

TITLE: Environmental Health and Safety (EHS) Training Program Manual	Version: 3
	Version Date: 2024-05-16
Signing Authority: Delaine Russo, Director, Environmental Health and Safety Office	

Contents

1	Purpose	2
2	Scope.....	2
3	Definitions.....	2
4	Responsibilities	2
5	Training Compliance	2
6	EHS Training Program	3
6.1	<i>Course Selection</i>	3
6.2	<i>Course Delivery.....</i>	3
6.3	<i>Course Completion</i>	3
6.4	<i>Course Compliance and Record Management</i>	4
7	References	4
8	Document History	4
	Appendix A – EHS Training Program catalogue	5

1 Purpose

The purpose of this training program manual is to outline the requirements for safety training at the University of Manitoba and to provide reference for the courses offered through the Environmental Health and Safety Office (EHSO) as well as Physical Plant Health and Safety.

2 Scope

This training program is reflective of the requirements for all employees of the University of Manitoba. The program also offers courses as required to students of the university. Note: Contractors must be hired having completed all applicable safety training for their work as provided by their employer. Only UM Contractor Safety training will be provided to UM contractors.

3 Definitions

EHSO	Environmental Health and Safety Office
Employee	A worker who is being compensated for their work by the University of Manitoba. This does not include a contractor.
Worker	Any employee or student who is conducting work at the University of Manitoba or within its facilities.

4 Responsibilities

It is the responsibility of the **Employee** to:

- Complete any EHS training required by their position.
- Act in compliance with the information provided within the EHS training and demonstrate competency as required.

It is the responsibility of the **Supervisor** to:

- Provide time within the scheduled workday for an employee to complete their training.
- Assess that a worker is able to demonstrate competency with the information provided in their training.

It is the responsibility of **EHSO** to:

- Develop and offer applicable training required to work safely at the University of Manitoba.
- Review compliance with the completion of required training across all University of Manitoba workers.
- Review and update this document to maintain compliance with regulatory and University standards.

5 Training Compliance

Under the Manitoba Workplace Safety and Health Act and Regulation, the University of Manitoba, as an employer is required to provide training to all employees so that they can conduct all work activities in a safe manner. Contractors conducting work at the University of Manitoba are required

to come to our facilities having all required training for their work. Contractor Safety training and other requirements are managed under our UM Contractor Safety Program.

6 EHS Training Program

The EHS Training Program requires that all employees complete any training deemed necessary to conduct their work activities safely. Training must be provided to an employee prior to commencing any associated potentially hazardous work tasks that are unsupervised.

6.1 Course Selection

Under the EHS Training Program courses must be selected for each position according to the nature of the work. All courses offered under the EHS Training Program can be found within Appendix A of this document and include a course description as well as a reference for whom the course materials apply.

6.2 Course Delivery

Many of the courses offered in the EHS Training Program are available “online” via UMLearn. The steps for self-registration are:

- Login to [UM Learn](#).
- Select ‘Self-Registration’ from the top menu.
- In the course offerings list, select the course name.
- Complete the registration steps and click on ‘Go to course offering.’

Other courses may be offered as “Instructor-Lead” by a qualified person either internally or by a qualified contractor. To register, contact the Environmental Health and Safety Office by email EHSO@umanitoba.ca.

Information on the mode of delivery for each course is provided within Appendix A.

6.3 Course Completion

A certificate is awarded for the successful completion of each course. Course completion requires both a review of each module and a score of 100% achieved on the final quiz. Participants will be permitted multiple attempts at the quiz to achieve this grade.

Note: The final quiz will only be released in the course once all module content has been reviewed.

To view awards (completed courses) achieved within UMLearn, complete the following steps:

- Click on any course you have completed in UM Learn from the waffle menu.
- Use the Assessments drop down menu to select Awards.
- Click My Awards to view your certificates and badges.
- To add your certificate or badge to your Profile and or ePortfolio click the Share button and click share to Profile and or send to your ePortfolio.
- If you are required to provide proof of course completion, click on the name of your course under My Awards and pop-up screen will appear that will generate a certificate. From there you will be able to either download and save or print your certificate.

