



## Occupational Health and Safety (OHS) Training for You

### Core OHS Courses

As an employee, you are required to take certain OHS courses, and may also need to attend other task-specific training or awareness sessions depending on your roles and duties.

All online courses are available through [ILMS/Saba](#)

All Employees

**OHS Training for Employees:** Learn about your rights and obligations under the *Canada Labour Code, part II, Canada Occupational Health and Safety Regulations, National Joint Council OHS Directive* and how the Departmental OHS Program pulls it all together. (SABA Code: 10001264)

Required



Taken



**Hazard Prevention Program for Employees:** This course contains several modules that focus on the specific hazards and preventive measures related to your work, your role in preventing injuries and reporting hazards. (SABA Code: 00002664)

Required



Taken



**General Office Ergonomics Principles:** Improper ergonomics is one the leading causes of injury in our office environment. This course covers the essentials on recognizing the hazards, adjusting your workstation and preventing ergonomic injuries. (SABA Code: 10001130)

Required



Taken



**Workplace Violence Prevention Training:** Outlines the Workplace Violence Prevention Policy, your responsibilities, factors that may contribute to workplace violence, and how to respond to incidents of workplace violence if they occur. (SABA Code: 00002679)

Required



Taken



Did you know ... you can review training content at any time through [ILMS/Saba](#)

Managers and Supervisors

**OHS Training for Management:** This course provides an explanation of the Departmental OHS program and applicable legislation, outlines all parties' OHS-related rights and obligations, explains the Internal Responsibility System— including raising OHS issues, and what to do if an accident occurs. (SABA Code: 10001262)

Required



Taken



**Hazard Prevention Program for Managers:** Outlines the roles and responsibilities of managers and supervisors when it comes to hazard prevention, including how to use the program to prevent injuries in your workplace. (SABA Code: 00002663)

Required



Taken



**Workplace Violence Prevention Training for Managers:** Provides an introduction to the policy, an explanation of roles and responsibilities, how to prevent workplace violence, but also recognize and respond to incidents of workplace violence if they occur. (SABA Code: 10001345)

Required



Taken





## Occupational Health and Safety (OHS) Training for You

### Role-Specific OHS Courses

Employees in approximately 400 ESDC workplaces contribute to protecting the health and safety of co-workers through their roles as First Aid attendants, health and safety committee members, health and safety representatives, ergonomic coaches and floor emergency wardens.

These OHS roles have specific training requirements.

Committees and Representatives	<a href="#">OHS Training for Committees and Representatives</a> : This course provides an explanation of the Departmental OHS program and applicable legislation, outlines all parties' OHS-related rights and obligations, explains the Internal Responsibility System—including raising OHS issues, and what to do if an accident occurs. (SABA Code: 10001263)	Required <input type="checkbox"/>	Taken <input type="checkbox"/>
	<a href="#">Workplace Inspection Training</a> : Outlines the workplace inspection process, including the use the checklist, things to look for, and responding to findings. (SABA Code: 10001244)	Required <input type="checkbox"/>	Taken <input type="checkbox"/>
First Aid Attendants	<a href="#">First Aid Certification for Attendants</a> : This is necessary to develop skills essential to hold a valid emergency, basic, or standard first aid certificate. Includes emergency scene management, CPR and dealing with medical personnel.	Required <input type="checkbox"/>	Taken <input type="checkbox"/>
Ergo Coaches	<a href="#">Ergonomics Training for Ergo Coaches or Specialists</a> : Learn skills necessary to conduct ergo adjustments in the workplace, when to refer employees with symptoms of musculoskeletal disorders to their supervisor, and how to complete the Ergo adjustment tracking tool.	Required <input type="checkbox"/>	Taken <input type="checkbox"/>

We all play a role in protecting our physical well-being by preventing injuries, accidents and illnesses in our workplaces. Assisting co-workers with health and safety matters is a great way to make a difference and to connect with what is going on in your buildings or offices.

You can do your part too. If you're looking for a chance to get involved in a more formal way, there may be opportunities in your very own workplace. Speak to your supervisor about ways to get involved.

**For more information on other tools, resources, and task-specific training, visit [OHS on iService](#).**