

RECOMMENDED SAFETY TRAINING REQUIREMENTS

The following list of training and frequency of training are required by legislation and enforced by either MOL, MOE, MOT, TSSA, TDG and HRSDC Officers. Note that the frequency of training is dependent on your workplace and may be more frequent due to your hazards, procedures, work process, changes in work conditions and equipment. OABA and its representatives make no representation or interpretation related to the application or frequency of these training in the individual workplace.

TOPIC	SOURCE	ABSTRACT	FREQUENCY	LENGTH	AUDIENCE
Certification Part One	OHSA s. 9 (12)	- 2 JHSC Members (1 Management, 1 Worker) are to be trained, at the employers expense, by an agency/individual approved by the WSIB.	- Upon selection of the Certified Committee Members	2 to 3 days	- Certified Workers
Certification Part Two (Significant Hazards)	OHSA s. 9 (12)	- 2 JHSC Members (1 Management, 1 Worker) are to be trained, at the employers expense, by an agency/individual approved by the WSIB.	- Upon selection of the Certified Committee Members	1 to 2 days	- Certified Workers
Basic Health & Safety Training	OHSA s. 8, 9, 25 & 26 CLC s. 134 to 137	- H&S Committee Members (federal) and Representatives are to be trained in Health and Safety in order to perform their duties and responsibilities - Workers, Supervisors, Managers are also to be trained	- Upon selection as a Health & Safety Committee Member or Representative Update as needed based on worksite.	1 to 1 ½ days	- JHSC Members - H&S Representatives - Managers - Supervisors
Employers, Manager and Supervisor Duty & Responsibilities (Due Diligence)	OHSA s. 25 to 27 CLC 124 to 128	- The general duties of an employer, manager and a supervisor as defined by the OHSA and Regulations or the CLC and Regulations.	- When appointed as a supervisor/manager/director. - Update yearly or as needed based on worksite.	½ Day	- Supervisors - Managers - Directors - Executives
Employee Duty and Responsibilities	OHSA s. 28 CLC 126	- The general duties and responsibilities of all employees under the OHSA and Regulations or the CLC and Regulations.	- When hired. - Yearly and as needed.	½ Day	- All Employees - May include Contracted Workers
Work Refusal	OHSA s. 43 to 49 CLC 128	- All workers have the right and responsibility to refuse to perform any unsafe job assignment. - Everyone must know and use the established procedure.	- When an employee is hired. - Yearly - As needed	½ Day	- All employees. - All managers and supervisors and directors.
Contracted Services Responsibilities	OHSA s. 23, 25, 26 & 31 CLC 124 to 128	- All Contractors are required to comply with the law, WSIB Standards and Employer standards.	- Before work starts. - Yearly - As needed	½ Hrs. to 1 Day	- All Contractors
WHMIS	OHSA s. 3 to 16 O. Reg. 860 CLC 125	- All employees exposed to hazardous materials, or who work in or near an area of hazardous materials must be trained in Generic WHMIS.	- When Hired.	3 to 4 Hours	- All employees
WHMIS Annual Recertification (MSDS)	OHSA s. 17 & 18 CLC 125 CLC-R Part X	- All employees are to be trained on how to access the data base when hired and annually. - Must be Site Specific	- Yearly	1 to 2 Hours	- All employees exposed to hazardous materials.

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Physical Agents	OHSA s. 33 to 42 CLC-R Part IX & X	- Any person who works with these agents. - Any person who works in an area of these agents.	- Before starting to work with these agents. - Yearly - As needed.	2 hrs to 1 day (dependent on the PPE in question)	- Any employee who works with or in the area of these agents.
Designated Substances	See Designated Substances Regulations CLC-R Part IX & X	- Several chemicals have been designated as having the potential to cause severe harm to a person who uses them. - Special precautions, procedures and maintenance must be complied with as required by the Regulation in question	- Before working with the material the first time. - Yearly. - As needed.	- Varies (Dependent on the substance, the precaution involved and the required PPEs)	- Any employee who works with these materials. - Any employee who works in the area of these materials.
First Aid - CPR	WSIB Regulation 1101 First Aid Regulations CLC –R Part XVI	- A First Aid trained person is required for every working shift and when completing specified hazardous work procedures, i.e. Confined Space. - WSIB Reg. requires Std. Level (5+ workers) CLC Reg. requires Emerg. Level (EMS in 20 min.)	- Before hazardous work starts. - As required by the legislation	1 – 2 Days	- All workers involved in hazardous work. - 1 worker for each shift. - 1 worker per first aid station
Lift Truck (Lifting Device) Operations	O. Reg. 851 s. 45 to 66 CLC – R Part XIV	- Any person who operates a lift truck. - Any manager/supervisor who directs the operation of lift trucks. - Any person who works in the area of Lift Truck operations must be trained on Lift Truck Operation Hazards.	- Before operating any lift truck for the first time. - Theory every 3 yrs. - Practical Safe Operation training every 18 months - As needed	- Theory 1 day - Practical Safe Operation 2 hrs. to 2 days (dependent on number of participants)	- Any employee required to operate any type of lift truck (lifting device).
Confined Space	O. Reg. 851 Part I 1. CLC-R Part XI	- Any worker required to work in a confined space must be trained. - Any Supervisor authorizing work in a confined space must be trained. - Rescue personnel (Attendant, Fire Rescue, etc.) must be trained.	- Before any Confined Space work starts. - Yearly. - As needed	1 Day (Includes Working at Heights and Fall Protection Equipment training)	- Any employee required to work in or around a confined space location. - Supervisors authorizing confined space work - Potential rescuers

