# Course Descriptions

This page includes the 4 sections of training, Agricultural & Veterinary Training, General Safety Training, Occupational Hygiene and Safety Training, and Research Risk Training (**Research Risk includes Biosafety, Laboratory Safety and Radiation Safety).**

Below each title, there is a list of corresponding courses. Please use the drop-down menu to view course description, brief overview, target audience and frequency of each course.

These are courses offered or facilitated by EHS. For current course offerings, please go to Online Course Registration System [1] *(under Browse by Calendar, choose 'Environmental Health and Safety')*. A University of Guelph central login is required to register for EHS courses.

## Agricultural & Veterinary Training

Chainsaw Safe Handling and Field Practice

**Course Description:** This program offers two levels of training: a general users course for gardeners and a course for those involved with felling trees. Both courses are designed to enable all participants, whether general users or certified Horticulturalists or Arborists to confidently work chainsaws, using knowledge and ability to recognize and evaluate the hazards associated with the operation of Chainsaws as well as using them on saplings, clearing limbs and debris. The Arborist level discusses tree felling equipment and techniques.

**Brief Overview:** This in-person session is comprised of a morning of theory, and a review of equipment care followed by field practice.

**Target Audience:** This training is for UofG gardeners, groundskeepers, arboretum workers, research station personnel and others who operate chainsaws.

**Frequency:** Every 3 years.

Confined Space Entry and Equipment Review (Off-Campus)

**Course Description:** This training reviews the Uof G confined Space Management program, including the hazards which work in confined spaces can present, and the types of spaces which are considered a confined space. Documentation and equipment required for confined space work will be reviewed.

**Brief Overview:** A 3 hour in person course that reviews the workplace specific confined space inventory and the equipment for safe entry.

**Target Audience:** Ridgetown Campus and Research station personnel involved in confined space entries.

**Frequency:** Repeated every 1-2 years and/ or prior to entry.

Farm, Field and Landscape

**Farm Safety** – a module within the Farm, Field and Landscape course on Courselink, this training reviews the

hazards associated with farm animals and equipment associated with farming. Each unit discusses species-specific risks and controls for safe animal handling; zoonoses and transmission prevention is included.

**Field work Safety** – a module within the Farm, Field and Landscape course on Courselink, this training reviews the hazards associated with field crop or orchard research and equipment associated with crops farming.

**Landscape Safety** - a module within the Farm, Field and Landscape course on Courselink, this training reviews the hazards associated with groundskeeping and landscape work and the safe use of the associated equipment.

**Brief Overview:** Each module is a short introduction to hazards within the industry and has a related quiz to confirm comprehension.

**Target Audience:**

**Farm Safety -** staff working at the research stations with farm animals.

**Field work Safety -** staff working at the research stations or related locations carrying out field crop research.

**Landscape safety -** staff working for grounds department, arboretum, research station operations or facilities management.

**Frequency:** Once for full time staff; annual for summer staff.

Grower Pesticide Safety Certificate Training

**Course Description:** This course promotes safe practices in pesticide handling and application and reviews Ontario pesticide regulations, chemical toxicities, and safe pest management practices for personnel and the environment.

**Brief Overview:** A full day course is available locally across the province, followed by the exam or open to those who wish to challenge the exam only; not offered on campus currently.

**Target Audience:** Required by all staff who spray pesticides in agricultural operations.

**Frequency:** Every 5 years.

Veterinary and Veterinary Technician Safety

**Course Description:** This session is a module within the EHS Farm, Field and Landscape Safety training on Courselink and it reviews the hazards encountered in veterinary medicine including work with animal patients and potential exposures during diagnostic procedures (i.e. anesthetic gases, x-rays, etc); zoonoses and transmission prevention is included.

**Brief Overview:** This module is a short introduction to hazards within the industry and has a related quiz to confirm comprehension.

**Target Audience:** New staff working in any of the OVC clinics or carrying out vet related field research.

**Frequency:** Once for full-time staff; annual for summer staff.

Exposure to Ticks

**Course Description:** This session is a module within the EHS Farm, Field and Landscape Safety training on

Courselink and it reviews the hazards presented by potential exposure to deer ticks when working outdoors, and the precautions and controls that are appropriate. Tick identification is included.

**Brief Overview:** This module is a short introduction to hazards found working outdoors where Ticks may be encountered and has a related quiz to confirm comprehension.

**Target Audience:** Staff working in the field, arboretum or landscape areas.

**Frequency:** Once for full-time staff; annual for summer staff.

Utility Vehicles - At Ridgetown Campus and Research Station Operations

**Course Description:** This module reviews the expectation of safe use of utility vehicles, namely golf carts, John Deere Gators, Case Scouts, Kubotas, etc. at University of Guelph Ridgetown Campus and Research Station properties. Legislative requirements as well as best practices are reviewed. All operators must then receive an introduction to the actual vehicle they will operate, learn of any hazards associated with the work site, e.g. dips in terrain, blind spots, marshy areas etc. and take a practice drive, under supervision.

