

# **OEL Tools for Success – Course Catalogue**

# Contents

Safety - Electrical Courses	2
Safety - General Courses	5
Business Courses	17
Technical Courses	20

## Safety – Electrical Courses

Topic	Content	Provider	Video Length	Live Stream	On Site	Document	OEL Member	Visitor
<b>Training</b>	Compulsory courses based on work you perform	IHSA				PDF	Free	
<b>Electrical Awareness</b>	Electrical safety awareness	SP Safety		X			\$88	\$115.50
<b>Electrical Safe Work Practices</b>	Course includes: <ul style="list-style-type: none"> <li>- hazards of electrical shock and arc flash</li> <li>- electrical equipment conditions</li> <li>- JSA electrical equipment</li> <li>- electrically safe work conditions</li> <li>- working energized</li> <li>- shock hazard assessment</li> <li>- arc flash hazard assessment</li> <li>- electrical specific PPE</li> <li>- review and quiz</li> <li>- successful participants receive a wallet card</li> </ul>	Lenco Training & Technical Services		X			\$125	\$145
<b>Electrical Safety</b>	Suite of Document that include: <ol style="list-style-type: none"> <li>1) Program Policy</li> <li>2) Arc Flash Risk Assessment Form</li> <li>3) Electrical Incident Rescue Procedure</li> <li>4) Electrical Incident Investigation Form</li> <li>5) Job Briefing and Checklist</li> <li>6) Pre-Job Tailgate Form</li> </ol>	Lenco Training & Technical Services				27 pages 2 pages 1 page 2 pages 1 page 2 pages 2 pages	\$200	\$300
<b>Effects of Electrocution</b>	<ul style="list-style-type: none"> <li>- The Road to Recovery – Electric Shock the Invisible Electrical Injury</li> <li>- Why Electricians Work Live</li> <li>- Electric’s Deadliest Act</li> </ul>	Dr Joel Fish Science Direct	10 minutes			13 pages 16 pages	Free	

<p><b>ARC Flash + LOTO</b></p>	<ul style="list-style-type: none"> <li>• Introduction to Arc Flash – What is it?</li> <li>• Identify the Causes and Risks of Arc Flash</li> <li>• Arc Flash Industries</li> <li>• Codes and Standards in Ontario</li> <li>• Identify Protective Clothing and Necessary PPE</li> <li>• Implement Safe Works Procedures</li> <li>• Respond to an Arc Flash</li> <li>• Prevention</li> <li>• Ontario lock out/tag out legislation – Regulation 851</li> <li>• Hazard Recognition – Risk Assessments</li> <li>• “Zero Energy State”</li> <li>• Lock Out Devices</li> <li>• What is an Emergency Stop</li> <li>• Energizing and De-energizing Equipment</li> <li>• Disconnects</li> <li>• The Lock Out Tag Out Program Requirements and</li> </ul>	<p>Lenco Training and Technical Services (Southwestern &amp; Western Ontario)</p> <p>Levac Supply Ltd. (Eastern Ontario)</p>					<p>\$ 1600</p>
<p><b>Electrical Safety Awareness</b></p>	<ul style="list-style-type: none"> <li>• Provides the knowledge needed to work safely with or near electrical equipment.</li> <li>• Provides a basic understanding of how electricity behaves</li> <li>• Discusses the Hazards of Electricity</li> <li>• Provides visual examples of electrical hazards that could potentially be encountered on the job</li> <li>• Discusses how to recognize real or potential electrical hazards</li> </ul>	<p>Levac Supply Ltd.</p>					<p>\$29.95</p>

<p><b>Lock Out Tag Out</b></p>	<ul style="list-style-type: none"> <li>• Ontario lock out/tag out legislation – Regulation 851</li> <li>• Hazard Recognition – Risk Assessments</li> <li>• “Zero Energy State”</li> <li>• Lock Out Devices</li> <li>• What is an Emergency Stop</li> <li>• Energizing and De-energizing Equipment</li> <li>• Disconnects</li> <li>• The Lock Out Tag Out Program Requirements and Procedures</li> </ul>	<p>Levac Supply Ltd.</p>					<p>\$29.95</p>
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## Safety – General Courses