Ontario Health & Safety Act = H&S Act Industrial Regulations = I.R. Fire Code = F.C. Canada Labor Code (Safety Act) = CLC
 Canada Labor Code (Safety Regulations = CLC-R section = s. Transportation of Dangerous Goods = TDG Environmental Protection Act = EPA

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Personnel Protective Equipment (PPE)	O. Reg. 851 s. 79 to 86 CLC-R Part XI & XII	- Any person required to use PPE must be fit tested and trained in the care, use, storage, cleaning of the device. - Training must be specific to the equipment and the workplace (ie: Fall Protection, Retrieval Systems, safety boots, gloves, clothing, etc.)	- When issued. - Yearly. - As needed	½ day to 1 day	- All employees using the PPE.
Working at Heights: - Ladders - Elevated Work Platforms - Fall Protection Equipment	O. Reg. 851 s. 18, 19, 73, 85 O. Reg. 123 s. 125 to 136 CLC – R Part II, III & XII	- Ladders, elevated work platforms & devices must be used and maintained in a safe manner. - Work at elevated areas (F. 7 ft. & P. 10 ft.) - Fall protection equip. inspection and donning - There must be a site specific component and a hands on to the training	- Before it is used for the first time. - Yearly - As needed	½ day (Dependent on workplace hazards and the equipment being used)	- Any person who uses or stores a ladder. - Any person using a man-lifting device
Machine Guarding	O. Reg 851 s. 22 – 44 CLC – R Part XIII	- A guard is required on any rotating and or moving part where a worker or a workers clothing could be caught. - There must be a site specific component and a hands on to the training	- Before starting to work on the device the first time. - Yearly - As needed.	½ Day	- Any worker who works around or maintains any equipment with moving parts. - A manager or supervisor who works in or around equipment with moving parts.
Lockout-Tagout	O. Reg 851 s. 22 – 44 CLC – R Part XIII	- Any equipment or machine that has a rotating and or moving part where a worker or a workers clothing could be caught must be guarded. - Equipment and machine on which the guard(s) will be removed must be locked out and tagged - Any source of energy on an equipment or machine to be worked on must be locked out and tagged - There must be a site specific component and a hands on to the training	- Before starting to work on the device the first time. - Yearly - As needed.	½ Day	- Any worker who works around or maintains any equipment with moving parts or energy source. - A manager or supervisor who works in or around equipment with moving parts or energy source.
Live Electrical Work	O. Reg. 851 s. 42 CLC-R Part VIII	- Training on who, when, why, where and how may work on electrical power systems at and above 750 volts	- Before the first work on a system - Yearly - As needed.	½ to 1 Day	Maintenance Employees

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Transportation of Dangerous Goods	TDG Act & Regulations	The handling, storage and transportation of defined dangerous goods is regulated by Transport Canada.	- Before a person handles a defined dangerous goods. - Every three years	½ day to 1 day	- Any person who prepares documents, stores, handles, offer for transportation or transports dangerous goods.
Environmental Protection Act	EPA Federal & Provincial	- Environmental regulations are in place and are constantly being revised. Ignorance is not a defense for an infraction. - There must be a site specific component and a hands on to the training	- Before working with a potential hazard. - Yearly - As needed.	Varies	- All employee who handle any materials which can contaminate the natural environment.
Emergency Plan	OHS Act s. 25 O. Reg. 851 s. 22, 23 & 123 F. C. Part 2 CLC-R Part XVII	- A site emergency plan is required based on any potential emergency at your work place. - Site security must be a component of this training - There must be a site specific component and a hands on to the training	- When an employee is hired. - Yearly - As needed	½ day to 1 day	- All employees.
Soft Tissue & Joint Injury Prevention (Ergonomics)	O. Reg. 851 s. 45 to 49 CLC Reg. Part XX	- Evaluation of hazards that could cause these injuries must be done and workers must be trained on these hazards and situations - There must be a site specific component and a hands on to the training	- Initial orientation. - Yearly - As needed	½ day to 1 day	- All employees exposed or at risk as a part of their job tasks.
Racking & Shelving Structure Inspection/Assessment	O. Reg. 851 s. 7 & 45 CLC Reg. Part XIV	- Racking & Shelving structures must be inspected and assessed for their integrity and safe conditions at least annually by a “Competent” or a “Qualified” person.	- When employee is selected to do the racking and shelving structure inspection and assessment - As required	½ day to 1 day	- Any employee who will be doing the yearly inspection/assessment - any Supervisor or Manager that will inspect and assess racking & shelving structures

