

**Supervisor Health & Safety Awareness Training
Content Requirements:**

Effective July 1, 2014, a new regulation will require health and safety awareness training for workers under the Occupational Health and Safety Act (OHSA). The contents of the training provided to workers should include the following:

Occupational Health & Safety Act Overview and Responsibilities	
Role of the Supervisor and Health & Safety	<input type="checkbox"/>
Duties as a Supervisor	<input type="checkbox"/>
Duties of the Employer and Worker	<input type="checkbox"/>

Health & Safety Leadership	
Teamwork & the Internal Responsibility System (IRS)	<input type="checkbox"/>
The 3 Rights of Workers	<input type="checkbox"/>

Supervisors Toolkit	
Know the Hazards in your Workplace	<input type="checkbox"/>
Dealing with Hazards	<input type="checkbox"/>
Handling Problems as they Arise (RACE process → Recognize, Assess, Control, Evaluate)	<input type="checkbox"/>
Importance of being a Health & Safety Role Model	<input type="checkbox"/>

Health & Safety Resources	
Getting the Help you Need (External Training, Employer Assistance, Internal Workplace Information)	<input type="checkbox"/>
Additional Information & Resources (including contact information) <ul style="list-style-type: none"> - Ministry of Labour - Workers Health & Safety Centre - Occupational Health Clinics for Ontario Workers - Health & Safety Ontario - Workplace Safety & Insurance Board 	<input type="checkbox"/>

In addition to the Health & Safety Awareness training requirements, all Employers should ensure that Supervisors are trained on the following:

- ✓ Specific hazards in your workplace
- ✓ The procedure to follow when reporting health and safety concerns, incidents or injuries
- ✓ Any protective equipment you are required to wear or use
- ✓ Where the company's health and safety policy is posted (in workplaces with more than 5 workers)
- ✓ Where the first aid station is and the names of qualified first aid providers
- ✓ The company's emergency plan
- ✓ Information on hazardous materials in your workplace
- ✓ The workplace violence and harassment prevention policy
- ✓ Where a copy of the OHSA is posted
- ✓ Where the names of your joint health and safety committee members are posted

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