**Brief Overview:** This one-hour online module must be completed by all personnel who will operate utility vehicles.

**Target Audience:** All operators of utility vehicles, including staff, student volunteers and non-UofG guests.

**Frequency:** Every 3-5 years for full- time staff, annual for seasonal staff or student leaders*/ volunteers. *student leaders for Spring Review

Tractor and Ride - Mower Safety

**Course Description:** This session reviews safe equipment operation, including training according to equipment manuals, Standard Operating Procedures, authorization, vehicle circle checks, ROPS and seatbelts, hitching and towing. The section regarding safe driving on roads and accident reporting applies only to staff who are authorized.

**Brief Overview:** This 2 hour online review is followed by a quiz to verify knowledge and comprehension.

**Target Audience:** All personnel who will be operating tractors, ride mowers or other large machinery.

**Frequency:** Every 5 years for full- time staff, annual for seasonal staff.

## General Safety Training

(EHS) Supervisor Health & Safety Awareness and Due Diligence

**Course Description:** This mandatory training session serves as an introduction to health and Safety at the UofG and covers the roles and responsibilities assigned to workplace parties, hazards in the workplace, how hazards are controlled, and safe work is organized. The process for reporting hazards, injuries and illnesses is included, along with how to refuse unsafe work and how to participate in safety. Steps supervisors should take for personal due diligence and to assist the UofG in meeting regulatory requirements is included.

**Brief Overview:** This is an online training course available through Courselink comprised of 11 units followed by a quiz, to confirm completion and comprehension.

**Target Audience:** This course is made mandatory by the Ministry of Labour, Training and Skill Development (MLTSD) for all personnel who supervise staff or graduate students, and strongly recommended for those who direct activities or provide front line guidance of staff or undergraduate students.

**Frequency:** Once. The course material serves as a resource of UofG programs.

[(EHS) Worker Health and Safety Awareness]

**Course Description:** This mandatory training session serves as an introduction to health and Safety at the UofG and covers the roles and responsibilities assigned to workplace parties, hazards in the workplace, how hazards are controlled, and safe work is organized. Steps for reporting hazards, injuries and illnesses is included, along with how to refuse unsafe work and how to participate in safety.

**Brief Overview:** This is an online training course available through Courselink comprised of 10 units followed by a quiz, to confirm completion and comprehension.

**Target Audience:** This course is made mandatory by the Ministry of Labour, Training and Skill Development (MLTSD) for all workers hired by UofG and strongly recommended for those who volunteer at UofG workplaces.

**Frequency:** Once. The course material serves as a resource of UofG programs.

[Effective Joint Health & Safety Committees]

**Course Description:** This session reviews the functions and powers of Joint Health and Safety Committees and Worker Health and Safety Representatives under the Occupational Health and Safety Act.

**Brief Overview:** This is a half day (3 hour) in-person or remote delivery presentation.

**Target Audience:** Open to current and prospective members of joint health and safety committees or health and safety representatives and management at the University of Guelph workplaces.

**Frequency:** Once.

[Conducting Workplace Inspections ]

**Course Description:** This session reviews the process of hazard identification and steps carried out when conducting a workplace safety inspection.

**Brief Overview:** This is a half day (3 hour) in-person or remote delivery presentation.

**Target Audience:** This course is designed to support members of Joint Health and Safety Committees, or Health and Safety Representatives in their roles.

**Frequency:** Once.

[First Aid, CPR, AED (Basic)]

**Course Description:** This WSIB approved one day (7 hour) course delivers Emergency First Aid, based on Canadian Red Cross program, and adult, child, infant Cardiopulmonary Resuscitation Level C. A review on the use of AEDs (Automated External Defibrillator) is also included.

**Brief Overview:** This full day session is an in-person course with practical component and testing.

**Target Audience:** This course is available to personnel requiring first aid in the course of their work and to provide

first aiders at UofG workplace locations.

**Frequency:** Every 3 years.

First Aid, CPR, AED (Intermediate)

**Course Description:** This WSIB approved two day (10 hour) course delivers Standard First Aid, based on Canadian Red Cross program, and adult, child, infant Cardiopulmonary Resuscitation, CPR level C. Training on the use of AEDs (Automated External Defibrillator) is included.

**Brief Overview:** This 2 day session is an in-person course with practical component and testing.

**Target Audience:** This course is available to personnel requiring first aid in the course of their work and to provide first aiders trained in standard first aid at research stations and other UofG workplace locations.

**Frequency:** Every 3 years.

Level 1 Certification for Designated JHSC members and H&S Reps

**Course Description:** Level 1 Certification is a course for designated members of a Joint Health and Safety Committee (JHSC). It is the training required for designated committee members and provides greater depth and insights into the requirements of the Occupational Health and Safety Act, on topics such as the legislation, the role and purpose of a JHSC, and powers of members of JHSCs and of worker Health and Safety Representatives, where applicable.

**Brief Overview:** This is a 3 day course, either in-person delivery or via Zoom. Training and discussions are followed by an exam.

**Target Audience:** The designated members of University Joint Health and Safety Committees and Health and Safety Representatives at Research stations.

**Frequency:** Once.

Level 2 Certification for Designated JHSC members and H&S Reps

**Course Description:** Level 2 Certification or Hazard Specific courses are courses required in order for the designated members of a Joint Health and Safety Committee (JHSC) or Worker Health and Safety Representatives, where applicable, to complete Certification training and become a Certified Member recognized by the Ministry of Labour.

