	
	SO1040	Fire Warden Training		4	4			4			4	4		4	
	SO1041	Emergency Spills Training											1		
	SO1022	Transportation of Dangerous Goods	3										1		
		Accessibility for Ontarians with Disabilities			M	M	M	M	M	M	M	M	M	M	M
	SO1019	Job Safety Analysis		R	M	M	M	R							
Hazard Specific	SO1061	Asbestos Awareness			1				1			1		1	
	SO2015	Asbestos Training Type I and Type II			1				1			1		1	
	SO1023	Confined Space Entry			1				1			1		1	
	SO1036	Elevated Work Platforms	3									1		1	
	SO1026	Fall Protection			1				1			1		1	
	SO1027	Forklift Training	3		1									1	
	SO1025	Hazardous Energy Control			1				1					1	
	SO1051	Hearing & Eye Protection			1				1			1		1	
	SO1035	Inspection of Slings and Chains			1				1					1	
	SO1057	Laboratory Support Worker	3												
	SO1050	Ladder Safety			1				1	1	1	1	1	1	
	SO1031	Manual Materials Handling			1				1	1			1	1	
	SO2020	MOL Working at Heights	3		1				1					1	
	SO1056	Office Ergonomics			1				1		1			1	
Research	SO1069	Biosafety			1				1					1	
	SO1030	Cryogenic and Compressed Gas Safety			1				1					1	
	SO1010	Lab Safety			1				1	1				1	
	SO1066	Laser Safety Theory			1				1					1	
	SO1013	Radiation Safety Open Sources			1				1					1	
	SO1015	Radiation Safety Sealed Sources			1				1					1	
	SO2016	Safe Chemical Handling			1				1					1	
	SO1011	X-ray Safety			1				1					1	

Legend

- * - Training may be required more frequently by supervisor
- M - Mandatory
- R - Recommended
- 1 - Mandatory if hazard present or supervising employees or students working with hazard
- 2 - Each department is expected to have 10% of its employees to be trained in emergency first aid
- 3 - Schools located off Main Campus are expected to have 10% of its employees trained in standard first aid
- 4 - Departments are expected to provide enough employees to provide coverage for all of its assigned space

High risk work includes, but is not limited to:

- Research laboratories, technical and maintenance shops
- Areas where hazardous materials are used
- Commercial kitchens
- Custodial/housekeeping
- Chemical dispensing areas
- Student project rooms