

Health and Safety Training Guide: Administrative & Facilities Staff



UNIVERSITY OF
TORONTO

Environmental
Health & Safety

The table below outlines the training requirements for administrative and facilities staff based on their specific job activities.

WORK TASK(S)	COURSE CODE	COURSE NAME	DELIVERY FORMAT	VALID FOR
General Safety				
<input type="checkbox"/> All employees regardless of job function	EHS002	Basic Health and Safety Awareness	Online	No Expiry
	EHS528	Slips, Trips, and Falls	Online	No Expiry
<input type="checkbox"/> Office worker or spends over 3 hours per day at a computer workstation	EHS536	Office Ergonomics	Online	No Expiry
<input type="checkbox"/> Holds supervisory responsibilities over other UofT employees and students and/or oversees their work	EHS303	Job Safety Analysis	Online	No Expiry
	EHS305	Accident Investigation for Supervisors	In-class	No Expiry
	EHS583	Supervisor Due Diligence	Online	No Expiry
	EHS585	Work Refusals	Online	No Expiry
<input type="checkbox"/> Uses ladders	EHS542	Ladder Safety	Online	No Expiry
<input type="checkbox"/> Visits labs or performs repair/maintenance/renovation in labs	EHS576	WHMIS for Non-Lab Staff	Online	1 year
	EHS953	Health and Safety Awareness in Labs for Non-Lab Users	Online	No Expiry
Staff-Specific Training				
<input type="checkbox"/> All Facilities & Services staff on St. George Campus	EHS003	Health and Safety Orientation for Facilities (F&S - St. George)	Online	No Expiry
<input type="checkbox"/> F&S Utilities Building Engineers	EHS588	WHMIS for Utilities Building Engineers	Online	1 year
<input type="checkbox"/> F&S Campus Moving, Grounds and Recycling Staff	EHS524	Ergonomics for Campus Moving, Grounds and Recycling	Online	No Expiry
Building Maintenance and Repair				
<input type="checkbox"/> Works near but <u>not</u> directly with asbestos	EHS509	Asbestos Awareness	Online	No Expiry
<input type="checkbox"/> Manages repair/maintenance/renovation projects with asbestos	EHS570	Managing Asbestos Projects	Online	5 years
<input type="checkbox"/> Performs Type 1 or 2 asbestos work	EHS567 (full-day) / EHS568 (refresher)	Asbestos Training for Type 1 & 2 Asbestos Workers & Their Supervisors	In-class	5 years
	EHS532	Respiratory Protection	Online (fit testing in-person)	2 years
<input type="checkbox"/> Works with lead-containing materials (e.g., lead paint, lead sheets, leaded glass, etc.)	EHS519	Lead in Building Materials: Evaluating and Controlling the Hazard	Online	No Expiry
	EHS532	Respiratory Protection	Online (fit testing in-person)	2 years
<input type="checkbox"/> Works with silica-containing materials (e.g., mortar blocks, cement, brick, etc.)	EHS507	Silica in Building Materials: Evaluating and Controlling the Hazard	Online	No Expiry
	EHS532	Respiratory Protection	Online (fit testing in-person)	2 years
<input type="checkbox"/> Works on plumbing traps; cleans up broken compact fluorescent lights	EHS573	Mercury Awareness	Online	No Expiry
<input type="checkbox"/> Requires awareness of mould remediation and prevention of mould growth but <u>does not</u> perform mould remediation	EHS533	Mould: Evaluating and Controlling the Hazard	In-class	5 years
	EHS533	Mould: Evaluating and Controlling the Hazard	In-class	5 years
<input type="checkbox"/> Removes or cleans mould-contaminated materials	EHS533	Mould: Evaluating and Controlling the Hazard	In-class	5 years
	EHS532	Respiratory Protection	Online (fit testing in-person)	2 years
Chemical and Physical Hazards				
<input type="checkbox"/> Uses chemicals	EHS576	WHMIS for Non-Lab Staff	Online	1 year
<input type="checkbox"/> Conducts work which requires the use of a respirator	EHS532	Respiratory Protection	Online (fit testing in-person)	2 years
<input type="checkbox"/> Works outdoors in the winter for significant periods of time	EHS530	Cold Stress: Working in Cold Environments	Online	No Expiry
<input type="checkbox"/> Works outdoors in the summer or in hot indoor environments	EHS531	Heat Stress: Working in Hot Environments	Online	No Expiry
<input type="checkbox"/> Works in confined spaces	-----	Confined Space (campus-specific training will vary)	In-class	Varies
<input type="checkbox"/> Works in areas where noise levels would be greater than 85 dBA	EHS529	Noise: Recognizing and Controlling the Hazard	Online	No Expiry
<input type="checkbox"/> Conducts maintenance or repairs on equipment/machinery	EHS527	Lock Out Tag Out	In-class	3 years
Working at Elevated Heights				
<input type="checkbox"/> Works at heights above 10 feet or closer than 2 metres from the edge and without guardrails	EHS579	Working at Heights	In-class	3 years
<input type="checkbox"/> Drives or works on aerial platform lifts	EHS539	Aerial Platform Lift	In-class	3 years
Manual Materials Handling				
<input type="checkbox"/> Works in loading dock areas	EHS548	Working in Loading Docks	Online	No Expiry
<input type="checkbox"/> Manually transports materials (e.g., lifting, pushing, pulling)	EHS534	Manual Materials Handling (Ergonomics)	Online	No Expiry
<input type="checkbox"/> Transports large/heavy objects in vehicles	EHS547	Load Securement	Online	No Expiry
Shipping and Receiving of Dangerous Goods				
<input type="checkbox"/> Receives packages (does not open) – radioactive materials	EHS908	Transportation of Dangerous Goods (TDG) - Radiation (Receiving Only)	In-class	3 years
<input type="checkbox"/> Receives packages (does not open) – biological agents	EHS909	Transportation of Dangerous Goods (TDG) - Biologicals	In-class	2 years
<input type="checkbox"/> Transports, receives, and ships chemicals under the Transportation of Dangerous Goods Act (TDG)	EHS910	Transportation of Dangerous Goods (TDG) - Chemicals	Online	3 years

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