



Employee Training Checklist

Instructions

This checklist will help you to include required training as part of the overall onboarding process for new employees. The following training is required by statute in Ontario and must be completed as soon as possible after employment begins. This list is not exhaustive; further training may be required. Please note that employees must also receive training on an organization's policies and procedures.

Training	Sources Available (please note that there may be other sources available; we have listed ones that we are aware of)
Health & Safety Awareness (Supervisor Course for Supervisors or Worker Course for Workers required)	<p>Online or Workbook https://www.labour.gov.on.ca/english/hs/training/</p> <p>A Certificate of Completion is provided at the end of the online course. Please forward a copy for your file.</p>
Workplace Violence, Harassment, and Sexual Harassment (required)	<p>Online https://www.ccohs.ca/products/courses/violence_awareness/</p> <p>Proof of completion will be sent by email. Please forward this email for your file.</p>
WHMIS & other Safety Training (if applicable) (e.g. Working at Heights, Elevated Platform training, etc.)	<p>Options include: https://www.ccohs.ca/ https://www.wsps.ca/ https://worksitesafety.ca/ https://onlinewhmis.ca/ https://whmis.ca/</p> <p>Certificates of completion or certification cards will be issued. Please forward a copy for your file.</p>
AODA: Integrated Accessibility Standards Regulation – General Requirements (required)	<p>Workbook http://www.accessforward.ca/resources/Training%20Booklet%20for%20Small%20Private%20and%20Not%20For%20Profit%20Organizations.pdf</p> <p>OR Online at http://www.accessforward.ca/general/intro</p> <p>No Certificate of Completion is provided; the employee is required to indicate completion using the following certificate- https://www.accessforward.ca/resources/Sample%20Certificate%20of%20Training%20(Appendix%20G).pdf.</p>

	Please forward a copy for your file.
AODA: Customer Service (required)	<p>Workbook http://www.accessforward.ca/resources/Training%20Booklet%20for%20Small%20Private%20and%20Not%20For%20Profit%20Organizations.pdf</p> <p>OR Online http://www.accessforward.ca/front/customerService/</p> <p>No Certificate of Completion is provided; employee is required to complete his/her own using the following - https://www.accessforward.ca/resources/Sample%20Certificate%20of%20Training%20(Appendix%20G).pdf.</p> <p>Please forward a copy for your file.</p>
AODA & the Ontario Human Rights Code (required)	<p>Workbook http://www.ohrc.on.ca/sites/default/files/Disability%20and%20Human%20Rights%20brochure_revised_2016_English_accessible.pdf</p> <p>OR Online http://www.ohrc.on.ca/en/learning/working-together-code-and-aoda</p> <p>No Certificate of Completion is provided; employee is required to complete his/her own using the following - https://www.accessforward.ca/resources/Sample%20Certificate%20of%20Training%20(Appendix%20G).pdf.</p> <p>Please forward a copy for your file.</p>
<p>*AODA: Other Standards</p> <ol style="list-style-type: none"> 1. Information & Communication 2. Employment 3. Design of Public Spaces 4. Transportation <p>*Training applies if consistent with job duties and responsibilities (please see the legislation or contact LinkHR for more information).</p>	<p>Online or Workbook at the following links: https://www.accessforward.ca/newado/icsmodule/ https://www.accessforward.ca/newado/esmmodule/ https://www.accessforward.ca/newado/dpssmmodule/ https://www.accessforward.ca/newado/tsmodule/</p> <p>No Certificate of Completion is provided; employee is required to complete his/her own using the following - https://www.accessforward.ca/resources/Sample%20Certificate%20of%20Training%20(Appendix%20G).pdf.</p> <p>Please forward a copy for your file.</p>