

## **New Regulatory Requirements for Mandatory Worker and Supervisor Awareness Training as of July 1, 2014**

As of July 1, 2014, employers (with the exception of federally regulated businesses such as extra-provincial bus companies) will have to ensure everyone defined as a 'worker' under the Occupational Health & Safety Act completes a basic awareness training program as soon as practicable. This applies regardless of workplace size or sector. The basic awareness training is designed to be delivered in about 45 minutes to one hour.

For supervisors, the training will have to be completed within one week of performing work as a supervisor. The requirements will apply to all workplaces covered under the Act. The minimum content of the worker training program set out in the regulation includes instruction on:

- The duties and rights of workers under the Act
- The duties of employers and supervisors under the Act
- The roles of health and safety representatives and joint health and safety committees under the Act
- The roles of the Ministry of Labour, the WSIB and health and safety system partners
- Common workplace hazards such as:
  - Slipping, tripping or falling,
  - Working near motorized vehicles,
  - Using or working near machinery,
  - Workplace violence, and
  - Repeating the same movements over and over, especially if you are in an awkward position or use a lot of force.
- The requirements set out in Regulation 860 (WHMIS) with respect to information and instruction on controlled products
- Occupational illness, including latency

To assist employers, the Ministry of Labour has developed training products, such as printed workbooks and e-learning modules, which are available at no cost and can be used to comply with the new requirements. There is no requirement in the regulation for employers to hire external private training providers to deliver basic occupational health and safety awareness training programs.

The worker and supervisor workbooks, and accompanying employer guides, and access to the e-learning module (that takes 45 minutes to complete) are currently available free of charge at <http://www.labour.gov.on.ca/english/hs/training/workers.php>

Employers will be required to keep records in the employee files that a worker or supervisor has completed an awareness training program, but employers will not be required to submit records of completion of training to the Ministry of Labour.

For more information, check out the FAQ document on the Ministry's website:

<http://www.labour.gov.on.ca/english/hs/faqs/training.php>