**Brief Overview:** This course is comprised of 2 days of delivery, either in-person or online via Zoom and covers a minimum of 6 hazards, as identified by the UofG CJHSC.

**Target Audience:** Members of University Joint Health and Safety Committees and Health and Safety Representatives at Research stations. Participants must have have completed Level 1 Certification training within the past 6 months.

**Frequency:** Once.

JHSC Designated Member Certification Refresher Training

**Course Description:** This training is a refresher course and mandatory for designated certified member of a JHSC in order to maintain their certification. The training will revisit the important elements of Certification training, including key functions of joint health and safety committees and certified members. New or amended health and

safety laws will be reviewed.

**Brief Overview:** This one day training is delivered in-person or via Zoom.

**Target Audience:** Certified members of Joint Health and Safety Committees who were trained in 2016 onwards.

**Frequency:** Every 3 years for those certified after 2016.

Powered Pallet Truck (Walkie) Operator Certification

**Course Description:** This program provides re-certification for trained operators who have attended a course within the last 3 years. Topics covered include: Legal rights and responsibilities in forklift operation, safety and health hazards, lift truck operating principles including pre-operation inspections, safe operation and load stability, typical controls or solutions for common problems.

**Brief Overview:** This one-hour session is for all operators of powered pallet walkies and as a foundation of information for operators of hand trucks and non- powered pump carts.

**Target Audience:** All operators of powered pallet trucks.

**Frequency:** Every 3 years for those operating powered pallet walkies. Once for operators of pump carts.

Lift Truck Operator Re-certification

**Course Description:** This session reviews lift truck operating principles including pre-operation inspections, refueling, centre of gravity and load stability.

**Brief Overview:** This 4 hour in-person session is a theoretical review for operators who have completed their certification or refresher course within the last 3 years. The session is a review of theory only followed by quiz to verify knowledge and comprehension. Practical reviews can be arranged as an add-on to the cost recovery session.

**Target Audience:** All operators of lift trucks.

**Frequency:** Every 3 years.

Utility Vehicles - Safe Operation

**Course Description:** This module reviews appropriate pathways of travel for the safe use of various models of utility vehicles on the UofG Guelph campus, including navigating shared pathways and private campus roadways. This training pertains to all utility vehicle models in use, including models such as the Club Car, Polaris and Columbia utility vehicles, golf carts and John Deere Gators and Case Scouts.

**Brief Overview:** This one hour in-person/ remote delivery presentation is required for all personnel who will operate utility vehicles.

**Target Audience:** All operators of utility vehicles, including staff, student volunteers and non-UofG guests.

**Frequency:** Every 5 years for staff, annual for non-staff.

EHS Supervisor Refresher – Health, Safety and Due Diligence

**Course Description:** This online module is a refresher course for supervisors, and a follow up to the mandatory EHS Supervisor Health and Safety Awareness and Due Diligence course. It is designed to remind and deepen a

supervisor' understanding of their role in: assigning safe work, following up on hazards reported or identified through incidents and in supporting employees in the return-to-work process, following a workplace injury.

**Brief Overview:** This is an online training course available through Courselink comprised of 9 units followed by a quiz, to confirm completion and comprehension.

**Target Audience:** This course is strongly recommended for all personnel who supervise staff or graduate students, and for those who direct activities of staff or undergraduate students.

**Frequency:** Once. The course material serves as a resource of UofG programs.

EHS Worker Health and Safety Refresher

**Course Description:** This course is designed as a follow up to the MANDATORY EHS Worker Health and Safety Awareness. Please be sure that you have completed it first. The materials in the refresher course provide workers with updates regarding health and safety at the University of Guelph, including a reminder about hazards and controls for safe work, reporting of injuries and the return-to-work process.

**Brief Overview:** This is an online training course available through Courselink comprised of 4 units followed by a quiz, to confirm completion and comprehension.

**Target Audience:** This course is a supplement to the mandatory Health and Safety Awareness course and is available for all full and part time staff, including paid graduate students. It is strongly recommended for students on co-op programs or involved in volunteering.

**Frequency:** Once. The course material serves as a resource of UofG programs.

## Occupational Hygiene and Safety Training

Asbestos HMIS Demonstration

**Course Description:** The Hazardous Materials Information System (HMIS) is a database of asbestos-containing building materials in University buildings. Information in the HMIS has been identified through asbestos surveys and sampling in buildings at University of Guelph locations. This session provides employees with an understanding of how to access, interpret and use information within HMIS to support the planning and completion of service, maintenance and repair work. Participants will learn how the system is organized, how to search for asbestos information by building and location information, and how to generate and interpret available reports. The course also provides an overview of relevant requirements and resources within the University's Asbestos Management Program, including information for those who may coordinate or contract building maintenance and repair operations as well as asbestos-related work.

**Brief Overview:** This is a 1-hour in-person or online training via Microsoft teams. Provides and overview of the HMIS database with a system demonstration.

**Prior to Training:** Participants must have an active HMIS account and be able to log in prior to attending the training. To request an HMIS account, email asbestos@uoguelph.ca in advance of the session. Participants attending in person must bring a laptop to participate in the HMIS demonstration and exercises.

**Target Audience:** Employees who plan, supervise or coordinate service, maintenance or repair work in University buildings and require access to asbestos-containing building material information, including supervisors, project managers and other employees responsible for coordinating or completing work that may impact building materials.

