



Health and Safety Training

THE GLEBE CENTRE

Purpose

In order to promote Health and Safety Awareness while at The Glebe Centre volunteers are asked to complete the Worker Health and Safety Awareness Training in 4 steps training.

This training is accessed through a free web-based training module from the Ontario Government.

[Home](#) > [Jobs and employment](#) > [Workplace health and safety](#)

Health and safety training

Get information about health and safety training to help keep workplaces safe.

Get information about workplace health and safety training for workers, supervisors, health and safety representatives and joint health and safety committee members to help ensure your workplace meets the requirements under the [Occupational Health and Safety Act](#).

Basic awareness training

Learn about the [requirements for providing training to workers and supervisors](#) under *Regulation 297/13* of the *Occupational Health and Safety Act*.

[Worker health and safety awareness in four steps](#)

Workers can take this training program to meet the requirement for basic occupational health and safety awareness training under *Ontario Regulation 297/13*.

[Supervisor health and safety awareness in five steps](#)

Supervisors can take this training program to meet the requirement for basic occupational health and safety awareness training under *Ontario Regulation 297/13*.

Joint health and safety committees and health and safety representatives

[Joint health and safety committee members](#)

[Health and safety representatives](#)

Step One: Access Website

Training is located on the following website.

<https://www.ontario.ca/page/health-and-safety-training>

Health and safety training

Get information about health and safety training to help keep workplaces safe.

Get information about workplace health and safety training for workers, supervisors, health and safety representatives and joint health and safety committee members to help ensure your workplace meets the requirements under the [Occupational Health and Safety Act](#).

Basic awareness training

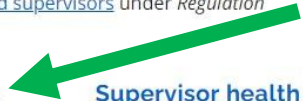
Learn about the [requirements for providing training to workers and supervisors](#) under Regulation 297/13 of the *Occupational Health and Safety Act*.

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[Supervisor health and safety awareness in five steps](#)

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Joint health and safety committees and health and safety representatives

[Joint health and safety committee members](#)

[Health and safety representatives](#)

Step Two:
Worker health and safety awareness in four steps

Select Worker Health and Safety Awareness in Four Steps from the Basic Awareness Training Modules.

[Home](#) > [Jobs and employment](#) > [Workplace health and safety](#)

Worker health and safety awareness in four steps

Workers can take this training program to meet the requirement for basic occupational health and safety awareness training under *Ontario Regulation 297/13*.

Use the workbook

Use the eLearning module



On this page

1. Overview
2. Learning objectives
3. How to deliver the training
4. After the training
5. Meeting the training requirement with another program

Overview

Worker Health and Safety Awareness Training in Four Steps is a training program developed by the Ministry of Labour, Immigration, Training and Skills Development. It is focused on the health and safety rights and responsibilities of workers, supervisors and employers and is a general introduction to workplace health and safety.

This program meets the requirements for basic occupational health and safety awareness training described in [O. Reg. 297/13](#). Employers may choose to use another program but should make sure it meets the [requirements in the regulation](#).

Employers must [keep a record](#) that workers have completed the training.

Related

- [Supervisor training](#)
- [Poster: Health & safety at work](#)
- [Guide to O. Reg. 297/13](#)

Step Three: Training type

Select the eLearning Module.

Please note alternatively you can select “Use the workbook” if you prefer.

eLearning module

The module takes 45–60 minutes to complete and must be completed in one sitting.

At the end of the module, you will receive a "Proof of Completion" certificate. **Save or print the certificate** before exiting the module.

Make sure you're using one of these browsers:

- Microsoft Edge (version 95 or higher)
- Google Chrome (version 66 or higher)
- Safari (version 11 or higher)

We do not recommend using any version of Internet Explorer, as it is no longer supported. If using Windows 7 as the operating system, we recommend using Google Chrome 66 or higher.

You will need to deactivate pop-up blockers before completing the module. We also recommend clearing your internet browser's cache before beginning the module. If your internet connection is lost while you are completing the program, you may need to redo the module to receive your certificate. We don't recommend using a mobile device.

The Ministry of Labour, Immigration, Training and Skills Development will not store your certificate, or keep a record of training. Please keep a copy for your records.