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
	Accident Investigation	SP Safety	2 hours				\$55	\$83
	Aerial Lifts - Construction	Mastery Net	20 minutes				\$25	
	Basics of Supervising	SP Safety		x			\$110	\$165
	Confined Spaces - Confined Space Entry	Mastery Net	30 minutes				\$25	
	Confined Spaces - Confined Space Entry: To the Point	Mastery Net	17 minutes				\$25	
	Confined Spaces	SP Safety	3 hours				\$88	\$116
	Defensive Driving: Defensive Driving Cargo Vans	Mastery Net	24 minutes				\$25	
	Defensive Driving: 3 Keys to Safe Driving: Prepare, Anticipate & Defend	Mastery Net	22 minutes				\$25	
	Defensive Driving: 3 Keys to Safe Driving: Prepare, Anticipate & Defend - Concise Version	Mastery Net	15 minutes				\$25	
	Defensive Driving: To the Point	Mastery Net	15 minutes				\$25	
	Fall Protection - Fall Protection in Industrial and Construction Environments	Mastery Net	23 minutes				\$25	
	Ladder Safety Course	Mastery Net	27 minutes				\$25	
	Ladder Safety Course	SP Safety					\$33	\$61
	Negligence, Due Diligence and Paper trails (For the employer)	SP Safety	2 hours				\$110	\$138
	Noise	SP Safety	1 hour				\$55	\$83
	Pre-work task documentation i.e., JSA, HAS, PSI pros and cons (For the employer)	SP Safety	2 hours				\$55	\$83
	Traffic Control Book 7	SP Safety	3 hours				\$55	\$83

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
Safety General	Traffic Control Person (TCP)	SP Safety	1 hour				\$88	\$116
	Traffic Signalling	SP Safety	1 hour				\$55	\$83
	Understanding GHS HazCom-Version 2 (HazCom Full Course: New Rules)	Mastery Net	36 minutes				\$25	
	WHMIS - renewable annually	SP Safety		x			\$33	\$61
	WHMIS The Global Harmonizing System Employee Training	Mastery Net	28 minutes				\$25	
	Aerial Lifts - Eastern Ontario only <b>Contact OEL for info</b>	SP Safety			x		\$88	\$116
	First Aid - Emergency Course - Eastern Ontario Only – <b>Contact OEL for info</b>	SP Safety			x		\$105	\$132
	First Aid - Emergency Course - Eastern Ontario Only – <b>Contact OEL for info</b>	SP Safety			x		\$105	\$132
	First Aid - Standard Course - Eastern Ontario Only – <b>Contact OEL for info</b>	SP Safety			x		\$132	\$160
	First Aid - Standard Course - Eastern Ontario Only – <b>Contact OEL for info</b>	SP Safety			x		\$132	\$160
	Topic as requested by the employer <b>Contact OEL for info</b>	SP Safety					Determined based on topic.	
	Trenching – <b>Contact OEL for info</b>	SP Safety					\$55	\$83
	Working at Heights - <i>Full course</i> - Eastern Ontario only (renewable every three years) <b>Contact OEL for info</b>	SP Safety			x		\$110	\$138
	Working at Heights - <i>Full course</i> - Eastern Ontario only – <b>Contact OEL for info</b>	SP Safety			x		\$110	\$138
	Working at Heights - <i>Full course and Refresher</i> - Eastern Ontario only (renewable every three years) <b>Contact OEL for info</b>	SP Safety			x		\$83	\$110

