



**HEALTH AND SAFETY TRAINING SCHEDULE FOR 2024**

**In-class/Virtual:**

**Thursday April 25, 2024 – VC115**

8:00 am – 9:00 am	Hot Work	in-class
9:00 am – 10:00 am	Fire Emergency Awareness and Equipment	in-class/virtual
10:15 am – 11:15 am	Accident / Incident Investigation (Managers & Supervisors)	in-class/virtual
12:30 pm – 1:30 pm	Ergonomic/MSD Prevention	in-class/virtual
1:45 pm – 3:45 pm	Manager/Supervisor Roles and Responsibilities	in-class/virtual

**Thursday, June 27, 2024 – NFH003**

8:00 am – 9:00 am	Grounds Hazards	in-class
9:00 am – 10:30 am	Fire safety training for supervisors and fire wardens	in-class/virtual
10:45 am – 12:15 am	JHSC Competency	in-class/virtual
1:30 pm – 2:30 pm	Due Diligence/Health and Safety and the Law	in-class/virtual

**August 19, 2024 – VC304**

10:00 am – 11:00 am	Kitchen Safety (Food Services staff)	in-class
2:00 pm – 3:00 pm	Kitchen Safety (Food Services staff)	in-class

**August 2024 - Online**

2:00 pm – 3:00 pm	Fire Emergency Awareness & Equipment (Dons)	Dayforce
3:00 pm – 4:00 pm	Working Alone (Dons)	Dayforce
4:00 pm – 5:00 pm	Slip, Trip and Falls (Dons)	Dayforce

**Thursday, October 24, 2024 – Copper Room, GSC**

9:00 am – 10:00 am	Fire Emergency Awareness and Equipment	in-class/virtual
10:15 am – 12:15 pm	Manager/Supervisor Roles and Responsibilities	in-class/virtual
1:30 pm – 3:00 pm	Fire safety training for supervisors and fire wardens	in-class/virtual

**Mandatory Training Modules on DayForce for all Employees**

- 1) AODA
- 2) Supervisor Awareness
- 3) Worker Awareness
- 4) Sexual Violence & Sexual Harassment
- 5) Workplace Violence & Harassment
- 6) WHIMIS

**Training modules in-class and in virtual classroom:**

<b>Course</b>	<b>Unit</b>	<b>Frequency</b>
Accident/Incident Investigation	Supervisors/Managers	3 years
Asbestos Type I & II	Maintenance	5 years
Asbestos Awareness	Maintenance	5 years
Confined Space Awareness	Maintenance	3 years
Dons training	Dons/student-employees	Annual
Due Diligence/H&S and the Law	Managers	3 years
Electrical Safety for Housekeepers	Housekeepers	3 years
Electrical safety/Arc Flash	Maintenance	3 years
Ergonomic/MSD Prevention	All staff	3 years
Fall Arrest Protection	Maintenance/Housekeepers	2 years
Fire Emergency Awareness and Equipment	All staff	Annual
Fire Safety Plan Training for Supervisors and Fire Wardens	Supervisors/Fire wardens	Annual
First Aid/AED	All staff	3 years
Food handlers/Basic Food safety	Kitchen and service supervisors/managers/staff	5 years
Genie Lift	Maintenance/Housekeepers	3 years
Grounds Hazards	Groundskeepers	2 years
Hot Work	Maintenance	3 years
JHSC Safety Competency	JHSC members	3 years
Kitchen Safety	Food Services	Annual
Ladder Safety	Maintenance/Housekeepers	3 years
Lockout	Maintenance/Food Services	3 years
Manager/Supervisor Roles and Responsibilities	Senior Managers/Managers/Supervisors	3 years
Personal Protective Equipment (PPE)	Staff using PPE	2 years
Respirator Program	Maintenance	2 years
Smart Serve	Service Staff	As long as card is available
Tool Safety	Theatre students	Annual
Workplace Inspections	Senior managers/Managers/Supervisors	3 years

**Training modules on DayForce:**

<b>Course</b>	<b>Unit</b>	<b>Frequency</b>
Cold Stress	Groundskeepers	3 years
Early and Safe Return to Work	All staff	Upon hiring
Emergency Preparedness	All staff	Annual
Employing Young Workers	Managers/Supervisors	Annual
Fire Safety Plan Training for Supervisors and Fire Wardens	Supervisors/Fire wardens	Annual
Heat Stress	Groundskeepers	3 years
Injury and Hazard Reporting	All staff	2 years
Material Handling/Safe Lifting	All staff	2 years
Noise Hazards	Staff working in noisy environment	3 years
Office Ergonomics	Office workers	3 years
Office Hazards	Office workers	3 years
Slips, Trips and Falls	All staff	2 years
Working Alone	Staff working alone	Upon hiring