



# Health and Safety Awareness Training for Workers and Supervisors

## Introduction:

Basic occupational health and safety awareness training for all workers and supervisors in Ontario is required by the [Occupational Health and Safety Awareness and Training Regulation](#) under the [Occupational Health and Safety Act](#) (OHSA). The requirements are enforceable as of July 1, 2014.

These awareness training programs are designed to increase workers' and supervisors' knowledge of basic rights and responsibilities under the OHSA and heighten awareness of basic workplace health and safety issues. This training does not replace existing workplace health and safety training required under the OHSA.

## Who is required to complete this training?

The regulatory requirements apply to all workplaces covered under the Occupational Health and Safety Act (OHSA), regardless of sector. All employers must ensure **workers** and **supervisors** complete, or have completed, an awareness training program that meets the regulatory requirements.

**Self-employed** persons are not required to complete the basic awareness training requirements. By "self-employed", the Ministry of Labour (MOL) is referring to people who work completely independently (e.g. a painter who always works alone).

The OHSA defines a "**supervisor**" as a person who has charge of a workplace or authority over a worker. If you have authority over someone else or if you are in charge of their workplace (e.g. a receptionist, a chiropractic health assistant, another practitioner who works for you or uses space in your clinic) then these requirements apply to you in your role as that person's supervisor, even if you yourself are self-employed.

The OHSA defines a "**worker**" as a person who performs work or supplies services for monetary compensation. These requirements apply regardless of employment status, such as full-time, part-time and seasonal workers. If you are supervised by someone else then these requirements apply to you in your role as that person's worker. Specifically, if you work independently within another person's clinic, the MOL recommends doing the training so you are aware of the province's safety requirements and how to deal with any safety concerns.

If you are not sure if these requirements apply to you, the Ministry of Labour encourages you to assume the broadest definition of "worker" and "supervisor" and err on the side of doing the training.

If there is any question about whether you or your workplace is covered by the Act, call the Ministry's toll-free health and safety information line at 1-877-202-0008 (8:30 a.m. – 5:00 p.m., Monday – Friday, for general inquiries about workplace health and safety).

## Records

Employers are required to keep a record of the awareness training for workers and supervisors. The records may be kept in either paper or electronic form. Ministry inspectors may ask to review employers' records of awareness training during an inspection or investigation. Documentation should be kept on hand for a minimum of six months following the departure of a trained employee.

The record should include information such as the name of the individual who completed the program, the date of completion and the name or a brief description of the training course or program.



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## Free Basic Awareness Training Programs available from the Ministry of Labour

The Ministry of Labour (MOL) has developed basic occupational health and safety awareness training programs for workers and supervisors. These programs can be used to comply with the awareness training requirements. Generally, supervisors are required to complete both programs.

The MOL programs are available for free either as printable workbooks or online e-learning modules. The workbooks are available in multiple languages: English, French, Chinese (Traditional and Simplified), Hindi, Portuguese, Punjabi, Spanish and Urdu.

[Visit the Ministry of Labour site for e-learning modules and printable workbooks »](#)

## Do workplaces have to use the Ministry of Labour programs to comply with the regulation?

No. Workplaces can develop their own training programs or use externally provided training, if the training meets the minimum content requirements set out in [Ontario Regulation 297/13](#).

The Ministry of Labour is developing self-assessment tools that can be used by workplaces to evaluate and compare their existing training programs with the minimum content required by the regulation.

### Learn more

For more information, please:

- Visit the [Ministry of Labour website](#),
- Call the Ministry's toll-free health and safety information line at 1-877-202-0008 between 8:30 a.m and 5 p.m Monday-Friday for general inquiries about workplace health and safety,
- See [A Guide to the Occupational Health and Safety Act](#),
- Download and print Ontario law on [e-Laws](#), or
- Seek legal advice.