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	Working at Heights - <i>Full course and Refresher</i> - Eastern Ontario only <b>Contact OEL for info</b>	SP Safety			x		\$83	\$110
	Back Safety Awareness	Levac Supply Ltd.					\$29.95	
	Ergonomics Awareness	Levac Supply Ltd.					\$29.95	
	CPR/First Aid-----Heartzap Blended	Levac Supply Ltd.					\$ 150	
	Rigging and Lifting	Levac Supply Ltd.					\$29.95	
<b>Site Inspections</b>	On site safety inspections – Eastern Ontario only – <b>Contact OEL for info</b>	SP Safety					\$385 per site	\$423.50 per site
<b>Emergency First Aid</b>	Emergency First Aid – Contact OEL for a non-exhaustive list.	Multiple					Various prices	
<b>Training</b>	Compulsory courses based on work you perform	IHSA				PDF	Free	
<b>AODA- Accessibility Awareness Training</b>	<ul style="list-style-type: none"> <li>• What is the AODA in Ontario – its purpose.</li> <li>• O. Reg. 429/07: Accessibility Standards For Customer Service</li> <li>• Business deadlines and requirements</li> <li>• Barriers encountered by people with disabilities</li> <li>• Who needs to be trained – records of training</li> <li>• Work related Accessibility Training</li> <li>• “How Can I Help You” – tips for dealing with different types of disabilities</li> <li>• Knowledge Check</li> </ul>	Levac Supply Ltd.					\$29.95	



Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>Allergy Awareness</b>	<ul style="list-style-type: none"> <li>• What is an Allergy?</li> <li>• Allergies in Canada –by the numbers</li> <li>• What are allergens</li> <li>• Food allergies</li> <li>• Allergic reactions –What can happen</li> <li>• Anaphylaxis</li> <li>• Substance allergies –latex, metal, plants</li> <li>• Aeroallergies</li> <li>• Insect sting/bite allergies</li> <li>• Drug allergies</li> <li>• Food Allergy Video</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Asbestos Awareness</b>	<ul style="list-style-type: none"> <li>•What is Asbestos</li> <li>•Types of Asbestos</li> <li>•Friable vs Unfriable</li> <li>•Asbestos and Health Hazards</li> <li>•How &amp; Where Asbestos Is Used</li> <li>•Risk Assessments</li> <li>•Sampling Procedures</li> <li>•Air Sampling</li> <li>•Personal Protective Equipment (PPE)</li> <li>•Hygiene Measures</li> <li>•Proper Waste Disposal</li> <li>•Emergency Procedures</li> <li>•Video</li> </ul>	Levac Supply Ltd.					\$29.95	

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>Bear Safety Awareness</b>	<ul style="list-style-type: none"> <li>• Bear encounters</li> <li>• Bear behavior</li> <li>• Bear identification</li> <li>• Black Bear signs -tracks, feeding, trails, dens, etc...</li> <li>• Locations where you will find bears – typically black bears in Ontario</li> <li>• Best practices –in bear avoidance – always be prepared</li> <li>• What to do if you encounter a bear</li> <li>• Bear warning signs</li> <li>• Encountering bears –predatory encounter vs a defensive encounter – how to protect yourself</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Cannabis Workplace Awareness</b>	<ul style="list-style-type: none"> <li>• All about the Cannabis plant</li> <li>• The forms Cannabis comes in</li> <li>• The effects on the brain</li> <li>• Ontario legislation</li> <li>• Medical vs. Recreational Cannabis use and by-laws</li> <li>• Safety Sensitive jobs</li> <li>• Impairment at work</li> <li>• Drug testing</li> <li>• Responding to suspected impairment</li> <li>• Employee obligations</li> <li>• Education and training</li> <li>• Prevention and the Healthy Workplace</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Chainsaw Awareness</b>	<ul style="list-style-type: none"> <li>• Introduction to the chainsaw</li> <li>• Sharpening and Maintenance</li> <li>• Notching and Felling</li> <li>• Proper and Safe Saw use</li> <li>• Limbing and Bucking</li> <li>• Practical Demonstration</li> </ul>	Levac Supply Ltd.					\$29.95	