6.4 Course Compliance and Record Management

The provision of training to conduct work safely is a compliance requirement under the Manitoba Workplace Safety and Health Act and Regulation. The courses required for each position at the UM depend on the work conducted and the exposure to hazards for that specific position. If an employee transitions into a new position, they will be required to complete training that is aligned with requirements of their new position.

Records of each course completed must be retained for compliance verification. EHSO will conduct audits to ensure employees are compliant with their safety training requirements.

7 References

Manitoba Workplace Safety and Health Act (2022) and Regulation (217/2006)

8 Document History

Version Number	Version Date	Description of Change	Author
3	2024-05-16	Revised	Robyn Holliday

Appendix A – EHS Training Program catalogue

Course Name: Environmental Health and Safety Basics
Course Description: EHS Basics provides information on health and safety in the workplace that is required to be provided to all employees as per the Manitoba Workplace Safety and Health Act and Regulation. It also provides information to employees of the University of Manitoba on programs provided by the Environmental Health and Safety Office (EHSO).
Mode of Course Delivery: online via UMLearn
Applicable Audience: all UM employees

Course Name: EHS for Supervisors
Course Description: The EHS for Supervisors course informs those who supervise the work of employees of their roles and responsibilities under the Manitoba Workplace Safety and Health Act and Regulation. This training provides direction on how to conduct activities related to their responsibilities in safety at the university including incident reporting, employee rights, hazard recognition and training.
Mode of Course Delivery: online via UMLearn
Applicable Audience: All UM employees in a supervisory role (e.g. supervisors, managers, directors, etc.)

Course Name: EHS for Students (coming soon)
Course Description: EHS for Students course trains students in aspects of EHS programs that apply to their own health and safety while learning on campus. This course also introduces students to the Environmental Health and Safety Office and promotes the use of our services where applicable.
Mode of Course Delivery: online via UMLearn
Applicable Audience: All students at the University of Manitoba

Course Name: Workplace Safety and Health Committee Basics
Course Description: The Workplace Safety and Health Committee Basics course provides information to those employees of the University of Manitoba who volunteer and serve as a member of any workplace safety and health committee, including but not limited to the Local Area Safety and Health committees as well as the Organizational Safety and Health Advisory committee. This training instructs committee members on their duties and responsibilities and the required activities of the committee such as meeting structure and conduct, safety concern resolution, and conducting safety inspections.
Mode of Course Delivery: online via UMLearn
Applicable Audience: All employees who volunteer on a University of Manitoba workplace safety and health committee (e.g. LASH or OSHA committee members)

Course Name: Emergency Response (coming soon)
Course Description: The Emergency Response course provides information to employees on how to respond to various potential emergency events such as medical emergencies, fires and

occupant-engaged fire life safety programs, hazardous spill response, various alarms and communication systems, and more.
Mode of Course Delivery: online via UMLearn (in construction)
Applicable Audience: all UM employees

Course Name: CPR / First Aid training
Course Description: The CPR / First Aid courses offered meet training requirements as per Part 5 of the Manitoba Workplace Safety and Health Regulation. Employees are trained in cardiopulmonary resuscitation (CPR), airway management automated external defibrillators (AEDs) and treatment of basic injuries that require first aid. The level of course provided is dependent on various factors as assessed by EHSO.
Mode of Course Delivery: Instructor-Lead (external)
Applicable Audience: Employees who have volunteered to represent their area as a person trained in this type of emergency response; also required for employees who work in higher risk activities (see EHSO for a list of these positions)

Course Name: Ergonomic training - Office Ergonomics
Course Description: The Office Ergonomics course focuses on adjusting your personal workstation to prevent musculoskeletal injury and to provide optimal comfort as you work.
Mode of Course Delivery: online via UMLearn
Applicable Audience: All employees who work at a computer workstation

Course Name: Ergonomic training – Material Handling
Course Description: The Material Handling course focuses on proper techniques and body mechanics when lifting and handling materials. This course also identifies when further material handling supports are required to safely conduct the work.
Mode of Course Delivery: online via UMLearn
Applicable Audience: All employees who move objects through the university for work purposes (e.g. push, pull, lift, carry materials)