**Frequency:** Once

Asbestos-Type 1 Standard Operating Procedures

**Course Description:** This training session will cover the University of Guelph Standard Operating Procedures for Type 1 Asbestos activities. The session will include a review of the procedures, and hands on activities to provide practical experience in the execution of the procedures.

**Brief Overview:** In-person training that reviews procedures and provides hands-on activities. Review of Asbestos Type 1 procedures and hands-on practices..

**Target Audience:** Employees involved in conducting Type 1 asbestos work, and their supervisors.

**Frequency:** Every 3 years.

Asbestos Types 1 & 2 Worker Training

**Course Description:** This course is intended for those who will perform Type 1 asbestos work operations and provides employees with instruction about the hazards of asbestos and the work procedures to follow when working with or in close proximity to asbestos-containing materials. The course also covers Type 2 asbestos work operations to inform staff about operations they are not authorized to perform.

**Brief Overview:** This in-person training teaches the participants about the uses and hazards of asbestos, and all aspects involved in performing these asbestos operations.

**Target Audience:** Employees who work with or in close proximity to asbestos-containing material and who may disturb it, their supervisors and those who contract others to do such work.

**Frequency:** Every 3 years.

Asbestos Awareness

**Course Description:** Asbestos-containing building materials that are damaged or inadvertently disturbed can present a significant degree of risk to workers and building occupants. This course is aimed at those who may inadvertently damage/disturb asbestos-containing materials in the course of their work; it provides employees with an overview of the types of asbestos-containing materials present at the University, the hazards associated with asbestos exposure and the asbestos management program at the University.

**Brief Overview:** In-person or online training via MS Team. Overview of the types of asbestos-containing materials present at the University, the hazards associated with its exposure and the asbestos management program.

**Target Audience:** Employees who may in the course of their work inadvertently damage/disturb asbestos-containing materials.

**Frequency:** Every 5 years.

Confined Space Awareness (Guelph Campus)

**Course Description:** This awareness-level training is intended to provide participants with an understanding of the hazards which confined spaces can present, and an awareness of the many types of spaces which may be considered a confined space. It is not intended as training for confined space entry. U of G employees are not permitted to enter confined spaces at any time.

**Brief Overview:** In-person awareness-level training on the hazards and types of areas that are considered confined spaces.

**Target Audience:** Employees who may in the course of their work encounter confined spaces or contract work in confined spaces.

**Frequency:** Every 5 years.

Contractor Safety Management Program

**Course Description:** The Contractor Safety Management Program establishes the requirements when contracting for services and projects to ensure that the University takes all necessary steps to prevent accidents, injuries and illnesses to employees of contractors, its own employees and others. This includes establishing appropriate prequalifying and monitoring procedures for contractors. The program is written in accordance with the requirements of the Occupational Health and Safety Act of Ontario (OHSA) and will allow the University to meet due diligence standards with respect to selection and management of the safety of contractors. This 3-hour seminar focuses on:

- Roles and responsibilities
- Designation of type of work to be performed (construction vs service contract work)
- Practices for distinct categories of contract work
- Protocol for dealing with unsafe work/non-compliance

**Brief Overview:** In-person training on the University's Contractor Safety Management Program.

**Target Audience:** University of Guelph employees who have the authority for contracting work to a third party and/or the performance of such work.

**Frequency:** Every 5 years.

Electrical Safety Awareness

**Course Description:** Year after year, accidental or unintended exposure to electricity ranks in the top five causes of workplace deaths. Untrained workers can be exposed to electrical hazards while performing daily activities and not fully appreciate the potential danger. It is important to understand and respect the potential hazards of electricity and know how to minimize the risk. This 2 hour seminar focuses on:

- An overview of legal responsibilities
- Common electrical hazards in the workplace
- Safe work procedures

**Brief Overview:** In-person awareness level training on electrical safety hazards.

**Target Audience:** "Unqualified' (non-electrical trained) workers and their Supervisors.

**Frequency:** Every 3 years.

Electrical Safety for Qualified Workers

**Course Description:** Review of the structure and methods to locate information in the Ontario Electrical Safety Code.

**Brief Overview:** Full day in-person course delivered by the Electrical Safety Authority on the Ontario Electrical

Safety Code Requirements

**Target Audience:** Electricians and Electrical Engineers

**Frequency:** Every 3 years.

Electrical Code Updates

**Course Description:** Electrical Safety Authority Course covering updates to the Ontario Electrical Safety Code.

**Brief Overview:** In-person instruction on updates to the Ontario Electrical Safety Code.

**Target Audience:** Electricians and Electrical Engineers.

**Frequency:** Every 3 years (or when Ontario Electrical Safety Code Updates are issued).

Elevated Places-Working At Heights

**Course Description:** Knowing how to properly use fall protection equipment is critical for the safety of workers working at heights. All employees that use fall protection are required to receive Working at Heights training, approved by the Ministry of Labour, Training and Skills Development (MLTSD) and delivered by an approved training provider, before they can work at heights. The MLTSD approved training program consists of both theoretical and practical components providing employees with the fundamental information to protect themselves from injury due to a fall from height.

