

Creating a Safe Workplace (Ontario)

Course Overview:

Creating a Safe Workplace: Workplace Harassment and Workplace Violence Orientation for Ontario Workers introduces the concept of a respectful workplace and describes both appropriate and inappropriate workplace attitudes and behaviours. The program explains how Ontario's recently amended Occupational Health & Safety Act (OHSA) addresses the issue of workplace violence, identifies behaviours that meet the OHSA definitions of workplace violence and workplace harassment and describes how to respond appropriately to situations involving violence or harassment.

Who Should Take the Course?

This course is designed for all employees, volunteers and others who deal with the public and other third parties. This is also meant for all people involved in the development of your organization's policies, practices and procedures regarding providing goods and services in Ontario.

Course Objectives:

Upon completion of the course, the participant should be able to:

- Describe the characteristics of a respectful workplace;
- Identify appropriate and inappropriate workplace behaviours;
- Respond effectively to situations involving inappropriate workplace behaviours;
- List the prohibited grounds for harassment identified by the Ontario Human Rights Act;
- Know the definition of workplace harassment found in Ontario's OHSA;
- Explain the employer requirements of the OHSA with regard to protecting workers from workplace harassment;
- Define workplace violence and describe the many types of behaviour that may constitute workplace violence;
- Identify workplace activities and occupations which may place a worker at an increased risk of violence;
- Explain the legal responsibilities of the employer, with regard to workplace violence;
- Understand the importance of conducting a workplace violence risk assessment;
- Recognize that Ontario's OHSA requires employers to extend workplace violence protections to include domestic violence; and
- Understand the circumstances in which an employer is required to share information about a person with a history of violent behaviour with other workers.

Evaluation Process:

The program includes 3 multiply choice tests; the participant must successfully complete each test to proceed through the program. After successful completion of the final test there will be a printable certificate of completion.

Course Duration:

The program is self paced. The duration will depend on the individual participant and their prior knowledge base with the subject matter. On average, the program will take between 2 - 3 hours to complete.