Course Name: Transportation of Dangerous Goods (receiving goods only)
Course Description: This course is available to individuals who receive dangerous goods only and is not applicable to individuals packaging dangerous goods for export. The course will discuss aspects of how a dangerous good item should be received, proper documentation of received items and information required for a Transport Canada Inspection. This certification is valid for 3 years.
Mode of Course Delivery: online via UMLearn
Applicable Audience: all employees who receive dangerous goods only

Course Name: Transportation of Dangerous Goods - Ground
Course Description: Any person shipping, receiving, or transporting dangerous goods by ground must be certified for ground transport of dangerous goods. This half-day course will cover all

aspects of shipping, transporting, and receiving dangerous goods and is required for all University drivers transporting dangerous goods. This certification is valid for 3 years.
Mode of Course Delivery: Instructor-Lead (internal)
Applicable Audience: all employees who ship, receive, or transport dangerous goods by ground

Course Name: Transportation of Dangerous Goods - Air
Course Description: Any person shipping or receiving dangerous goods by air must be certified for air transport of dangerous goods. Note: Course attendees may include laboratory staff shipping medical samples by air (medical samples and dry ice are both regulated as dangerous goods). TDG Ground certification is a pre-requisite for this course. This certification is valid for 2 years.
Mode of Course Delivery: Instructor-Lead (internal)
Applicable Audience: all employees who ship or receive dangerous goods by air

Course Name: Chemical Safety (coming soon)
Course Description: The Chemical Safety course provides information to those who work with chemicals on how to properly manage them for their safety, the safety of the UM Community and the safety of the environment. The topics covered in chemical safety management include: chemical handling, WHMIS/GHS, chemical inventory management, chemical storage, chemical waste disposal, chemical spill response and reporting.
Mode of Course Delivery: online via UMLearn (in construction)
Applicable Audience: all employees who work with chemicals at the university

Course Name: Biological Safety Training
Course Description: This course covers the guiding principles and basic safety measures used in biosafety.
Mode of Course Delivery: online via UMLearn
Applicable Audience: all employees who work with biological agents at the university

Course Name: Biological Safety – Permit Administration (coming soon)
Course Description: This course orients users on the responsibilities of permit holders and process of applying for Biosafety Permits.
Mode of Course Delivery: online via UMLearn
Applicable Audience: all employees who apply for or amend Biosafety Permits

Course Name: Open-Source Radiation Safety Orientation
Course Description: Laboratory staff and students that will be working with open-source radioisotopes such as radiolabelled chemicals and the like, will complete this three-part training program offered through UM Radiation Safety. A self-directed study assignment and accompanying supervisor led lab study/orientation assignment are submitted to EHS for evaluation. This automatically registers the worker as a participant in the full day spill management workshop covering topics such as good laboratory setup, shielding, using survey meters, emergency response procedures and incident reporting. The workshop also includes a

live spill exercise and Transportation of Dangerous Goods Class 7 Radioactive Materials certification for receiving shipments.
Mode of Course Delivery: Both self-directed online and Instructor-Lead (internal)
Applicable Audience: Staff and students working directly with open-source radioisotopes

Course Name: Sealed-Source Radiation Safety Orientation
Course Description: Laboratory staff and students that will be working with sealed-source radioisotopes and/or devices containing radioactive sources will first complete a self-directed study assignment based on the content of three modules which cover the theory of radiation, radiation exposure and the legal requirements of working with radioactive sources at our institution. This is followed by a supervisor led lab study/orientation assignment covering hazard assessment and control principles, lab safety compliance and radiation detection equipment. Both are submitted to EHS for evaluation.
Mode of Course Delivery: Both self-directed online and Instructor-Lead (internal)
Applicable Audience: Staff and students working directly with sealed source radioisotopes

Course Name: X-Ray Equipment Self-Study Assignment
Course Description: Individuals routinely using open and closed beam X-Ray equipment in the course of their research or studies will complete a self-study assignment based on the contents of an X-Ray Equipment Safety Orientation delivered in the form of a presentation. The assignment covers topics such as the principles of X-Ray equipment and how it works, how the equipment is used at the University, the Provincial governing regulations on the use of X-Ray equipment, the effects of ionizing radiation and X-Ray exposure and the different ways we reduce the risk of exposure in the course of work. This assignment is submitted to EHS for evaluation.
Mode of Course Delivery: Self-directed online
Applicable Audience: Staff and students working with X-Ray equipment for research purposes (non-human subjects/samples)