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>Confined Space Awareness</b>	<ul style="list-style-type: none"> <li>• Confined Space Recognition</li> <li>• OSHA and Reg. 629/05, CSA Z1006 -16</li> <li>• Hazard Assessment</li> <li>• Confined Space Entry Plan</li> <li>• Testing &amp; Monitoring</li> <li>• Entry Permits</li> <li>• Attendant and Entrant</li> <li>• Communication</li> <li>• Isolation Procedure &amp; Techniques</li> <li>• Documented Work Procedures</li> <li>• Training Requirements</li> <li>• Rescue Requirements</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Fire Extinguisher Awareness</b>	<ul style="list-style-type: none"> <li>• Emergency plan and procedure</li> <li>• Classes of Fires and Fire Extinguishers</li> <li>• The Fire Triangle</li> <li>• Inspections, Maintenance and Servicing of Extinguishers</li> <li>• P.A.S.S. – Proper Operation of Extinguishers</li> <li>• Practical Assessment</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>First Aid/CPR Awareness</b>	<ul style="list-style-type: none"> <li>• What is First Aid?</li> <li>• Protecting Myself</li> <li>• PPE</li> <li>• The Accident Scene</li> <li>• Cardiac Emergencies -CPR</li> <li>• Choking</li> <li>• Wounds</li> <li>• Bleeding</li> <li>• Dressings and Bandages</li> <li>• Different Types of Medical Conditions –e.g. Diabetes, Asthma, etc.</li> <li>• Allergies</li> <li>• Burns</li> </ul>	Levac Supply Ltd.					\$29.95	

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>GPS Awareness</b>	<ul style="list-style-type: none"> <li>• History of GPS</li> <li>• What is GPS?</li> <li>• How does GPS work?</li> <li>• What is GPS used for?</li> <li>• How Accurate is GPS?</li> <li>• GPS vs GNSS</li> <li>• GPS in Forestry</li> <li>• Geocaching</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Health &amp; Safety Awareness</b>	<ul style="list-style-type: none"> <li>• OHSA</li> <li>• Duties of the Employer, Supervisor and Worker</li> <li>• Rights of the Worker</li> <li>• Hazards</li> <li>• Hazard prevention and awareness</li> <li>• PPE</li> <li>• JHSC &amp; Safety representatives</li> <li>• Information and Recourses</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Health &amp; Safety Representative Training</b>	<ul style="list-style-type: none"> <li>• Best practices and procedures.</li> <li>• Assessing workplace risks.</li> <li>• Policies and procedures that should be in place or implemented.</li> <li>• How to best avoid a robbery scenario.</li> <li>• Training for workers who handle cash.</li> <li>• Working alone.</li> </ul>	Levac Supply Ltd.					\$ 45	

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>Keeping Employees Safe - Covid And Other Viruses</b>	<ul style="list-style-type: none"> <li>• The Corona Virus and how it spreads - Seasonal Flu vs. Covid-19</li> <li>• What Health Canada tells us about staying safe during a virus pandemic</li> <li>• Workplace protocols to keep employees safe</li> <li>• Recommended types of Personal Protective Equipment (PPE)</li> <li>• How to properly put on masks and gloves, and how to properly take them off (Donning and Doffing of PPE)</li> <li>• Proper care of PPE</li> <li>• Creating and implementing a business continuity plan in case of a pandemic</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Ladder Safety Awareness</b>	<ul style="list-style-type: none"> <li>• Ladders and Injuries</li> <li>• Ladder Hazards</li> <li>• Legislation</li> <li>• Training</li> <li>• Ladders and Fall Protection Program</li> <li>• Types of Ladders and Ratings</li> <li>• Inspections</li> <li>• Ladder Safe Practices</li> <li>• Use and Proper Storage</li> </ul>	Levac Supply Ltd.					\$29.95	

