



# LIUNA! LOCAL 527 TRAINING & EDUCATION TRUST FUND

6 Corvus Court, Nepean, Ontario K2E 7Z4 Tel: (613) 723-2141 Fax: (613) 723-6142

#### Re: COVID-19 Protocol while attending Training Programs

- 1. Pre-screening will be completed before entering into the Training Centre, you will be required to fill out the screening questions and temperature checks will be taken, once cleared you will be provided the classroom location.
- 2. You will be required to arrive <u>30 minutes before</u> the training program start time, if you arrive after the start time you will not be able to attend, and you will be required to contact the training centre and reschedule.
- 3. You will be required to remain in class at all times, scheduled breaks will be provided.
- 4. If you have any fever, cough, cold or flu-like symptoms please do not attend the training program. The instructor has the right to deny participation to the training program to anyone showing symptoms.
- 5. You will not be able to participate in the training program if you were recently exposed to someone that tested positive with COVID-19, or if you were recently diagnosed with COVID-19.
- 6. You will be required to practice physical distancing while at the training centre this includes in class, in the hallways, washrooms and outdoors. (6 feet, 2 metres)
- 7. You will be required to bring and wear your own mask or face covering to participate. **Masks are MANDATORY** inside the Training Centre at all times.
- 8. You will be required to wash your hands with soap and water thoroughly (minimum 20 seconds) and sanitize your hands before you reenter the classroom after any scheduled breaks.
- 9. Once the training program you are participating in is completed, we ask that you leave the Training Centre so that the classroom can be cleaned and sanitized for the next day.
- 10. If you are participating in training and require to schedule additional training programs, we ask that you do not wait in the hallways to get this completed, please call the training centre when you arrive home.

We are presently facing difficult challenges with the COVID-19 pandemic and LIUNA Local 527 Training & Education Centre is working diligently to protect the health and safety of the members and staff of Local 527.

We appreciate your support and understanding in helping us control the spread of the virus to ensure that we all remain healthy and safe.



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Sujet: Protocole COVID-19 pour participation aux sessions de formation

- 1. Le pré-dépistage sera effectué avant d'entrer dans le Centre de formation; vous devrez répondre aux questions de dépistage et une vérification de votre température sera effectuée. Une fois autorisé, vous recevrez l'emplacement de votre salle de classe.
- 2. Vous devrez arriver <u>30 minutes avant</u> l'heure de début de la session de formation. Si vous arrivez après l'heure de début, vous ne pourrez pas y assister et vous devrez contacter le Centre de formation pour reporter votre session.
- 3. Vous devrez <u>rester en classe en tout temps</u>; des pauses planifiées seront prévues.
- 4. Si vous avez de la fièvre, une toux, un rhume ou des symptômes pseudo-grippaux, nous vous demandons de ne pas assister à la session de formation. L'instructeur a le droit de refuser la participation à la session de formation à toute personne présentant des symptômes.
- 5. Vous ne pourrez pas participer à la session de formation si vous avez récemment été exposé à quelqu'un qui a testé positif au COVID-19 ou si vous avez récemment été diagnostiqué avec le COVID-19.
- 6. Vous devrez pratiquer la distanciation physique durant votre présence au Centre de formation, incluant dans les salles de classe, les couloirs, les toilettes et à l'extérieur. (6 pieds, 2 mètres)
- 7. Vous devrez apporter et porter votre propre masque ou un couvre-visage pour participer. <u>Les</u> <u>masques sont OBLIGATOIRES</u> en tout temps à l'intérieur du Centre de formation
- 8. Vous devrez vous laver les mains soigneusement avec du savon et de l'eau (minimum 20 secondes) et vous désinfecter les mains avant de retourner en classe après les pauses prévues.
- 9. Lorsque la session de formation à laquelle vous participez est terminée, nous vous demandons de quitter immédiatement le Centre de formation afin que la salle de classe puisse être nettoyée et désinfectée pour le lendemain.
- 10. Si vous participez à une session de formation et avez besoin de planifier des sessions de formation supplémentaires, nous vous demandons de ne pas attendre dans les couloirs pour se faire; veuillez téléphoner le Centre de formation lorsque vous arriverez à la maison.