Course Name: Lab Safety – Lab Workers (coming soon)
Course Description: This course provides information on the basics of lab safety including lab signage and hazard communication, personal protective equipment, lab equipment safety, lab design safety requirements, lab decommissioning, lab equipment decommissioning, lab hazard clearances, and visitors to the lab.
Mode of Course Delivery: online via UMLearn (in construction)
Applicable Audience: all employees who work in a laboratory environment

Course Name: Lab Safety – Non-Lab Workers
Course Description: This course provides information on the hazards present in UM laboratories and how to safely conduct ancillary work activities in these areas.
Mode of Course Delivery: online via UMLearn
Applicable Audience: all employees who enter laboratories on occasion for ancillary work (e.g. IST and Physical Plant employees who enter these spaces for their work)

Course Name: Hazard Recognition (coming soon)
Course Description: The Hazard Recognition course will discuss all aspects of identifying and eliminating workplace hazards, it is designed to improve knowledge of important workplace safety.
Mode of Course Delivery: online via UMLearn
Applicable Audience: Any employee who regularly works with or around common hazards

Course Name: Fire Warden Training (coming soon)
Course Description: Fire Warden Training is designed to equip employees with the knowledge and skill they need to effectively handle fire or evacuation emergencies.
Mode of Course Delivery: online via UMLearn
Applicable Audience: All employees who volunteer or are assigned to be a department Fire Warden

Course Name: Visitor Safety (coming soon)
Course Description: Visitor Safety provides information on health and safety at the University. It includes information on programs provided by the Environmental Health and Safety Office (EHSO).
Mode of Course Delivery: online via UMLearn
Applicable Audience: Recommended for all non-employed visitors to the University of Manitoba who will be conducting work or research

Course Name: UM WHMIS Training
Course Description: Required training by Manitoba Workplace Safety and Health for anyone working with or around hazardous materials. It will give employees the understanding to recognize and work safely with hazardous material to prevent injuries and illness.
Mode of Course Delivery: online via UMLearn
Applicable Audience: All employees working with or around hazardous materials including laboratory research.

Course Name: Ladder Safety
Course Description: The Ladder Safety course instructs the safe use of ladders, ladder inspection processes, ladder maintenance and documentation. This course will include information on steps ladders, extension ladders and fixed ladders.
Mode of Course Delivery: online via UMLearn
Applicable Audience: Any employee who uses a ladder for work

Course Name: Working Alone (coming soon)
Course Description: The Working Alone course will convey information about working alone as required by Part 9 of the Manitoba Workplace Safety and Health Regulation. This course provides training on hazard identification while working alone, communication plans, and emergency response.
Mode of Course Delivery: online via UMLearn (in construction)

<p>Applicable Audience: Any employee who may work alone. Working Alone is defined as conducting work when you are the only person in the immediate workplace from the organization.</p>
--

<p>Course Name: Electrical Safety Awareness (coming soon)</p>
--

<p>Course Description: The Electrical Safety Awareness training has a goal of providing information on electrical hazards for those who work around electrical equipment and devices. This course may be used to advise employees when further safety training is required (i.e. Arc Flash training).</p>
--

<p>Mode of Course Delivery: online via UMLearn</p>

<p>Applicable Audience: Any employee who may be exposed to an electrical hazard.</p>

<p>Course Name: Confined Spaces Program (coming soon)</p>
--

<p>Course Description: The Confined Spaces Program course informs employees about confined spaces at the University of Manitoba, entry and exit of these spaces, activities to safely work in confined spaces, atmospheric monitoring and confined space emergency response.</p>

<p>Mode of Course Delivery: online via UMLearn</p>

<p>Applicable Audience: Any employee who enters confined spaces for work or research</p>

<p>Course Name: Asbestos Awareness</p>

<p>Course Description: The Asbestos Awareness course provides information on the identification of asbestos types, asbestos exposure and health effects, and how asbestos containing materials are managed for health and safety at the University of Manitoba.</p>
--