**Brief Overview:** Full day in-person instruction on using fall protection equipment and working from heights. Includes theoretical and practical training components.

**Target Audience:** Employees working from heights above 3 metres.

**Frequency:** One-time, then Working at Heights Refresher to be taken every 3 years, as per MLTSD requirements.

Elevated Places-Working At Heights Refresher

**Course Description:** Knowing how to properly use fall protection equipment is critical for the safety of workers working at heights. All employees that use fall protection are required to receive Working at Heights training, approved by the Ministry of Labour, Training and Skills Development (MLTSD) and delivered by an approved training provider, before they can work at heights. The MOL approved training program consists of both theoretical and practical components providing employees with the fundamental information to protect themselves from injury due to a fall from height.

**Brief Overview:** Half-day refresher training on using fall protection equipment and working from heights. Includes theoretical and practical training components.

**Target Audience:** Employees working from heights above 3 metres who have previously completed the full-day MLTSD-approved Working at Heights Training Program.

**Frequency:** Every 3 years as per MLTSD requirements.

Elevated Places-Elevating Work Platforms (EWP)

**Course Description:** Elevating Work Platforms such as scissor lifts, mast lifts, and boom lifts can be safe solutions to working at height challenges. The EWP course has been constructed to prepare operators for the safe use of EWPs. The course consists of a theory module which covers all classes of EWPs, and practical modules which

cover the type(s) of EWP individual participants use in the course of performing their duties.

**Brief Overview:** Half day theory module on using elevating work platforms such as scissor lifts, mast lift, boom lift and buck truck.

**Target Audience:** Employees using elevating work platforms.

**Frequency:** Every 3 years.

Elevated Places-Ladders

**Course Description:** Every year thousands of workers are injured in ladder-related incidents.This 30 min seminar provides employees with instruction about the hazards associated with working on ladders and the procedures required to work safely on such equipment. The seminar focuses on a variety of topics that include:

- Basic hazards associated with ladder use
- Safe ladder use
- Inspection and maintenance of ladders

**Brief Overview:** 30-minute instruction on the safe use of ladders.

**Target Audience:** Employees who use ladders in the course of their work.

**Frequency:** Once.

Elevated Places-Scaffolds

**Course Description:** Scaffold Safety training is required for those employees who may be required to erect and/or work from a scaffold platform system. This training session covers legal responsibilities, identification of the hazards associated with scaffolding, safe work practices, and the application/use/erection of the "Aldek" and "Upright" scaffolding systems.

**Brief Overview:** Half-day instruction on erecting and working safely from a scaffold platform.

**Target Audience:** Employees who use scaffolds for their work.

**Frequency:** Every 3 years.

Freight Elevator Handler

**Course Description:** Any individuals who are required to use freight elevators located in Guelph University main campus buildings need to be aware of the potentially hazardous situations that may occur with respect to use of the device or the materials being carried on it. This course provides the participant the knowledge necessary to operate or use the elevating device safely.

**Brief Overview:** Brief presentation followed by a practical session at one of the freight elevators. The course provides the participant the knowledge necessary to operate or use the freight elevator safely.

**Target Audience:** Staff, students or faculty who use freight elevators.

**Frequency:** Once.

Lockout/Tagout (Guelph Campus)

**Course Description:** The hazards associated with the inadvertent activation of machinery or equipment have the potential for causing severe injuries, including electrocution, burns, chemical exposures, cuts, bruises, crushing, amputation, or death. To protect workers from the unexpected start-up or release of stored energy during maintenance or repair activities, such machinery or equipment must be properly locked-out. This training outlines lockout procedures for the control of hazardous energy associated with machinery or equipment.

**Brief Overview:** Instruction on theory procedures for locking out/tagging out equipment prior to maintenance or repair work.

**Target Audience:** Employees who may "de-energize" equipment and conduct lockout-tagout procedures on equipment before performing maintenance or repair work

**Frequency:** Every 2 years.

Machine Guarding

**Course Description:** In workplaces, moving machine parts have the potential for causing severe workplace injuries due to hazards created by hazardous motions and actions. Whenever possible, machines should be designed to eliminate or reduce such hazards. Should hazards continue to exist, appropriate safeguarding must be implemented. This 4-hour seminar provides workers with classroom instruction that includes:

- Applicable statutes and regulations
- Specific applications
- Fixed enclosure guards
- Moveable/openable guards
- Interlocking devices
- Pinch point guards
- Guard rails

**Brief Overview:** 4-hour awareness session on safeguards on moving parts and machinery.

**Target Audience:** Employees who works in proximity to machinery with moving parts.

**Frequency:** Once.

Mould Awareness in the Workplace

**Course Description:** This 1-hour awareness training provides an overview of the potential hazards associated with common moulds that grow in indoor environments and the controls used to prevent/remediate mould contamination. Topics to be covered include:

- Defining mould
- Conditions that cause mould to grow in buildings
- Health effects associated with mould
- Regulatory requirements and guidelines
- What to do if you encountering mould in the workplace
- General procedures for Level 1 mould removal

**Brief Overview:** 1-hr overview on the potential hazards and mitigation measures associated with mould in indoor environments.

**Target Audience:** Employees who may inadvertently come in contact with mould-contaminated building materials during their work.