Nous sommes actuellement confrontés à des défis difficiles en raison de la pandémie du COVID-19 et le Centre de formation et d'éducation de la Section locale 527 travaille diligemment pour protéger la santé et sécurité des membres et du personnel de la Section locale 527.

Nous apprécions votre soutien et compréhension en nous aidant à contrôler la propagation du virus afin de nous assurer que tous restent en santé et en sécurité.

# **Registration and Training Requirements**







- Registration for all programs opens 30 days in advance only. Please contact the Training Centre to register for any programs 613-723-2141; no early registrations will be accepted.
- All trainees must have completed and have a valid WHMIS and Working at Heights certificate in order to participate in any training programs. (and be dispatched to employment)
- It is mandatory that all Apprentices register and attend the Apprenticeship Training in order to complete the necessary in school levels of training in order to complete and certify as a Construction Craft Worker.

  Notice will be provided of the registration time for the upcoming dates.
- In order to participate in the (CWB) Welding Program, you must have been a member of LIUNA Local 527 for a minimum of three (3) years and you must provide a "Near Sighted" eye exam that has been completed in the last 3 Months.

Please contact the Training Centre to obtain the instruction form for the exam.

- In order to participate in the CWB recertification, proof of expired "CWB Certification" will be required or proof of Welding experience or training will be required.
- Personal Protective Equipment (PPE) will be required for certain programs being offered. You are required to bring your Hard Hat and CSA approved Foot Wear. Please note that proper outdoor clothing may also be required.

- If you have not completed the "Mandatory Health & Safety Awareness" program please go to:

  https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php
  https://www.labour.gov.on.ca/french/hs/elearn/worker/foursteps.php
  Once completed please provide a copy of your certificate to the Training Centre so that we can add it to your completed training. This program is only needed to be taken one time with no updates
- For more information on programs please visit our website at www.liunalocal527.com

#### **Program Update Requirements**

- WHMIS 2015 GHS/WHMIS 2015 GHS Update & Review must be completed annually. Please contact the Training Centre to obtain a PIN# to complete the program on line. 613-723-2141
- Propane Certificates must be updated every 3 years
- Pipeline Construction Safety Training (PCST) must be updated every 3 years (please contact the union office to obtain a PIN number)
- All equipment programs must be updated every 3 years
- First aid & CPR must be updated every 3 years
- Working at Heights must be updated every 3 years. In order to participate in the Working at Heights Update you will require to have your Ministry of Labour Certificate number if you haven't completed the initial program at the training centre





Program	Date
Asbestos Abatement 253W (3 Days)	Wednesday January 20 - Friday January 22 Wednesday March 3 - Friday March 5 Monday April 12 - Wednesday April 14
** NEW – Asphalt Worker	March 2021 TBD
Basics of Supervising	Tuesday January 19 - Wednesday January 20  **This program is only offered to members that are referred by Employers directly**
Chainsaw, (PPE Required) (8 Hours)	Friday January 22 Wednesday February 10 Wednesday March 17 Wednesday April 14
Confined Spaces Modules 1-3 (8 Hours) *Module 1 is required to be completed.	Thursday January 14 - Friday January 15 Thursday January 28 - Friday January 29 Thursday February 11 - Friday February 12 Thursday February 25 - Friday February 26 Thursday March 11 - Friday March 12 Wednesday March 24 - Thursday March 25 Thursday April 15 - Friday April 16 Wednesday April 28 - Thursday April 29 Thursday May 13 - Friday May 14 Thursday May 27 - Friday May 28 Thursday June 10 - Friday June 11 Thursday July 8 - Friday July 9 Thursday August 12 - Friday August 13 Thursday September 9 - Friday September 10 Thursday October 7 - Friday October 8 Thursday November 11 - Friday November 12
Confined Spaces Module 4 (8 Hours)	Wednesday February 24 Friday March 26 Friday April 30
CWB Testing (Welding)	Monday February 22 - Thursday February 25

