



To: All UWaterloo employees
From: Kate Windsor, Director of Safety
Date: Tuesday, June 24, 2014
Subject: Mandatory Health & Safety Awareness Training

This notification applies to all uWaterloo employees who exercise a supervisory role within their duties, including:

- All supervisory and managerial staff
- Faculty members who supervise employees, graduate students or undergraduate students in a laboratory, fieldwork or other work setting
- Lead hands, whose responsibility it is to organize and oversee the work of other employees in the workplace
- Technical staff and paid graduate students assigned responsibility to supervise the work of others or the operation of a laboratory/shop

Enforced by the Ontario Ministry of Labour, a new provincial regulation will require health and safety awareness training for *every worker and supervisor* under Ontario's Occupational Health and Safety Act (OHSa). This regulation will come into effect on July 1, 2014.

Supervisor Training

"Supervisor" is defined in the OHSa to mean a person who has charge of a workplace or authority over a worker.

How is the University managing this expectation?

The Safety Office has made available a classroom course entitled "Supervisor's Safety Orientation" for several years now. However, to meet the requirements of the new legislation in a timely fashion, we are introducing an online 1-hour supervisor safety awareness course.

How do I access the training?

Online

Go to <http://www.safetyoffice.uwaterloo.ca/hse/training/safety-training-sessions.html> and click on the link for "Supervisor Safety Awareness" . Enter your UserID and password to access the material. Once you have completed the course, your training record will be updated within 24 hours in myHRinfo.

Do I need to take the online "Supervisor Safety Awareness" course if I have attended "Supervisor's Safety Orientation" already?

If your training record shows a completion date earlier than July 1, 2009 you will need to take the new online course as a refresher. If you completed the course after that date, it is highly recommended but not a mandatory requirement.

Who needs to take the classroom “Supervisor’s Safety Orientation” course in addition to the online “Supervisor Safety Awareness” course?

Completing the online course will meet the minimum requirements of this new legislation. However, those who supervise work or employees in higher risk areas should complete the additional classroom course also. These areas include:

- Laboratories, technical and maintenance shops
- Areas where hazardous materials are used
- Commercial kitchens
- Custodial/housekeeping

Classroom

Registration for the classroom course is through myHRInfo, and requires prior completion of the pre-requisite online awareness course.

After logging in select;

>Self Service>Learning and Development>Request Training Enrollment

Then select "search by course" and enter “Supervisor Health & Safety” or Course Number “SO1003”. To see what sessions are available, click "View Available Sessions".

Worker Training

As a reminder, employers must also ensure workers complete an awareness training program as soon as practicable after commencing work. Therefore all workers must complete the mandatory online orientation courses listed below.

[Employee Safety Orientation](#) (requires 30-60 minutes to complete)

[Workplace Violence Awareness](#) (requires 30-60 minutes to complete)