Seminars and Workshops
ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EHSO)
2006-2007

These seminars and workshops are intended to provide information to staff and help develop skills to ensure that a safe and healthy workplace and environment are maintained at the University.

Health and Safety Orientation (Required) is intended for all new employees and any other staff members interested in learning about the University environmental health and safety programs. Topics include an overview of the University Policy on Health and Safety, duties and responsibilities under the Workplace Safety and Health Act, role of the EHSO, Health and Safety Committees, incident reporting and WCB, and details on specific Environmental Health and Safety Programs, including the use of controlled products and disposal of hazardous waste.

Oct. 10/06  Fort Garry  9 am - noon
Nov. 14/06  Fort Garry  9 am – noon
Dec 12/06  Fort Garry  9 am - noon
Jan. 9/07  Bannatyne  9 am – noon
Feb 13/07  Fort Garry  9 am - noon
March 13/07  Fort Garry  9 am - noon
Apr. 10/07  Fort Garry  9 am – noon
May 8/07  Bannatyne  9 am - noon
June 12/07  Fort Garry  9 am - noon

To register, go to http://www.umanitoba.ca/admin/human_resources/training/reg/ or use the form at the back of this brochure.

Accident Investigations and Workers Compensation at the University of Manitoba is designed for department heads, managers, supervisors and administrative assistants who are required to initiate claims for injured employees and investigate incidents and accidents. This session provides information on the process of reporting employee injuries on campus and how to conduct incident investigations. Legislation requires that investigations are conducted and employee injuries are reported to WCB.

Nov. 8/06  Fort Garry  9 am - 11:30 am
Nov. 14/06  Bannatyne  9 am - 11:30 am
Feb. 13/07  Fort Garry  9 am - 11:30 am
Feb. 27/07  Bannatyne  9 am - 11:30 am

To register, go to http://www.umanitoba.ca/admin/human_resources/training/reg/ or use the form at the back of this brochure.

Asbestos Awareness will introduce participants to the Asbestos Management Program
undertaken by the University to identify, manage and control asbestos containing materials on campus. Topics covered include: what is asbestos and where is it on campus; hazards of exposure; responsibilities of supervisors and employees; testing for asbestos and procedures for identifying and controlling potential exposure. Additional sessions are scheduled throughout the year. Please contact our office at 474-6633 or 474-9031.

Nov. 8/06 Fort Garry 9 am - Noon
Nov. 15/06 Bannatyne 9 am - Noon
Mar. 13/07 Bannatyne 9 am – Noon
Mar. 20/07 Fort Garry 9 am - Noon

To register, go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/) or use the form at the back of this brochure.

**Basic Lab Safety** is intended for all staff and students who work with chemicals and biological agents. The workshop will outline the University program for controlling chemical and biohazards and review practices and procedures for minimizing the risk of contamination and exposure to workers. The University of Manitoba *Controlled Products Standard* and the Health Canada publication *Laboratory Biosafety Guidelines* will be reviewed.

The workshop can be presented in one full-day or two half-day sessions. The first half-day session on chemical control is mandatory for all participants. The second half-day session on biological hazard control is mainly for people who work with biological material.

Departments can arrange to have sessions presented for their staff, by contacting Prabhat Goswami, Biological and Chemical Safety Coordinator, at 474-8791 or Evelyn Froese, Assistant Biological and Chemical Safety Coordinator, at 789-3477. A minimum of 12 person attendance is required. These sessions do not replace the required WHMIS education which is a departmental responsibility. (See “WHMIS Train-the-Trainer” described in this brochure).

**Computer “Ergonomics”** is designed for staff who use computers both at work and in the home. This workshop discusses how to properly set up your workstation, and techniques to minimize the risk of musculoskeletal injury.

Nov. 21/06 Bannatyne 9 am - 11 am
Feb. 1/07 Fort Garry 9 am - 11 am

To register, go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/) or use the form at the back of this brochure.
Confined Space Entry Training  Before permitting any person to enter a confined space to inspect, clean, or carry out maintenance work, an employer shall provide every employee who is likely to enter a confined space with instruction and training in entry, emergency procedures and the proper use of protective equipment. Entry into a confined space for cleaning, inspection or maintenance can be done safely if proper hazard/risk assessment and precautions are taken. This course will help identify confined spaces, hazard evaluation and proper personal protection. The half day course will consist of a classroom session followed by the student entering a confined space and applying the skills learned in the classroom. The class size will be limited to 15 students.

