



Q. Why is the government making this training mandatory?

The goal is to improve the health and safety of Ontario's workforce. This training implements two key recommendations from the [Expert Advisory Panel final report](#), specifically that there be mandatory basic occupational health and safety awareness training for both workers and supervisors.

Q. When did the new occupational health and safety awareness training become mandatory?

The requirement for basic awareness training program came into effect on July 1, 2014.

Q. Do all workers need to complete a basic occupational health and safety awareness training program?

Yes, employers must ensure that everyone defined as a "worker" under the [Occupational Health and Safety Act](#) (OHSA) completes a [basic awareness training program](#).

Q. Do all supervisors need to complete a basic awareness program?

Yes, employers must ensure that everyone defined as a "supervisor" under the [Occupational Health and Safety Act](#) (OHSA) has completed a [basic awareness training program](#).

Q. By when does the awareness training program need to be completed?

Employers must ensure that workers complete the training as soon as practicable and within the first month of being hired. For supervisors, the training must be completed within one week of performing work as a supervisor.

Q. Do the requirements apply to all workplaces?

The requirements apply to all workplaces covered under the [Occupational Health and Safety Act](#) (OHSA).

Q. Approximately how long does the training take?

The University's basic awareness training is designed to be completed in approximately one hour.

Q. Do employers need to keep records of training completion?

Yes, records are kept in the [CODL system](#) and a certificate is sent by email to the participant.

Q. Do workers and supervisors need to retake the awareness training programs if they change employer?

No, the regulation does not require workers and supervisors to retake awareness training programs. However, the University requires that the online quiz be completed to demonstrate knowledge of the subject matter and internal procedures.

Q. I've already taken WHMIS training; do I also need to take this training?

You must also complete Health and Safety Awareness Training; WHMIS is not the same.

Q. I've already taken the Ministry of Labour online training; do I also need to take this training?

The University requires that the online quiz be completed to demonstrate knowledge of the subject matter and internal procedures.

Q. Who is a worker?

"Worker" means one of the following:

- a person who performs work or supplies services for monetary compensation. This means a University employee and includes a person who performs work or supplies services for monetary compensation. Students hired by the University to perform paid work-study program duties or co-operative education placement duties for the University are considered workers



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Frequently Asked Questions – Mandatory Worker and Supervisor Awareness Training

- A high school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- A person who receives training from an employer, but who, under the *Employment Standards Act, 2000*, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met
- Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation

Q. Who is a supervisor?

“Supervisor” means a person who has charge of a workplace or authority over a worker or another person. Depending on the workplace relation, a supervisor may include, for example, the president, vice-presidents, directors, deans, managers, or principle investigator. The determination as to whether a person is a supervisor is not dependant on that person’s job title: it depends on whether the person has charge of a location (for example, an office or laboratory) where the work is done on a paid or unpaid basis or on whether the person gives direction that applies to work done by workers, students, visitors, volunteers, or learners.