Program	Date
Electrical Safety Awareness (8 Hours)	Wednesday January 13 Monday January 25 Tuesday February 2 Wednesday February 17 Wednesday March 10 Wednesday March 31 Thursday April 8
First Aid & CPR (2 Days)	Wednesday January 6 - Thursday January 7 Monday January 18 - Tuesday January 19 Monday March 8 - Tuesday March 9 Thursday March 11 - Friday March 12 Monday March 29 - Tuesday March 30 Tuesday April 6 - Wednesday April 7 Monday April 19 - Tuesday April 20 Monday May 3 - Tuesday May 4 Monday May 17 - Tuesday May 18 Monday June 7 - Tuesday June 8 Monday July 5 - Tuesday July 6 Monday August 9 - Tuesday August 10 Tuesday September 7 - Wednesday September 8 Tuesday October 5 - Wednesday October 6 Monday November 8 - Tuesday November 9
Forklift, (PPE Required) (8 Hours)	Wednesday January 27 Thursday February 4 Saturday February 6 Monday March 15 Thursday April 8 Tuesday May 11

Program	Date
Hoisting & Rigging (2 Days)	Wednesday January 6 - Thursday January 7 Monday January 18 - Tuesday January 19 Monday February 8 - Tuesday February 9 Monday February 22 - Tuesday February 23 Monday March 15 - Tuesday March 16 Monday March 29 - Tuesday March 30 Tuesday April 6 - Wednesday April 7 Monday April 19 - Tuesday April 20 Tuesday May 4 - Wednesday May 5 Tuesday May 18 - Wednesday May 19 Monday June 14 - Tuesday June 15 Monday July 19 - Tuesday July 20 Monday September 13 - Tuesday September 14 Monday October 18 - Tuesday October 19 Monday November 15 - Tuesday November 16
** NEW – Introduction to Cutting & Coring	Monday March 8 - Tuesday March 9
Line & Grade (5 Days)	Monday March 22 - Friday March 26 Monday April 12 - Friday April 16
Mini-Ex, (PPE Required) (8 Hours)	Monday January 11 Wednesday January 27 Saturday February 6 Wednesday February 17 Wednesday March 17 Saturday March 27 Tuesday March 30 Tuesday April 6 Monday April 26 Thursday May 20 Wednesday June 16 Wednesday July 14 Wednesday August 11 Wednesday September 8 Wednesday October 27 Wednesday November 17

Program	Date
Overhead Crane (PPE Required) (8 Hours)	Wednesday January 20 Tuesday February 16 Saturday February 27 Thursday March 18 Tuesday April 13 Friday May 21
Propane, (PPE Required) (5 Hours)	Monday January 4 Monday January 18 Monday February 1 Tuesday February 16 Monday March 1 Friday October 1 Friday October 22 Friday November 5 Friday November 19
Quick Cut Safety (PPE Required) (8 Hours)	Tuesday January 12 Wednesday February 3
Sandblasting (PPE Required) (2 Days)	Tuesday March 30 - Wednesday March 31
Scissorlift & Aerial Man Lift (PPE Required) (8 Hours)	Saturday January 9 Wednesday January 20 Wednesday February 10 Saturday February 27 Wednesday March 10 Wednesday March 31 Monday April 12 Friday April 23 Tuesday May 25 Wednesday June 23 Wednesday July 21 Wednesday August 18 Wednesday September 1 Wednesday October 6 Wednesday November 3

Program	Date
Skidsteer (PPE Required) (8 Hours)	Wednesday January 13 Saturday January 23 Wednesday February 3 Thursday February 18 Tuesday March 2 Saturday March 13 Monday March 22 Wednesday April 7 Tuesday April 27 Thursday May 6 Wednesday June 9 Wednesday July 7 Wednesday August 4 Wednesday September 15 Wednesday November 10
Swing Stage - User (PPE Required) (8 Hours)	Friday January 8 Tuesday January 26 Tuesday February 2 Saturday March 27 Friday April 30 Tuesday July 13 Tuesday August 24 Tuesday September 21 Tuesday October 26