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>Lift Truck (Theory)</b>	<ul style="list-style-type: none"> <li>• Lift Truck Incidents</li> <li>• Ministry of Labour Expectations</li> <li>• CSA Standard B335-15</li> <li>• OHS &amp; Regulations,</li> <li>• Roles and Responsibilities</li> <li>• Operator Qualifications and Training</li> <li>• How Lift Trucks Operate</li> <li>• Safe Operating Procedures</li> <li>• Pedestrian Safety</li> <li>• Shipping and Receiving</li> <li>• Battery Charging</li> <li>• Propane Handling and Safety</li> <li>• Diesel/Gasoline Power</li> <li>• 4 Summary Quizzes</li> <li>• Final Exam</li> </ul>	Levac Supply Ltd.					\$ 45	
<b>MEWP (Theory)</b>	<ul style="list-style-type: none"> <li>• Aerial Platforms -Types and Grouping</li> <li>• OHS &amp; Regulations (Reg.851 &amp; Reg.213)</li> <li>• CSA Standards Requirements -B354.7/B354.8</li> <li>• Training Requirements</li> <li>• Workplace Party Responsibilities</li> <li>• Hazards</li> <li>• Inspections –Circle Checks</li> <li>• Fall Protection Requirement</li> <li>• Safe Operation –Safe Work Procedures</li> <li>• Knowledge Check and Review</li> <li>• Practical Session –time to be determined</li> </ul>	Levac Supply Ltd.					\$ 45	

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>New/Young Employee Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• OH&amp;S Act</li> <li>• Rights and Duties</li> <li>• WHMIS</li> <li>• Personal Protective Equipment</li> <li>• Ladder Safety</li> <li>• Lifting and Back Safety</li> <li>• Basic Hand/Power Tools</li> <li>• Electrical Safety Awareness</li> <li>• Emergency Procedures</li> <li>• Hazards in the Workplace (discussion)</li> <li>• Tips on Protecting Your Health and Safety (video and discussion)</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Propane Safety Awareness</b>	<ul style="list-style-type: none"> <li>• Properties of Propane</li> <li>• Sources of Ignition</li> <li>• Cylinder Handling</li> <li>• Pipes, Hoses and Fittings</li> <li>• Preventative Measures</li> <li>• Extinguishing Fires</li> <li>• Cylinder Transportation</li> <li>• Cylinder Storage</li> <li>• First Aid</li> <li>• Legal Requirements of the OHSA and TSSA Regulations</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Slips - Trips - and - Falls</b>	<ul style="list-style-type: none"> <li>• Workplace responsibilities</li> <li>• What do the Regulations and the Occupational Health and Safety Act (OHSA) say about slips, trips and falls?</li> <li>• Types of Injuries and the cost to the worker and the employer</li> <li>• Causes of slip, trips and falls - Incident Data.</li> <li>• Prevention of slips, trips and falls</li> </ul>	Levac Supply Ltd.					\$29.95	

Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>Stress Awareness Training</b>	<ul style="list-style-type: none"> <li>• What is stress?</li> <li>• What are stressors?</li> <li>• What can cause stress?</li> <li>• Stress isn't always bad</li> <li>• Good stress vs bad stress –examples</li> <li>• School related stress</li> <li>• Workplace stress</li> <li>• Ways to manage stress for students and those in the workplace</li> <li>• Cell phone apps to help manage stress –whether you are in school or at work.</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Trenching And Excavation Awareness</b>	<ul style="list-style-type: none"> <li>• What is a Trench vs an Excavation</li> <li>• Roles and Responsibilities -OHSA</li> <li>• Construction Reg 213/91 Requirements</li> <li>• Hazards of trenching</li> <li>• Cave Ins</li> <li>• Soil types</li> <li>• Vibration</li> <li>• Surcharge</li> <li>• Previous Excavations</li> <li>• Existing Foundations</li> <li>• Weather</li> <li>• Protective measures to be taken against cave ins</li> <li>• Other Hazards and protective measures</li> <li>• Emergency Procedures</li> </ul>	Levac Supply Ltd.					\$29.95	