[Use the eLearning module](#)



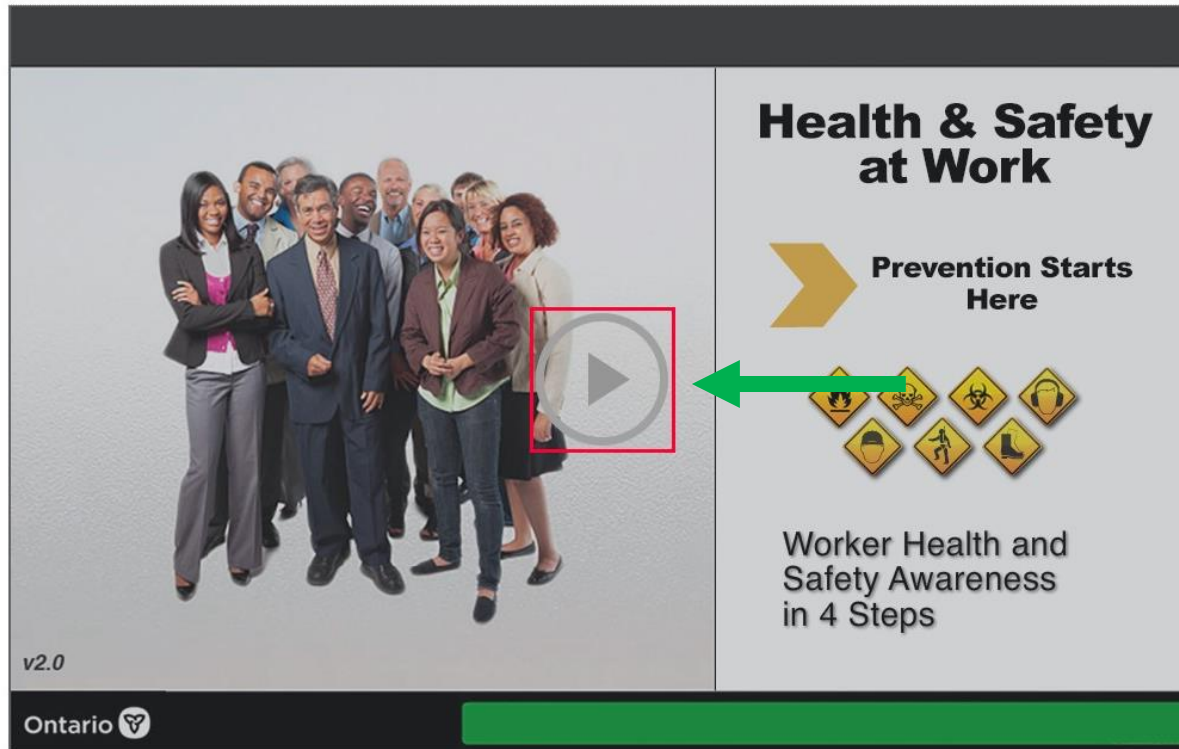
After the training

You should keep records that show all your workers have received the information in this program.

Step Four: Complete Module

Once step three is complete your page will automatically scroll to the eLearning module instructions. Once read select Use the eLearning module.

Worker Health and Safety Awareness in 4 Steps



The screenshot shows a video player interface. On the left is a group of diverse professionals. On the right, the text reads "Health & Safety at Work" with a yellow arrow pointing right and "Prevention Starts Here" below it. A cluster of six yellow safety icons (flame, biohazard, radiation, hearing protection, fall protection, and foot protection) is shown with a green arrow pointing left towards a play button icon. Below the icons is the text "Worker Health and Safety Awareness in 4 Steps". A red box highlights the play button icon. In the bottom left corner, "v2.0" is displayed. The Ontario logo is in the bottom left corner of the page.

Step Five: Start Module

Select Play on the training module video.

Work through the training following the prompts and answering the check your knowledge questions.

Worker Health and Safety Awareness in 4 Steps

Step 4: Get More Help

Congratulations! You have finished the module. Enter your name and email address below to get your certificate of completion.

First Name	Last Name
<input type="text" value="Volunteer"/>	<input type="text" value="Name"/>

