

## Mandatory Training Tip Sheet

### Mandatory Training Tips:

Q: How does someone that is responsible for sending out notices to their colleagues determine what training modules are outstanding?

A: Within the excel spreadsheet provided by Human Resources, if there is no training code present in one of the required training areas (i.e. WHMIS), it can be assumed that the employee needs to complete that required module.

Q: If a module is listed on an employee's Certifications report available through MyOntarioTech, does that mean that they are not required to complete a refresher of that module?

Q. A: Not always. For example, the WHMIS Module was last updated in 2021. If an employee took the training prior to that date, they would need to complete a refresher. How do I know that my training is up to date when I check my Certifications record through MyOntarioTech?

A. Check the wording beside the heading *How name of module will appear on your Certifications training record and if the module name matches the wording, your training is up to date.*

Q: Does a Supervisor have to take Health and Safety Awareness Training for Supervisor's if they have already taken Health and Safety Awareness Training for Workers?

A: Yes. The Supervisor module must be taken within the first 4 weeks of hire when an existing employee has been hired into a supervisory role.

Q: What employees have to complete the **AODA Accessible Instruction for Educators** module?

A: **All** full time and limited term **faculty** including TA's, RA's, Sessionals and Post-docs.

Q: Need For **further assistance**?

A: Email [healthandsafetytraining@ontariotechu.ca](mailto:healthandsafetytraining@ontariotechu.ca) . An employee's supervisor will also be able to advise on specific training requirements.

Q: How does an employee **access their training records**?

A: Visit the Mandatory Employee Training site found here - <https://hr.ontariotechu.ca/working-at-ontario-tech/mandatory-employee-training.php>