

## Department of Plant Agriculture - Safety Training/Documentation – Standard Operating Procedures (SOP) (May 13, 2020 update)

### Notes to Faculty Supervisors:

Please be reminded that it is the legal responsibility of each faculty supervisor to ensure that ALL personnel (*staff, undergrad/graduate students, visitors*) under their supervision acquire the appropriate and relevant safety training. If you have not already done so, please ensure you complete the module below **“Supervisor Health and Safety Awareness and Due Diligence”** (forward certification of completion to [jkingswe@uoguelph.ca](mailto:jkingswe@uoguelph.ca) afterwards).

- **U. of G. Email:** A University of Guelph central email is required to register for/access online EHS training modules below. **Please note that it can HR/CCS up to 5 business days to issue emails to NEW personnel.** *You can aid in expediting this automated process by submitting completed Hiring Authorization Packages to Kelly Scholtes well in advance of start date.*
- **New Personnel: On or before first day in the Department,** provide this SOP to personnel and instruct on which modules must be completed.
- **Existing Personnel:** Supervisors, together with their personnel should determine if specific modules and/or sites should be re-taken/updated (recommended every SOP update).
- **Upon Completion:**
  1. ✓ Check all modules completed/all sites reviewed, then ask the trainee to sign/date last page. Supervisors follows by doing the same.
  2. Collect all supporting training documents including: This document (signed), EHS certificates of completion (if applicable), Signed Covid19 Field Protocol, etc.
  3. Scan/email all documents into one PDF file to the appropriate Admin Contact below – Email Subject: Safety Training Documents (cc: the trainee)
- **Admin Contacts:** Kelly Scholtes [paghrc@uoguelph.ca](mailto:paghrc@uoguelph.ca) (Contractual Staff, Visitors, Volunteers), Tara Israel [pagrad@uoguelph.ca](mailto:pagrad@uoguelph.ca) (Graduate Students), Jen Kingswell [jkingswe@uoguelph.ca](mailto:jkingswe@uoguelph.ca) (Faculty, Permanent Staff, Sessionals)

**Important – Read before Proceeding:** The “EHS” links below take users to registration pages. Users must register for each module **2 days in advance of taking training** as EHS requires 48 hours for processing. EHS will email enrollment confirmations to registrants with instructions on how to access training via “CourseLink”. Participants can print/download certificates upon completion. If they forget to do this, they can do so later by re-opening the module in CourseLink.

Training Module, Website, Document	✓ Check (if Completed) or “N/A” (if Not applicable)	Faculty Supervisors	Staff	Grad Students	Visitors & Volunteers	Sessional Lecturers
<b>“EHS Worker Health and Safety Awareness (ONLINE)”</b> Go to/Register for this Module at: <a href="https://ehs.opened.uoguelph.ca/index.cfm">https://ehs.opened.uoguelph.ca/index.cfm</a> (Scroll down to: “Ongoing” offerings) Or **In the event you do not yet have a U of G email go to**: <a href="https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php">https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php</a> <i>Summary:</i> The materials provide workers with an introduction to health and safety and the Occupational Health and Safety Act of Ontario and safety at the U of G health as well as safety policies, programs, systems and resources.	Completed	X	X	X	X	X
<b>“EHS WHMIS – 2020 Online”</b> Go to/Register for this Module at: <a href="https://ehs.opened.uoguelph.ca/index.cfm">https://ehs.opened.uoguelph.ca/index.cfm</a> (Scroll down to: “Ongoing” offerings) <i>Summary:</i> This comprehensive WHMIS online Certification program has been developed to meet and exceed standards set forth in the Hazardous Products Act for the training of persons who works with or are in proximity to hazardous materials in the workplace.	Completed  N/A	X	X	X	X	X