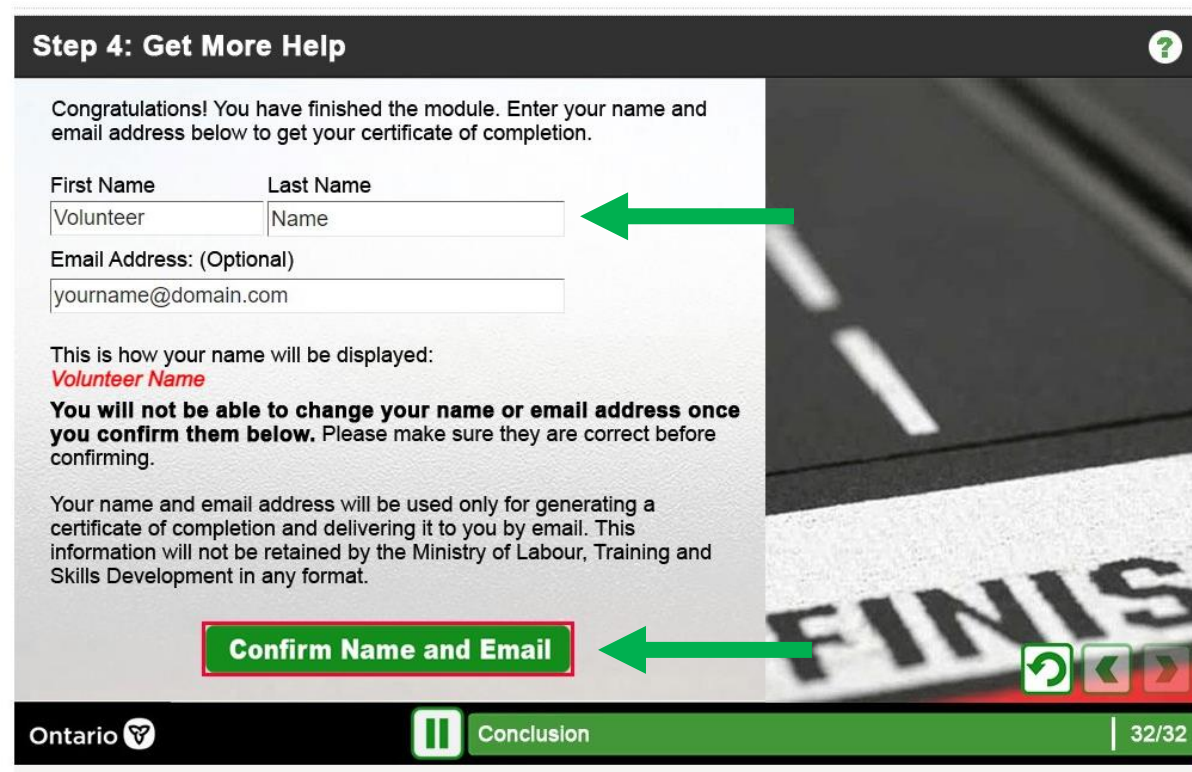
Email Address: (Optional)

This is how your name will be displayed:
Volunteer Name

You will not be able to change your name or email address once you confirm them below. Please make sure they are correct before confirming.

Your name and email address will be used only for generating a certificate of completion and delivering it to you by email. This information will not be retained by the Ministry of Labour, Training and Skills Development in any format.

[Confirm Name and Email](#)



Step Six: Complete Certificate

Once complete the training module you will be prompted to input your information to generate a Certificate of Completion. Fill out your information and then select Confirm Name and Email.

You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module. The Ministry of Labour, Training and Skills Development will not store your certificate, or keep a record of training. Please keep a copy for your records.

eLearning Help

This resource requires Microsoft Edge (version 95 or higher), Google Chrome (version 66 or higher) or Safari (version 11 or higher). We do not recommend using any version of Internet Explorer, as it is no longer

Awareness Training Workbook



You can also complete your training using our free workbook "Worker Health and Safety Awareness in