<p>Mode of Course Delivery: online via UMLearn</p>

<p>Applicable Audience: All Physical Plant employees who are in positions that work either directly or indirectly with building materials, construction or renovation projects.</p>
--

<p>Course Name: Lockout / Tag Out (coming soon)</p>
--

<p>Course Description: The Lockout and Tag Out course provides information on the Lockout / Tag Out Program at the University of Manitoba and how to utilize it within an employee's regular work activities.</p>
--

<p>Mode of Course Delivery: online via UMLearn</p>

<p>Applicable Audience: Anyone who works with energized devices and may need to control hazardous energy at the University of Manitoba.</p>
--

<p>Course Name: Contractor Safety at the University of Manitoba (coming soon)</p>
--

<p>Course Description: The Contractor Safety course describes the requirements for all contractors to be able to work within the safety programs established at the University of Manitoba. It provides information on the expectations of contractors as well as information on the programs within the Environmental Health and Safety Office.</p>

<p>Mode of Course Delivery: Instructor-Lead (internal)</p>

<p>Applicable Audience: All contractors hired at the University of Manitoba.</p>

Course Name: Confined Spaces
<p>Course Description: The Confined Space Entry course allows entrants, attendants, and supervisors to understand and evaluate the hazards and procedures associated with confined spaces safely and confidently. It will outline the duties and responsibilities of team members, as well as review emergency rescue procedures and plan development.</p> <p>In addition to confined space entry procedures and hazards, this course will discuss the need for appropriate personal protective equipment, the selection characteristics, and pre-entrance testing for each level of protection. Documentation will be provided to the student to satisfy due diligence and local regulation compliance.</p> <p>This course meets the criteria for accepted practices in occupational health and safety training (CAN/CSA Z1006-10), the highest standard in the industry.</p> <p>Students will demonstrate their understanding throughout the course using written and practical skill assessments.</p>
Mode of Course Delivery: Instructor-Lead (external); Safety Services Manitoba
Applicable Audience: Any employee who enters confined spaces

Course Name: Arc Flash
<p>Course Description: The Arc Flash course is based on the latest edition of the Canadian Standards Association (CSA) Z462-21 Workplace Electrical Safety standard and The Manitoba Provincial Workplace Safety and Health Regulations.</p>
Mode of Course Delivery: Instructor-Lead (external); Safety Services Manitoba
Applicable Audience: Any employee working with electrical hazards

Course Name: Fall Protection (Working from Heights)
<p>Course Description: This course provides students with the most current legislative information, including industry best practices. This program teaches participants how to exercise the hierarchy of controls of fall prevention, fall restraint, and fall arrest as each situation will be different when working at heights.</p> <p>Students will learn how to inspect fall protection equipment, how to don a harness, and set up a personal fall protection system. Students will also have the opportunity to experience what it feels like to hang in a harness. Participants will receive a certificate upon successful completion of this course.</p> <p>This course includes a written and practical skill assessment to validate training competencies.</p>
Mode of Course Delivery: Instructor-Lead (external); Safety Services Manitoba
Applicable Audience: Any employee who works from heights of around 3 m or higher as well as other requirements specified in Part 14 of the Manitoba Workplace Safety and Health Regulation

Course Name: Aerial Work Platforms (Mobile Elevated Work Platforms)
<p>Course Description: Our training provides students with the most current legislative information on mobile elevated work platforms including the CAN/CSA-B354.7 and CAN/CSA-B354.8 Mobile Elevating Work Platforms.</p> <p>The MEWP training course includes a written and practical skill assessment to validate training competencies.</p>
Mode of Course Delivery: Instructor-Lead (external); Safety Services Manitoba
Applicable Audience: Any employee who uses a mobile elevated work platform, e.g. scissor lift

Course Name: Forklift
Course Description: During this 2-day course, safety trainers and consultants will teach new forklift operators the theory and practical training they need to meet Manitoba regulations and CSA standards.
Mode of Course Delivery: Instructor-Lead (external); Safety Services Manitoba
Applicable Audience: Any employee who operates a forklift