**Frequency:** One-time.

Hearing Loss Prevention

**Course Description:** This is a 2- hour basic training session on noise hazards in the workplace and the University's Hearing Loss Prevention Program. Participants will gain an understanding of the following topics:

- Effects of hazardous noise on hearing
- Regulatory requirements
- Noise hazard assessments
- Noise control measures
- Use, selection, fit, and care of hearing protection devices
- Purpose and procedures of audiometric testing
- Roles and responsibilities under the University's Hearing Loss Prevention Program

The course also includes hands-on training on proper fitting of foam ear plugs.

**Brief Overview:** In-person or online training via MS Team. Basic training session on noise hazards in the workplace and the University's Hearing Loss Prevention Program.

**Target Audience:** All employees who regularly work in noisy environments.

**Frequency:** Every 5 years.

Outdoor Spill Management

**Course Description:** This is a 1-hour seminar on the U of G Outdoor Spills Management Program, covering roles and responsibilities, the spill management process, spill locations and supplies.

**Brief Overview:** In-person 1-hr training on the U of G Outdoor Spills Management Program.

**Target Audience:** Employees who are involved in responding to outdoor spills.

**Frequency:** Every 3 years.

Respiratory Protection Program

**Course Description:** Participants in the Respiratory Protection Program (i.e., respirator users) must complete a one-time training on the elements of the program. This training includes instruction on:

- Respiratory hazards in the workplace and health effects
- Workplace roles and responsibilities
- Workplace controls for respiratory hazards
- Hazard Assessment
- Types and and selection of respirators
- Health Screening
- Respirator fit testing
- Care, maintenance and inspection of respirators

Training must be completed prior to initial respirator fit testing and the use of the respirator.

**Brief Overview:** Online via Courselink and in-person sessions if requested.

**Target Audience:** Respirator Users and their Supervisors.

**Frequency:** Once. For more Information please visit: Respirator Protection Program / Policy [2]

Respirator Fit Testing

**Course Description:** The Respirator Fit Test Clinic is intended for all personnel who are required to use respiratory protection when working in hazardous atmospheres. For adequate protection, a respirator must be appropriate for the hazard, properly fitted, worn correctly, and properly stored and maintained. EHS personnel will provide assistance in the selection of the appropriate respiratory protection, perform fit testing, and provide training on the proper use, care, and maintenance of respirators.

According to the Respiratory Protection Program, a fit test must be completed before the initial use of a tight-fitting respirator and at least every two years thereafter. A fit test shall not be performed unless the individual is clean shaven where the respirator seals to the face. Fit tests are required for all tight-fitting respirators, including disposable respirators (e.g., N95) and reusable respirators (e.g., half-face and full-face models). A separate fit test is required for each different make, model, and size of respirator.

**Brief Overview:** In-person session that includes instruction on respirator limitations, inspection, maintenance, filter/cartridge change-out schedules, cleaning and disinfection, as well as the fit testing.

**Target Audience:** Faculty, staff, and students who are required, or may be required, to use a respirator and who have completed the Respirator User Screening Questionnaire as required by the Respiratory Protection Program.

**Frequency:** Every two years. For more information, please visit: Respiratory Protection Program [2].

## Research Risk Training

EHS Laboratory Safety

**Course Description:** This course serves as an introduction to general laboratory safety measures and hazardous waste management. The training module is based on the U of G lab safety manual and the organizational health and safety programs and procedures and includes the following:

- Applicable legislation and industrial standards
- Hazard management including a discussion of engineering controls (Including fume hoods), administrative controls and personal protective equipment
- Physical hazards and hazards associated with common lab equipment
- Hazards of general chemical classes e.g., flammables, corrosives, compressed gases, etc.
- Chemical storage
- Hazardous waste management
- Emergency preparedness including fire safety and chemical spills
- Laboratory decommissioning

This training does not meet WHMIS2015 requirements and hence does not replace the requirement to participate in WHMIS2015 training.

**Brief Overview:** This is an online training course available through Courselink comprised of 11 units, followed by a quiz to confirm completion.

**Target Audience:** This course is required for all persons working in laboratories including faculty, staff, students,

volunteers and visitors.

**Frequency:** Once.

Consolidated Laboratory Safety Awareness (Lab/Bio/Rad)

**Course Description:** This awareness level training is developed for non-laboratory personnel working in the laboratory settings. This training module covers the following:

- Laboratory and Biosafety Awareness: Applicable legislation, Responsibilities, Lab hazards and controls, Signage and postings, Engineering controls, Safe practices, Waste segregation and disposal, and Emergency preparedness
- Radiation Safety Awareness: Types of radiation, Dose, risk and health effects, The ALARA principle, Signage and postings, Lab access, X-ray, and laser

**Brief Overview:** This is an online or in-class training course available through Courselink comprised of 2 modules, Lab Safety Awareness and Radiation Safety Awareness.

**Target Audience:** This course is required for workers who may enter laboratory environments throughout the course of their work but who are not researchers, students or laboratory personnel.