May 29/07          Fort Garry     9 am - Noon

To register, go to http://www.umanitoba.ca/admin/human_resources/training/reg/ or use the form at the back of this brochure.

Fire Safety In-Service for Chief Fire Wardens and Fire Wardens  The University utilizes a Fire Warden system in all buildings to ensure that proper measures are taken in the event of a fire emergency. This 90 minute session explains the life safety features of individual buildings, the duties and responsibilities of Chief Fire Wardens and Fire Wardens and the proper use of portable fire extinguishers. Also included will be basic fire safety at home for you and your family.

General Fire Warden training will take place once a month at either FG or B campus.

Sept. 15/06        Fort Garry      1:30-3:00 pm
Oct. 20/06         Fort Garry      1:30-3:00 pm
Nov. 17/06         Bannatyne      1:30-3:00 pm
Dec. 15/06         Fort Garry      1:30-3:00 pm
Jan. 19/07         Fort Garry      1:30-3:00 pm
Feb. 16/07         Bannatyne      1:30-3:00 pm
Mar. 16/07         Fort Garry      1:30-3:00 pm
Apr. 20/07         Fort Garry      1:30-3:00 pm
May 18/07          Bannatyne      1:30-3:00 pm

To register, go to http://www.umanitoba.ca/admin/human_resources/training/reg/ or use the form at the back of this brochure.

Chief Fire Wardens who wish to schedule an in-service for their specific building should contact Paul Richards, Fire Marshall and Facility Safety Coordinator, at 474-9083.
**First Aid** classes are offered at the University for staff members who will be providing first aid assistance for their areas. Training and certification is required once every two years and takes a full eight hours. Deans and Directors are encouraged to identify a first aider in their area. Previously trained workers or those interested in becoming University first aiders are encouraged to notify their supervisor of their interest and to contact Terry Neufeld at the Environmental Health and Safety Office (EHSO) at 474-9031 to register for training. The next training session is scheduled for October 2006. Spaces are limited.

**Hands-on Fire Extinguisher Training** This 1-hour training is intended for Fire Wardens and other interested staff. The session includes information on fire safety measures, the proper use of portable fire extinguishers and when to use them. People will have hands-on experience in extinguishing a small fire using a portable fire extinguisher. Special sessions may be arranged for large groups (more than 20).

Bannatyne staff are invited to attend local sessions in June and September that have been arranged through the Health Sciences Centre. Please contact our office at 474-9031 for more information.

- June 4/07  Fort Garry  10:30 am - 11:30 am  OR  1:30 pm - 2:30 pm
- June 5/07  Fort Garry  10:30 am - 11:30 am  OR  1:30 pm - 2:30 pm
- June 6/07  Fort Garry  10:30 am - 11:30 am  OR  1:30 pm - 2:30 pm
- June 8/07  Fort Garry  10:30 am - 11:30 am  OR  1:30 pm - 2:30 pm
- June 11/07 Fort Garry  10:30 am - 11:30 am  OR  1:30 pm - 2:30 pm
- June 12/07 Fort Garry  10:30 am - 11:30 am  OR  1:30 pm - 2:30 pm
- June 13/07 Fort Garry  10:30 am - 11:30 am  OR  1:30 pm - 2:30 pm
- June 15/07 Fort Garry  10:30 am - 11:30 am  OR  1:30 pm - 2:30 pm

To register, go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/) or use the form at the back of this brochure.

**Health and Safety Committee Orientation – Level 1 Training** Are you interested in serving on a Local Area Safety & Health Committee? This is an opportunity for current and new members of H&S Committees to learn about the legislation and their roles and responsibilities when serving on H&S Committees. Topics covered include: WS&H Division functions, regulatory requirements (WS&H Act, Code of Practice), role, duties, responsibilities of S&H Committee in the Internal Responsibility System, 11 elements of a S&H program, hazard and risk assessment, inspections, and right to refuse situations. (7.5 hours)

- Oct. 18/06  Fort Garry  8:30 am-4:00 pm
- Feb. 15/07  Bannatyne  8:30 am-4:00 pm

To register, go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/) or use the form at the back of this brochure.
**Introduction to Spill Control** is intended for staff who store, handle or uses hazardous chemicals/materials. It will focus on hazard recognition and evaluation of consequences of potential spills and help develop appropriate response procedures. Spill response kits and ways of preventing spills will be discussed. Proper planning for emergency preparedness and hands on approach to spill response will be part of the course.