Topic	Content	Provider	Video Length	Live stream	On site	Document	OEL Member	Visitor
<b>WHMIS</b>	<ul style="list-style-type: none"> <li>Understanding the new WHMIS legislation</li> <li>New labeling requirements (supplier and workplace)</li> <li>New hazard symbol identification</li> <li>Safety Data Sheets (SDS)</li> <li>Worker education</li> <li>Special training requirements</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Working Alone Safety Awareness</b>	<ul style="list-style-type: none"> <li>Does Ontario have a working alone Regulation?</li> <li>What is working alone?</li> <li>Who are lone workers?</li> <li>Is working alone a problem?</li> <li>Health effects of working alone</li> <li>What employers can do to keep lone workers safe</li> <li>Training for workers who work alone</li> <li>Working alone and handling cash – store design –best safe practices</li> <li>Working late</li> <li>Going to and from work safely</li> <li>Traveling for work alone</li> </ul>	Levac Supply Ltd.					\$29.95	
<b>Workplace Violence</b>	<ul style="list-style-type: none"> <li>The law and your legal obligation</li> <li>Identifying harassment and violence in the workplace</li> <li>Preventing harassment and violence in the workplace</li> <li>Conducting a workplace risk assessment</li> <li>Developing organizational policies, programs and procedures</li> <li>Worker reporting procedures</li> <li>Incident investigation procedures</li> <li>Emergency response procedures</li> </ul>	Levac Supply Ltd.					\$29.95	

## Business

Topic	Content	Provider	Video Length	Live Stream	On site	Document	OEL Member	Visitor
<b>3 Keys for Success</b>	<b>Tips from 75 Years in Small Business</b> <ul style="list-style-type: none"> <li>- Setting the tone</li> <li>- Hiring wisely</li> <li>- Ongoing learning</li> </ul>	Bergeron Electric	17 Minutes				\$50	\$100
<b>Setting Rates</b>	<b>Covering Costs and Overhead</b> <ul style="list-style-type: none"> <li>- Labour rates</li> <li>- Material Markups</li> <li>- Mentorship</li> </ul>	OEL & Barry Moss of Four-O-One Electric Ltd.	23 Minutes				\$50	\$100
<b>Setting Rates</b>	<b>Provincial survey on Rates</b>	OEL				5 pages	Free	\$25
<b>Numbers Matter</b>	<b>Practical Use of Numbers</b> <ul style="list-style-type: none"> <li>- Profit and Loss</li> <li>- Job Costing</li> <li>- Price Change</li> <li>- Aging of Accounts</li> <li>- Three Rules of Thumb</li> <li>- Doing Good</li> </ul>	Bergeron Electric	32 Minutes				\$60	\$115
<b>Building Your Business</b>	10 Short Videos <ol style="list-style-type: none"> <li>1) Change your thinking, change your results.</li> <li>2) Easy to do business with.</li> <li>3) Simple words to help people by, Part I.</li> <li>4) Simple words to help people by, Part II.</li> <li>5) Once you stop learning, you start dying.</li> <li>6) Bookkeeping and accounting.</li> <li>7) Customer expectations.</li> <li>8) Retaining employees.</li> <li>9) Networking to strengthen your business.</li> <li>10) Building your business.</li> </ol>	OEL & Sid Ridgley of Simul Corporation	35 min. in total 3 min. 3 min. 4 min. 4 min. 3 min. 4 min. 3 min. 4 min. 3 min. 4 min.				\$65	\$125

Topic	Content	Provider	Video Length	Live Stream	On site	Document	OEL Member	Visitor
<b>Construction Lien Act</b>	Rules Simplified – flow chart	Corestone Law				1 page	Free	
<b>Retaining Employees</b>	Engaging Your Team to Thrive	Gus Takkale of GTI Canada	78 minutes				\$50	\$100
<b>Long Term Planning - How to exit your business</b>	How Far in Advance You Need to Plan and Preparing to Sell or Leave Your Business.	Integrity Corporate Solutions	65-minute Webinar				Free	
<b>Cyber Security and Effective Strategies to Protect your Business</b>	In this April 2021 webinar, Federated Insurance will provide an understanding of today's cybersecurity risks and how you can prevent, detect and respond to them. We're here to help you manage your risk.	Federated Insurance	60-minute webinar				Free	
<b>Cash Handling</b>	<ul style="list-style-type: none"> <li>Information for employees, supervisors and the employer as to how to handle and manage cash safely in the workplace.</li> <li>Best practices and procedures.</li> <li>Assessing workplace risks.</li> <li>Policies and procedures that should be in place or implemented.</li> <li>How to best avoid a robbery scenario.</li> <li>Training for workers who handle cash.</li> <li>Working alone.</li> </ul>	Levac Supply Ltd.					\$29.95	