**Frequency:** Every 3 years.

EHS WHMIS

**Course Description:** The Workplace Hazardous Materials Information System (WHMIS) is Canada's national standard for communicating information about hazardous workplace products. This course is an introduction to the labelling, training, and safety data sheet (SDS) requirements of the WHMIS legislation. The following topics are included:

- Overview of the Workplace Hazardous Materials Information System (WHMIS2015)
- Labels, safety data sheets (SDS) and worker training
- WHMIS pictograms, Signal Words, Hazard statements and their meanings
- An overview of general chemical hazards, including flammability, reactivity and health hazards
- Exposure limits for chemical hazards
- Protective measures for working with chemicals

**Brief Overview:** This is an online course available through Courselink comprised of 9 units, followed by a quiz to confirm completion.

**Target Audience:** This is an online course available through Courselink comprised of 9 units, followed by a quiz to confirm completion.

**Frequency:** Every 3 years.

Transportation of Dangerous Goods - Ground- (Online)

**Course Description:** This course covers aspects of the Transportation of Dangerous Goods (TDG) regulations for road and rail to assist I ensuring all safe practices are followed.
The training must be provided before the employees handle the dangerous goods. Training is not required if the employee is under the direct supervision of a TDG certified employee or when an exemption applies. This training includes:

- Responsibilities of the shipper, handler and carrier
- Classification of dangerous goods, including hazards of the 9 classes, shipping names and UN numbers
- Shipping documentation - preparation, handling and retention requirements
- Safety marks including labels and placards
- Containers
- Emergency actions, including emergency response action plans if required
- Special Situations

**Brief Overview:** Online training through Danatec training platform, followed by a quiz to confirm completion. Upon completion, participants will be issued a U of G wallet size certificate, which should always be kept on their person when performing related duties.

**Target Audience:** This course is required for all University personnel who receive, transport or prepare shipments of dangerous goods, including those that are involved in the disposal/manifesting of hazardous waste from the University.

**Frequency:** Every 3 years.

Transportation of Dangerous Goods - IATA/Air

**Course Description:** This comprehensive course provides the necessary Transportation of Dangerous Goods by Air training based on the current IATA regulations required to ship by air or as required by FedEx. This couse includes:

- Responsibilities of the shipper, handler and carrier
- Classification of dangerous goods, including hazards of the 9 classes, shipping names and UN numbers
- Shipping documentation - preparation, handling and retention requirements
- Safety marks including labels and placards
- Containers
- Emergency actions, including emergency response action plans if required
- Special Situations with additional information on
- Listing of dangerous goods
- General packaging requirements and packing instructions
- Exemptions applicable to the University

**Brief Overview:** In class, full day training followed by a quiz to confirm completion. Upon completion, participants will be issued a U of G wallet size certificate, which should always be kept on their person when performing related duties.

**Target Audience:** This course is mandatory for all University personnel who receive or prepare shipment of dangerous goods by air. Supervisors are responsible to determine which employees in their work area require TDG training.

**Frequency:** Every 2 years.

EHS Biosafety - (Principal Investigator/Supervisor)

**Course Description:** This course provides an overview of the relevant regulations, the University's Biosafety policy and program as well as appropriate biosafety and biocontainment measures and practices for handling biohazards. This course includes the following:

- Definitions in accordance with the Human Pathogens and Toxins Act & regulations, Health of Animals Act and Regulations, the Canadian Biosafety Standard and University's biosafety policy and program
- Responsibilities and obligations of the Biosafety Officer

- Responsibilities of the Principal Investigator or supervisor (as applicable)
- Guidance to conduct pathogen risk assessment
- Description of the Biohazard Permitting process and procedures to complete biosafety permit applications including associated forms for change requests
- Procedures for movement of biohazards.
- Procedures and good biosafety practices with regards to biohazard storage, usage, containment, and disposal.
- Types and properties of various chemical disinfectants and selection criteria for appropriate disinfectant based on the biohazard used
- Ventilated equipment used routinely in containment laboratories, including classes, type and purposes of different biological safety cabinets as well as safe operation practices for a biological safety cabinet
- Emergency response planning and procedures for incidents including spills inside a containment level 2 lab
- Requirements of lab biosecurity program to prevent inadvertent or intentional release or illicit or unauthorized access or misuse of a pathogen and/or toxin

**Brief Overview:** This is an online comprehensive course available through Courselink comprised of 10 modules, followed by a quiz to confirm completion.

**Target Audience:** This course applies to Principal Investigator (PI) and/or Supervisors who are handling, storing and processing biological material.

**Frequency:** Every 6 years. Refresher training is required within three calendar years following the initial biosafety training. In the event that the allowable time period has lapsed, the Biosafety Principal Investigator training is required to be retaken.

EHS Biosafety - (Investigative personnel/Lab worker)

**Course Description:** This course provides an overview of the appropriate biosafety and biocontainment measures and practices for handling biohazards. This course includes the following:

- Definitions in accordance with the Human Pathogens and Toxins Act & regulations, Health of Animals Act and Regulations, the Canadian Biosafety Standard and University's biosafety policy and program
- Responsibilities in accordance with the Biohazard program and legislation
- Information on risk groups & containment levels
- Procedures and good biosafety practices with regards to biohazard storage, use, containment, and disposal.
- Types and properties of various chemical disinfectants and selection criteria for appropriate disinfectant based on the biohazard used
- Ventilated equipment used routinely in containment laboratories, including classes, type and purposes of different biological safety cabinets as well as safe operation practices for a biological safety cabinet
- Emergency response plans and procedures for handling accidents/incidents.
- Biosecurity measures to prevent inadvertent or intentional release or illicit or unauthorized access or misuse of a pathogen and/or toxin from labs or other containment zones.