Nov. 7/06   Fort Garry   9:30 am - 11:30 am  
Feb 20/07   Bannatyne   9:30 am - 11:30 am

To register, go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/) or use the form at the back of this brochure.

**Radiation Safety Awareness Session (Customized for you)** (2 hour) Includes general information on radiation hazards and University Radiation Safety Program. Participants will learn how to recognize radioactive material, identify the storage location of radioactive materials in the University environment and receive information how to minimize risks, when in proximity or in contact with radioactive materials.

The sessions are customized to meet the client needs and sessions for Departments can be arranged upon request.

Sept. 12/06   Fort Garry   9:00 am - 11:00 am  
Jan. 26/07   Bannatyne   9:00 am - 11:00 am  
Sept. 14/07   Fort Garry   9:00 am – 11:00 am

For information contact Terry Neufeld at 474-9031 go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/) to register online.

**Radiation Safety Orientation Training (Self Study or Group Session)** Designed for staff and students who are new to the University Radiation Safety Program, the orientation is individualized for each participant. The orientation covers radiation principles and University procedures specific for the planned use of radioactive materials. The orientation is open to anyone who is interested in preparing for work in a University research lab using radioactive material until they are able to participate in the Radiation Safety Workshop. This orientation is required to be completed by all staff and students within one month of being listed on a Radioisotope Permit at the University of Manitoba. The program is available as self-study or group sessions (4 hours) as available. Completing the orientation exempts staff and students from attending the first morning of the Radiation Safety Workshop for Radioactive Chemicals as listed below.

For information, go to [http://www.umanitoba.ca/admin/human_resources/ehso/rad_safety/rad_training2.html](http://www.umanitoba.ca/admin/human_resources/ehso/rad_safety/rad_training2.html). To register contact Eva Sailerova, Assistant Radiation Safety Coordinator at 789-3359.
Radiation Safety Workshop for Nuclear Gauges/Moisture Density Gauges  This workshop must be completed by all staff and students prior to using or transporting a Nuclear Gauge and within 4 months of being listed on a University Radioisotope Permit for Nuclear Gauges. Designed for all staff and graduate students who are working with Moisture Density Gauges (MDGs) in a research setting, the workshop covers how to work safely with MDGs and comply with University procedures. Participants who complete the workshop will also be certified to transport MDG containing radioactive materials as required by Transportation of Dangerous Goods regulations and enforced by the Canadian Nuclear Safety Commission.

For information, go to [http://www.umanitoba.ca/admin/human_resources/ehso/rad_safety/rad_training2.html](http://www.umanitoba.ca/admin/human_resources/ehso/rad_safety/rad_training2.html). To register contact Eva Sailerova, Assistant Radiation Safety Coordinator at 789-3613.

Radiation Safety Workshop for Radioactive Chemicals (1½ Day Workshop) This workshop must be completed by all staff and students within four months of being listed on an open source radioisotope permit at the University of Manitoba. Designed for all staff and graduate students who are working with radioactive materials in a research setting, the workshop covers how to work safely with radioactive chemicals and comply with University procedures. Participants who complete the workshop will also be certified to receive radioactive materials as required by Transportation of Dangerous Goods regulations and enforced by the Canadian Nuclear Safety Commission.

All participants attend the first full day session and have a choice between one of the two half-day sessions, where the class is divided into two groups for the four hour laboratory practicum.