Course Name: Skid Steer Loader
Course Description: Skid steer loaders fall under Part 22 of the Manitoba Safety Regulations and have similar hazards as operating a forklift. The Skid Steer Loader Training course provides students with the most current legislative and industry best practice information regarding powered mobile equipment. This course includes a written and practical skill assessment to validate training competencies.
Mode of Course Delivery: Instructor-Lead (external); Safety Services Manitoba
Applicable Audience: Any employee who operates a skid steer loader

Course Name: Flag Person
Course Description: This course is structured for anyone involved in traffic management. They must also demonstrate competency in applying this training at the workplace. This certification course is designed for workers with no previous experience as a flag person and will enable employers to meet their legislative responsibilities under the Workplace Safety & Health Act. This course includes a written assessment to validate training competencies.
Mode of Course Delivery: Instructor-Lead (external); Safety Services Manitoba
Applicable Audience: Anyone who is involved in directing traffic on roadways

Personal Protective Equipment (PPE) Training

Course Name: Safety Footwear (coming soon)
Course Description: This course informs employees who require safety footwear in order to work safely in their job of: the requirements for safety footwear, selection of safety footwear, how to obtain and use safety footwear, and how to inspect and maintain safety footwear.
Mode of Course Delivery: online via UMLearn
Applicable Audience: Any employee who has exposure to hazards that may affect the feet and/or ankles (e.g. electrical hazards, risk of heavy items crushing feet/toes).

Course Name: Safety Eyewear (coming soon)
Course Description: This course informs employees who require safety eyewear in order to work safely in their job of the requirements for safety eyewear, selection of safety eyewear, how to obtain and use safety eyewear, and how to inspect and maintain safety eyewear.
Mode of Course Delivery: online via UMLearn

Applicable Audience: Any employee who has exposure to hazards that may injure the eyes (e.g. sprays or splashes or punctures from chemicals, dusts and particulates, or from tools and equipment).

Course Name: Safety Headwear (coming soon)

Course Description: This course informs employees who require safety headwear in order to work safely in their job of the requirements for safety headwear, how to obtain and use safety headwear, and how to inspect and maintain safety headwear.

Mode of Course Delivery: online via UMLearn

Applicable Audience: Any employee who has exposure to hazards that may injure the head (e.g. head bumps or items falling onto the head).

Course Name: Respiratory Safety (coming soon)

Course Description: This course informs employees who require masks for respiratory protection of the requirements for respiratory protection PPE, selection of masks and respirators, how to obtain and use masks and respirators, and how to inspect and maintain masks and respirators.

Mode of Course Delivery: online via UMLearn

Applicable Audience: Any employee who has exposure to respiratory hazards (e.g. work with particular chemicals or fumes, dusts and particulates, or exposure to biological agents).

Course Name: Gloves and Skin Protection (coming soon)

Course Description: This course informs employees who require gloves and other forms of skin protection and PPE in order to work safely in their job of: the requirements for skin protection PPE, selection of gloves and other PPE, how to obtain and use the selected PPE, and how to inspect, maintain and dispose of the PPE.

Mode of Course Delivery: online via UMLearn

Applicable Audience: Any employee who has exposure to hazards that may affect the skin (e.g. chemicals and other materials that may cause irritations, burns or punctures).

Course Name: Hearing Protection (coming soon)

Course Description: This course informs employees who require hearing protection in order to work safely in their job of the requirements for hearing protection, selection of hearing protection, how to obtain and use hearing protection, and how to inspect, maintain and dispose of hearing protection.

Mode of Course Delivery: online via UMLearn

Applicable Audience: Any employee who has exposure to hazardous levels of noise that may affect their hearing (e.g. any workplace tasks or equipment that produce a noise level of 80 dBA or higher).

Course Name: Hi-Vis Clothing (coming soon)

Course Description: This course informs employees who require hi-vis clothing in order to work safely in their job of the requirements for hi-vis clothing, selection of hi-vis clothing, how to obtain and use hi-vis clothing, and how to inspect and maintain hi-vis clothing.

Mode of Course Delivery: online via UMLearn
Applicable Audience: Any employee who works on roadways, construction zones or other hazardous areas that require a need to ensure visibility to avoid an incident.

Note: All employees must be provided with information on how to access required PPE for their position.