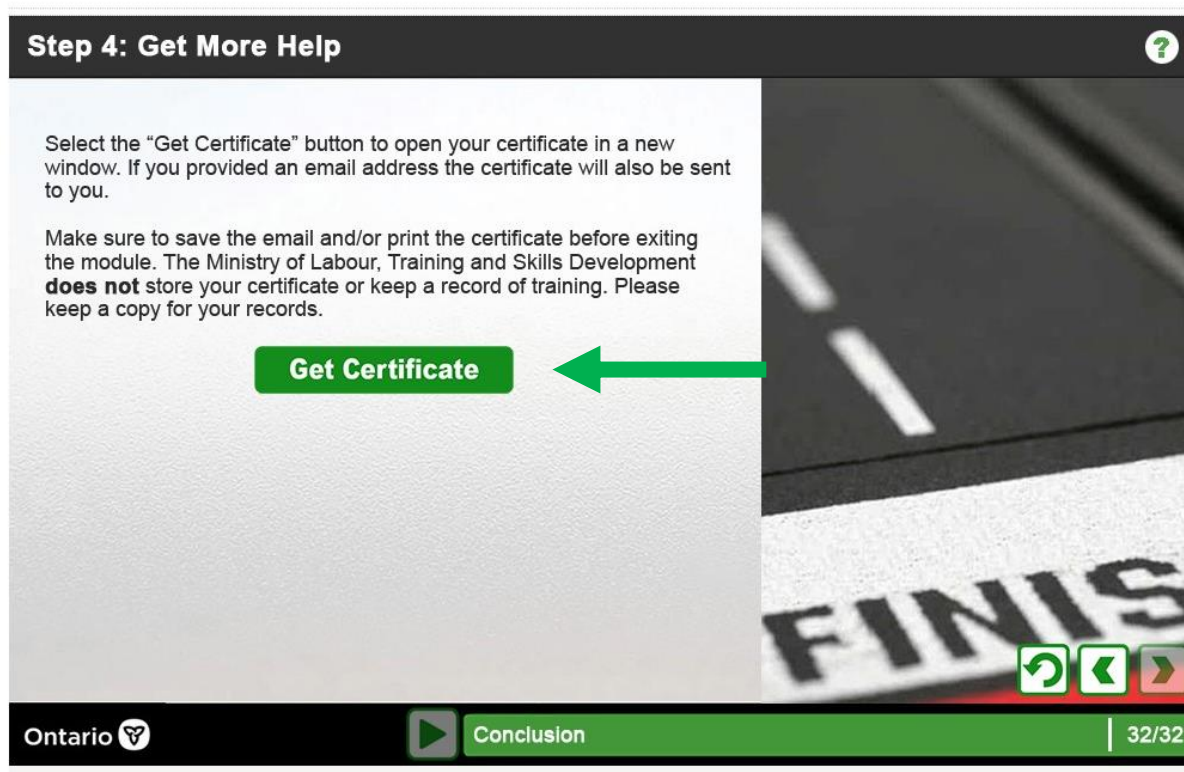
Worker Health and Safety Awareness in 4 Steps

Step 4: Get More Help

Select the "Get Certificate" button to open your certificate in a new window. If you provided an email address the certificate will also be sent to you.

Make sure to save the email and/or print the certificate before exiting the module. The Ministry of Labour, Training and Skills Development **does not** store your certificate or keep a record of training. Please keep a copy for your records.

[Get Certificate](#)



Step Seven: Get Certificate

Select Get Certificate.

The Ministry of Labour, Training and Skills Development DOES NOT store your certificate or keep a record of training. Please ensure you save your certificate for your records.

You will receive a "Proof of Completion" certificate once you complete the training. You must save and/or print the certificate before exiting the module. The Ministry of Labour, Training and Skills Development will not store your certificate, or keep a record of training. Please keep a copy for your records.

eLearning Help

This resource requires Microsoft Edge (version 95 or higher), Google Chrome (version 66 or higher) or Safari (version 11 or higher). We do not recommend using any version of Internet Explorer, as it is no longer

Awareness Training Workbook



You can also complete your training using our free workbook "Worker Health and Safety Awareness in

Certificate of Completion

This is to confirm that:

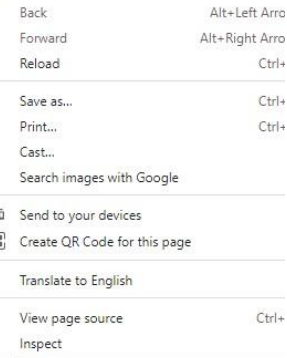
Volunteer Name

Has successfully completed the Ministry of Labour, Training and Skills Development's training module:

Worker Health and Safety Awareness in 4 Steps

Issued on: May 16, 2023

Ontario 



Step Eight: Save Certificate as PDF

A Certificate of Completion will open in a new window.

Right click on your computer mouse and select print.

1:03 PM Certificate of Completion

Certificate of Completion

This is to confirm that:

Volunteer Name

Has successfully completed the Ministry of Labour, Training and Skills Development's training module:

Worker Health and Safety Awareness in 4 Steps

Issued on: May 16, 2023

Ontario 

www.labour.gov.on.ca/scripts/mpdf/certificatev2021.php?id=eyJmaXJzdE5hbWUjOUJwb2x1bnRIZXllCjE5YXN0TmFZSI6Ik5hbWULCjJp3Vyc2UjOUJb3JrZXIMjBIZWFsdGgiMjBhbmQIMjBTYW... 1/1

Print 1 page

Destination 

Pages

Layout Landscape

More settings

Step Nine: Complete Certificate

A print setting screen will appear. Ensure destination is set to Save as PDF. Save your certificate to your computer. Submit saved document with your Application Package.