**Brief Overview:** This is an online comprehensive course available through Courselink comprised of 10 modules, followed by a quiz to confirm completion.

**Target Audience:** This course applies to all Investigative lab personnel (Lab workers) who are handling, storing and processing biological material.

**Frequency:** Every 6 years. Refresher training is required within three calendar years following the initial biosafety training. In the event that the allowable time period has lapsed, the Biosafety Investigative Staff training is required to be retaken.

EHS Biosafety - Refresher

**Course Description:** This course is a recap of the EHS biosafety Principle Investigator/Supervisor and Investigative Staff courses. It includes:

- Relevant legislation
- Public Health Agency of Canada Risk Group classification & ePATHogen database use
- Containment level 1 & 2 requirements
- Documentation requirements for active biohazard permits
- Containment Level 2 policies and procedures
- Procedures for movement of Biohazards

**Brief Overview:** This is an online refresher course available through Courselink, followed by a quiz to confirm completion.

**Target Audience:** This course is a refresher training for Principal Investigators (Supervisors) & Investigative (laboratory workers) personnel.

**Frequency:** Every 3 years. Refresher training is required within three calendar years following the initial biosafety training.

EHS Radiation Safety

**Course Description:** This course covers all the aspects of the radiation safety program at the University of Guelph. The training is designed specifically for the use of sealed and unsealed radioactive sources used for both research, diagnostic and therapeutic purposes. The training also covers the use of radiation devices and covers the following topics:

- Introduction to radiation & radioactivity
- Regulatory requirements & overview of University of Guelph Radiation Protection Program
- Radiation quantities & units
- Biological & health effects
- Radiation measurement & instrumentation
- Dosimetry
- Controlling exposures
- University of Guelph standard operating procedures
- Purchasing, shipping & receiving of radioactive materials (TDG Class 7)
- Emergency procedures & response

**Brief Overview:** This is an online comprehensive course available through Courselink, followed by a quiz to confirm completion. Upon completion, participants will be issued a U of G wallet size certificate for TDG Class 7, which should always be kept on their person when performing related duties.

**Target Audience:** This course is required for all University Personnel (students, faculty, staff, visitors and/or volunteers) working with unsealed or sealed nuclear substances and/or radiation devices. This training is also to be completed by non-users that share lab spaces where radioactive sources are housed.

**Frequency:** Every 3 years.

EHS Laser Safety (Class 3B, 4)

**Course Description:** This course covers all the aspects of the Laser safety program at the University of Guelph. The training is designed for the users that work with Class 3B or 4 Lasers for research and medical purposes. This training is based on the university's Laser safety manual and covers the following topics:

- Understand what a laser is and how it works.
- Understand how to recognize and evaluate related hazards.
- Identify conditions that may produce hazards.
- Controlling and mitigating hazards related to operating lasers.
- Emergency response and procedures.
- Understand the regulatory requirements at the provincial (Ontario) and institutional (U of Guelph) level.

**Brief Overview:** This is an online comprehensive course available through Courselink, followed by a quiz to confirm completion.

**Target Audience:** This course is intended for all University Personnels (faculty, students, staff, visitors and/or volunteers) that work with Class 3B or Class 4 lasers. This training is also to be completed by non-users that occupy/share lab spaces where class 3B or 4 lasers are used.

**Frequency:** Every 3 years.

EHS X-Ray Safety

**Course Description:** This course covers all the aspects of the X-Ray safety program at the University of Guelph. The training is designed for the users that work with X-Ray devices for research and diagnostic purposes. This training is based on the university's X-Ray safety manual and covers the following topics:

- Properties of radiation.
- Interactions of radiation.
- Production and characteristics of x-rays.
- Measurement of radiation.
- Biological effects of radiation.
- Background radiation.
- Relationship between technical factors that affect image quality and dose.
- Radiation protection legislation.
- Control of radiation hazards.
- Quality control. R.R.O. 1990, Reg. 543, s. 4 (1).

Please note that this training differs from the radiation safety training since this training does not cover the use of sealed and unsealed nuclear substances.

**Brief Overview:** This is an online comprehensive course available through Courselink, followed by a quiz to confirm completion.

**Target Audience:** This course is intended for all University Personnel (faculty, students, staff, visitors and/or volunteers) that work with X-Ray devices for both research and diagnostic purposes. This training must be completed prior to the use of any open source or cabinet X-Ray device.

**Frequency:** Every 3 years.

EHS Field Research Planning

**Course Description:** This course will provide a general orientation to field research planning including: field work plans, general field safety, field transportation insurance considerations, international travel contingency planning, other available resources. For the purposes of this training "field" includes non?University of Guelph locations outside of traditional workplaces such as the classroom, laboratory, farm/agricultural locations and/or office environment.

**Brief Overview:** Self?directed online training via Courselink. This course includes 7 units, followed by a quiz to confirm completion.

**Target Audience:** This course is intended for members of the University community conducting and/or organizing research in the field (faculty, staff, students as applicable)

**Frequency:** Once.

**Source URL:**https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-training/course-descriptions

**Links**
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