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Customer Service	<ul style="list-style-type: none"> <li>• What is customer service?</li> <li>• The importance of training for customer service workers</li> <li>• Basic rules of “good” customer service</li> <li>• Customer expectations</li> <li>• General duties of service sector personnel</li> <li>• Health and safety issues</li> <li>• Preventative safety measures for personnel – including safe practices</li> <li>• Communicating with customers – importance of good communication skills</li> <li>• Dealing with difficult customers</li> <li>• Working alone</li> <li>• Handling negative interactions</li> <li>• Helping customers with special needs</li> </ul>	Levac Supply Ltd.					\$29.95	

## Technical

Topic	Content	Provider	Video Length	Live stream	On Site	Document	OEL Member	Visitor
Estimating Courses	<b>Course 1</b> Ongoing Courses are being offered throughout the year. Please check calendar.	Suderman Estimating Systems Inc.		x			\$990	\$990
	<b>Course 2</b> Ongoing Courses are being offered throughout the year. Please check calendar.			x		\$930	\$930	
	<b>Course 1 &amp; 2</b>			x		\$1820	\$1920	
CFAA Fire Alarm Technician Training	<b>Course 1</b> An Overview	The Health and Safety Management Group			x	<i>CFAA Manual is required for courses 1 and 5.</i>	\$620.00	\$720.00
	<b>Course 5</b> Application				x	<b>Participants will be invoiced for the courses and the manual.</b>	\$620.00	\$720.00
Manufacturing / Material Handling	<ul style="list-style-type: none"> <li>• Material Handling –What is it?</li> <li>• Importance of Material Handling</li> <li>• Objectives of Material Handling</li> <li>• Scope of Material Handling</li> <li>• Material Handling Principles</li> <li>• Factors Affecting selection of Material Handling Equipment</li> <li>• Types of Material Handling Equipment</li> <li>• New Technologies</li> <li>• Technology Used to Process Orders – SAP –what is it?</li> <li>• Videos</li> </ul>	Levac Supply Ltd.					\$29.95	

<b>Traffic Control</b>	<ul style="list-style-type: none"> <li>• General requirements</li> <li>• Equipment for traffic control</li> <li>• Traffic control person</li> <li>• Signals and communication</li> <li>• Other training requirements</li> </ul>	Levac Supply Ltd.					\$29.95
<b>Construction Project Management</b>	<ul style="list-style-type: none"> <li>• Understand the construction business and your role in it as a construction project manager.</li> <li>• Know how to effectively communicate through listening, writing, and verbal communication.</li> <li>• Know how to manage and maintain worksite relationships.</li> <li>• Understand what happens at the project procurement stage.</li> <li>• Know your roles and responsibilities at the pre-construction, construction, and close-out stages.</li> </ul>	BuildForce Canada	5 hours				\$ 150
<b>Introduction to Construction Estimating</b>	<ul style="list-style-type: none"> <li>• Have a good understanding of estimating practices.</li> <li>• Know site-specific conditions and regulatory requirements.</li> <li>• Know how to handle purchasing and logistics, and how to manage materials on site.</li> <li>• Organize cost data in a clear and logical manner.</li> <li>• Be able to manage historical information related to costs and know how and when to update this information.</li> <li>• Know how to assemble bids and meet bid closure deadlines.</li> <li>• Provide on-site solutions to work-related problems in relation to equipment and material placement.</li> </ul>	BuildForce Canada	4 hours				\$ 150

<b>First Level Supervisor Training Program</b>	<ul style="list-style-type: none"> <li>• Build supervisory skills.</li> <li>• Understand the difference between leadership and management.</li> <li>• Communicate effectively.</li> <li>• Lead a work crew.</li> <li>• Plan and schedule.</li> <li>• Manage effective meetings.</li> <li>• Understand the supervisor's role in safety and due diligence.</li> <li>• Develop and motivate teams.</li> <li>• Handle disagreements and problems.</li> <li>• Address personal problems and performance issues.</li> </ul>	BuildForce Canada	14 hours				\$ 400
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