Training Module, Website, Document	✓ Check (if Completed) or "N/A" (if Not applicable)	Faculty Supervisors	Staff	Grad Students	Visitors & Volunteers	Sessional Lecturers
<p><b>"EHS Laboratory Safety – 2020 Online"</b>  Go to/Register for this Module at: <a href="https://ehs.opened.uoguelph.ca/index.cfm">https://ehs.opened.uoguelph.ca/index.cfm</a>  (Scroll down to: "Ongoing" offerings)  <i>Summary:</i> All individuals who work in a laboratory setting need to be familiar with the types of hazards associated with laboratory environment and must receive appropriate training to work safely. This training focuses on chemical safety, general lab safety and hazardous waste management.</p>	<p>Completed  N/A</p>	<p>X</p>	<p>X Lab Personnel Only</p>	<p>X Lab Personnel Only</p>	<p>X Lab Personnel Only</p>	<p>X Lab Personnel Only</p>
<p><b>"EHS Supervisor Health and Safety Awareness and Due Diligence – 2020 Ongoing"</b>  Go to/Register for this Module at: <a href="https://ehs.opened.uoguelph.ca/index.cfm">https://ehs.opened.uoguelph.ca/index.cfm</a>  (Scroll down to: "Ongoing" offerings)  <i>Summary:</i> The materials provide managers and supervisors with an overview of the major provisions of the Occupational Health and Safety Act of Ontario (including their legal duties and responsibilities), as well as a review of the U of G health and safety policies, programs, systems and resources available to assist them in fulfilling these responsibilities.</p>	<p>Completed  N/A</p>	<p>X</p>	<p>X (Those officially &amp; unofficially giving instruction)</p>			
<p><b>"EHS Farm, Field and Landscape Safety – Summer Training (Online)"</b>  Go to/Register for this Module at: <a href="https://ehs.opened.uoguelph.ca/index.cfm">https://ehs.opened.uoguelph.ca/index.cfm</a>  (Scroll down to: "Ongoing" offerings)  <i>Summary:</i> The Farm, Field and Landscape Safety course has a number of modules to pick from. <b>Supervisors – Several links are included in this training. Check which of the following trainees are to take:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> New Staff Safety- Introduction</li> <li><input type="checkbox"/> Field Safety</li> <li><input type="checkbox"/> Golf Cart/Gator/Utility Vehicles</li> <li><input type="checkbox"/> Tractor Safety</li> <li><input type="checkbox"/> Ladder Safety</li> <li><input type="checkbox"/> Ticks (Lyme Disease Prevention)</li> <li><input type="checkbox"/> Respirators – Use, Wearing &amp; Seal Check</li> <li><input type="checkbox"/> Farm Equipment – Supplier Training Videos</li> <li><input type="checkbox"/> Equipment – Toolbox Tips</li> </ul>	<p>Completed (as checked)  N/A</p>		<p>X Field Personnel Only</p>	<p>X Field Personnel Only</p>	<p>X Field Personnel Only</p>	<p>X Field Personnel Only</p>
<p><b>Plant Ag: Growth Facility Training (Held "In House/In Person")</b>  <b>Contact Growth Facility Staff to Schedule Training</b>  <i>Crop Science Bldg:</i> Sue Couling (<a href="mailto:scouling@uoguelph.ca">scouling@uoguelph.ca</a>) or Donna Hancock (<a href="mailto:dhancock@uoguelph.ca">dhancock@uoguelph.ca</a>)  <i>Bovey Bldg:</i> Ron Dutton (<a href="mailto:rdutton@uoguelph.ca">rdutton@uoguelph.ca</a>) or Rodger Tschanz (<a href="mailto:rtschanz@uoguelph.ca">rtschanz@uoguelph.ca</a>)  • Certificate provided upon completion</p>	<p>Completed  N/A</p>	<p>X Growth Facility Users Only</p>	<p>X Growth Facility Users Only</p>	<p>X Growth Facility Users Only</p>	<p>X Growth Facility Users Only</p>	<p>X Growth Facility Users Only</p>

Training Module, Website, Document	✓ Check (if Completed) or "N/A" (if Not applicable)	Faculty Supervisors	Staff	Grad Students	Visitors & Volunteers	Sessional Lecturers
<b>Plant Ag: Group or Site-Specific Training (ie. specific to supervisor's lab or field site):</b> <ul style="list-style-type: none"> <li>Created by Faculty member as applicable – program specific</li> <li>Review/Sign relevant document (if applicable)</li> </ul>	Completed		X	X	X	X
<b>University of Guelph (HR) - Injury and Incident Reporting</b> <a href="https://www.uoguelph.ca/hr/incident-and-injury-reporting">https://www.uoguelph.ca/hr/incident-and-injury-reporting</a> <ul style="list-style-type: none"> <li>Read website material</li> </ul>	Completed	X	X	X	X	X
<b>COVID-19 Specific Training/Resources</b>						
<b>Plant Ag: Covid-19 Field Research Protocol (PDF Document)</b> <ul style="list-style-type: none"> <li>Read and sign document</li> </ul>	Completed N/A	X	X Field Personnel Only	X Field Personnel Only	X Field Personnel Only	X Field Personnel Only
<b>University of Guelph (HR): Laboratories – Guidance on Working in the Laboratory &amp; Physical Distancing</b> <a href="https://www.uoguelph.ca/hr/laboratories-guidance-working-laboratory-physical-distancing">https://www.uoguelph.ca/hr/laboratories-guidance-working-laboratory-physical-distancing</a> <ul style="list-style-type: none"> <li>Read website material</li> </ul>	Completed	X	X Lab Personnel Only	X Lab Personnel Only	X Lab Personnel Only	X Lab Personnel Only
<b>Read and be aware of other Important U. of G. Sites for Reference:</b> <ul style="list-style-type: none"> <li>COVID-19 Website: <a href="https://news.uoguelph.ca/2019-novel-coronavirus-information/">https://news.uoguelph.ca/2019-novel-coronavirus-information/</a></li> <li>COVID-19 Tools and Resources – Includes Guidance for Employees Travelling in a Vehicle: <a href="https://www.uoguelph.ca/hr/covid-19-tools-and-resources">https://www.uoguelph.ca/hr/covid-19-tools-and-resources</a></li> <li>Environmental Health &amp; Safety: <a href="https://www.uoguelph.ca/hr/hr-services/welcome-environmental-health-safety">https://www.uoguelph.ca/hr/hr-services/welcome-environmental-health-safety</a></li> </ul>	Completed	X	X	X	X	X

**Acknowledgement of Training Completion:**

Name of Trainee:		Faculty Supervisor's Name:		Date:	
<i>Trainee's Signature</i>		<i>Faculty Supervisor's Signature</i>		Date:	

The above certify that the training modules and web sites checked on this form were administered, reviewed and completed by the date signed.