Program	Date
Telescopic Forklift, (PPE Required) (1 Day)	Saturday January 9 Friday January 29 Friday February 5 Friday February 19 Wednesday March 3 Saturday March 13 Tuesday March 23 Friday April 9 Wednesday April 28 Wednesday May 12 Wednesday June 2 Wednesday July 28 Wednesday August 25 Wednesday September 22 Wednesday October 20 Wednesday November 24
Traffic Control Person (5 Hours)	Thursday January 28 Tuesday February 23 Wednesday March 31 Friday April 9 Monday April 26 Monday May 10
Transportation of Dangerous Goods (6 Hours)	Tuesday January 5 Wednesday January 27 Wednesday February 24 Thursday April 15
Welding (PPE Required) (7 Weeks)	Monday January 4 - Friday February 26
WHMIS 2015/GHS (3 Hours)	Saturday January 23 Monday February 22 Monday April 12 Friday May 7 *Please be advised that WHMIS 2015 GHS can now be completed on line. Please contact the Training Centre to obtain a PIN number to complete the program 613-723-2141

Program	Date
Working at Heights	Saturday January 9
(PPE Required)	Thursday January 14
	Thursday January 21
(8 Hours)	Saturday January 23
(Harness will be provided)	Thursday January 28
	Thursday February 4
	Saturday February 6
	Thursday February 11
	Thursday February 18
	Thursday February 25
	Saturday February 27
	Thursday March 4
	Thursday March 11
	Saturday March 13
	Thursday March 18
	Thursday March 25
	Saturday March 27
	Thursday April 8
	Thursday April 15
	Thursday April 22
	Thursday April 29
	Thursday May 6
	Thursday May 13
	Thursday May 20
	Thursday May 27
	*Starting Thursday June 3 working at heights will be offered every Thursday up until the end of the year

Program	<b>Date</b>
Working at Heights Update (PPE Required) (4 Hours) (Harness will be provided)	Friday January 9 Friday January 15 Friday January 22 Saturday January 23 Friday January 29 Friday February 5 Saturday February 6 Friday February 19 Friday February 26 Saturday February 27 Friday March 5 Friday March 12 Saturday March 13 Friday March 19 Friday March 26 Saturday March 27 Friday March 27 Friday March 27 Friday March 27 Friday April 30 Friday April 30 Friday April 30 Friday May 7 Friday May 21 Friday May 28 *Starting Friday June 4 working at heights update will be offered every Friday until the end of the year

Location: Royal Canadian Legion Branch 297, 415 Second Street West, Cornwall, ON

WHMIS 2015/GHS – Monday March 29, 2021 – 8am

Working at Heights – Wednesday March 10, 2021 – 8am

Working at Heights Update – Wednesday March 17, 2021 – 8am

Working at Heights Update – Wednesday March 17, 2021 – 1pm

#### **Programmes disponibles en Français**

SIMDUT 2015 GHS - Mercredi 24 mars, 2021

Securite en Espace Clos Module 1-3 – Jeudi 18 mars - Vendredi 19 mars, 2021

Module 1: Sensibilisation Module 2: Analyse de l'air

Module 3: Programme de protection respiratoire et test D'adequation

Veuillez noter que le SIMDUT 2015 GHS peut maintenant être rempli en ligne. Veuillez contacter le Centre de formation pour obtenir un NIP afin de compléter le programme 613-723-2141

System de Protection contre les chutes – Jeudi 25 mars, 2021 (8 heures) (Equipment de la protection individuelle requis)

System de Protection contre les chutes (Update) – Vendredi 26 mars, 2021 (4 heures) (Equipment de la protection individuelle requis)

#### **Construction Craft Worker Apprenticeship (CCW 450A)**

Construction Craft Worker - Level 2 – Monday January 4 - Friday March 5, 2021

**Construction Craft Worker - Level 1 – Monday February 1 - Friday March 26, 2021** 

Construction Craft Worker - Level 2 - EXAM PREP - Monday March 1 - Friday March 5, 2021

Construction Craft Worker - Level 1 - Monday April 5 - Friday May 28, 2021

Construction Craft Worker - Level 1 – Monday June 7 - Friday July 30, 2021



#### **LiUNA Local 527 Training & Education Centre**

**6 Corvus Court** 

**Ottawa Ontario K2E 7Z4** 

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