



2020 EMPLOYEE TRAINING REQUIREMENTS CHECKLIST		MUST BE COMPLETED BY	EST TIME	DATE COMPLETED	INITIAL	LINKS
1	REVIEW - KaneffGolf - Employee Manual (141 pages)	New & Returning Employees; All Volunteers & Interns	60 minutes			CLICK HERE
2	REVIEW - Ministry of Labour - Fair at Work Ontario Flyer (1 page)	New Employees; New Volunteers; Interns	5 minutes			CLICK HERE
3	REVIEW - Ministry of Labour - Health & Safety at Work, Prevention Starts Here Flyer (1 page)	New Employees; New Volunteers; Interns	5 minutes			CLICK HERE
IMPORTANT NOTE for 4a. and 4b.: The e-learning modules below are unable to keep track of your progress, so it must be completed in one sitting. You will receive a "Proof of Completion" certificate once you complete the eLearning modules. You must save and/or print the certificate before exiting the module. The Ministry of Labour will not store your certificate, or keep a record of training. Please keep a copy for your records and provide a copy to your supervisor. This resource requires Internet Explorer (9 or 10), or Chrome 17 or higher.						
4a.	Complete training only if you are in a non-supervisory role. READ or VIEW - Ministry of Labour - WORKER Health & Safety Awareness Training * EMAIL A COPY OF YOUR COMPLETED TRAINING CERTIFICATE *	New Employees;	60 minutes			CLICK HERE to Read; OR CLICK HERE to View
4b.	Complete training only if you are in a supervisory role. READ or VIEW - Ministry of Labour - SUPERVISOR Health & Safety Awareness Training * EMAIL A COPY OF YOUR COMPLETED TRAINING CERTIFICATE *	New Employees	60 minutes			CLICK HERE to Read; OR CLICK HERE to View
5	VIEW – Internal Responsibility System Video 1	New & Returning Employees; All Volunteers & Interns	4 minutes			CLICK HERE
6	VIEW – Internal Responsibility System Video 2	New & Returning Employees; All Volunteers; Interns	2 minutes			CLICK HERE
7	REVIEW - KaneffGolf - WSPS Health & Safety Handbook, includes Workplace Violence and Harassment Policy (58 pages)	New & Returning Employees; All Volunteers; Interns	20 minutes			CLICK HERE
8	VIEW - Complete WHMIS 2015 (Workplace Hazard Material Information System) Training - Complete form, for Industry select Service Sector, click Submit then select A to watch video.	New & Returning Employees; All Volunteers; Interns	30 minutes			CLICK HERE
9	READ/LISTEN/VIEW - Access Forward - Accessible Customer Service Training Modules * EMAIL A COPY OF YOUR COMPLETED TRAINING CERTIFICATE *	New Employees				
	a. General Requirements	New Employees	12 minutes			CLICK HERE
	b. Information and Communications	New Employees	17 minutes			CLICK HERE
	c. Employment Standard	New Employees	12 minutes			CLICK HERE
	d. Design of Public Spaces	New Employees	15 minutes			CLICK HERE
	e. Customer Service Standard	New Employees	30 minutes			CLICK HERE
10	REVIEW - KaneffGolf - Accessible Customer Service Policy (1 page)	New & Returning Employees & Volunteers; Interns	5 minutes			CLICK HERE
11	***NEW*** REVIEW - KaneffGolf - Covid-19 Protocols & Policies (30 pages)	New & Returning Employees & Volunteers; Interns	15 minutes			CLICK HERE