- Sept 26/06 Bannatyne 9:00 am - 4:00 pm
- Sept 27/06 Bannatyne 9:00 am – 1:00 pm
- Sept 28/06 Bannatyne Noon – 4:00 pm
- Oct 30/06 Bannatyne 9:00 am - 4:00 pm
- Oct 31/06 Bannatyne Noon - 4:00 pm
- Nov 1/06 Bannatyne Noon - 4:00 pm
- Dec 5/06 Bannatyne 9:00 am - 4:00 pm
- Dec 6/06 Bannatyne Noon - 4:00 pm
- Dec 7/06 Bannatyne 9:00 am - 1:00 pm
- Jan 22/07 Bannatyne 9:00 am - 4:00 pm
- Jan 23/07 Bannatyne Noon - 4:00 pm
- Jan 24/07 Bannatyne 9:00 am – 1 pm
- March 2007 Bannatyne Dates & Times TBA
Radiation Safety Training Refresher (1-3 hours in the Permit Holder’s Lab) Refresher training is required every 3 years for those previously trained in Radiation Safety and continuing to use radioactive materials at the University. Each session requires the attendance of all lab staff, including the permit holder and is specific for each radioisotope permit. Designed for all staff and graduate students who are working with radioactive material, the refresher covers how to work safely and comply with University procedures. Participants who complete the training have the option to be recertified as required by Transportation of Dangerous Goods regulations and enforced by the Canadian Nuclear Safety Commission.

For information, go to http://www.umanitoba.ca/admin/human_resources/ehso/rad_safety/rad_training2.html. To register contact Leona Page, Radiation Safety Coordinator at 789-3613.

NOTE: Radiation Safety Training is also available by request for sealed source users other than Moisture Density Gauge users, for shipping radioactive materials or training of persons who are working in the vicinity of radioactive materials.

Supervisory ‘Due Diligence’ This session is intended for anyone in a managerial or supervisory capacity and will cover the legislated responsibilities under workplace safety and health and environmental legislation. For example, learn what the law says you are responsible to do and what the consequences may be of not ensuring that workers are provided with proper instructions, training and supervision. Includes discussion of new corporate and supervisory liability amendments to Criminal Code of Canada.

Nov. 2/06 Bannatyne 9 am - 10:30 am
Feb. 1/07 Fort Garry 9 am - 10:30 am

To register, go to http://www.umanitoba.ca/admin/human_resources/training/reg/ or use the form at the back of this brochure.
Transportation of Dangerous Goods (Air) Persons who ship or receive dangerous goods by air need to be certified for the air transport of dangerous goods. Ground transport training is not required provided that the ground transport is limited from the shipping location to the air carrier’s depot. Typical course attendees include laboratory staff that ship medical samples by air (medical samples and dry ice are both regulated as dangerous goods). However shipping or receiving any dangerous goods by air requires certification. Certification is valid for 2 years.

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To register, go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/) or use the form at the back of this brochure.

Transportation of Dangerous Goods (Ground) Persons who ship, receive or transport dangerous goods by ground (truck) must be certified for the ground transport for dangerous goods. This one day course will cover aspects related to shipping, transporting and receiving dangerous goods. This course is required for all University drivers who may transport dangerous goods. Past attendees to this course have also included laboratory staff that routinely ship materials by truck. Certification is valid for 3 years.

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To register, go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/) or use the form at the back of this brochure.

WHMIS Train-the-Trainer Federal and provincial legislation requires that faculty, staff and students working with or near controlled products be trained in the Workplace Hazardous Materials Information System (WHMIS). Departmental WHMIS Coordinators have been designated and this seminar is provided both as a refresher and to bring Coordinators up to date on any new developments with the University WHMIS program.

For information regarding dates and times, go to [http://www.umanitoba.ca/admin/human_resources/training/reg/](http://www.umanitoba.ca/admin/human_resources/training/reg/). For more information, contact Prabhat Goswami, Biological and Chemical Safety Coordinator at 474-8791.
Learning & Development Registration Form

Name: ____________________________________________________________

Registrant’s Position: _________________________ E-mail: __________________________

Business telephone: _____________________ Fax No.:_________________________________

Dept. Name: ___________________________________________________________________

Dept. Address: ___________________________________________________________________

Please indicate your employment group category with the University of Manitoba by checking one of the following:

Support Staff:

AESES   ☐          AESES (Security)   ☐
CAW Local 3007   ☐          Managerial Group   ☐
CUPE Local 1482 (Eng)   ☐          EMAPS   ☐

Academic Staff:

UMFA   ☐          UMDCSA   ☐          Excluded   ☐          CUPE Local 3909   ☐
(Sessionals)

Attendance at any workshops offered during working hours must be approved by the registrant’s direct Supervisor prior to forwarding the registration form to EHSO.

Approval obtained: Yes ☐ No ☐

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Complete registration form and return to: EHSO, 191 Frank Kennedy Centre or fax to 474-7629. You will be advised of workshop room location when you receive confirmation of registration.