

## **Minerva Online Health and Safety Certificate Introductory Training Program**

**Program Description:** The Minerva Health and Safety (H&S) Certificate Introductory training program consists of 9 modules with a total of 12-15 hours of engaging content and testing from Minerva's four Health and Safety online courses. The 9 modules will be located on Bluedrop's Skills Pass platform where participants will be given a link to register and access the modules. Bluedrop is a partner with the Ontario Ministry of Labour, Training, Skills Development and along with the Workplace Safety & Prevention Services are Minerva's partners with this training program.

The introductory program will be offered at no cost until December 31, 2022. The certificate will be issued to anyone who successfully completes all nine modules and achieves an 80% score on each quiz associated with each module.

**Purpose:**

1. Test suitability of Minerva online modules for training of employees from Minerva sponsoring firms and Ontario small to medium enterprises (SME).
2. Obtain employee feedback on required modules from Minerva's list of 28 modules for a Minerva H&S Leadership Certificate.
3. Obtain employee feedback on additional H&S topics for employee training.
4. Obtain employee feedback on H&S impact on their work and their workplace from this training.

**Timing for Training:**

Start date around mid June. Complete training by October 31st and no later than December 31st, 2022.

**Target No. of Ontario firms, employees:** 15-20 firms with 10-25 employees per firm.

**Available training spots:**

Up to 350 spots for employees from Minerva sponsoring firms and employees working for Ontario SME firms selected from various sectors in Ontario (manufacturing, construction, higher risk sectors, firms with safety performance opportunities, firms enrolled in WSIB HSE programs, etc.

**Required online training modules:**

Participants must take the following nine modules from Minerva's list of 28 modules:

- Introduction to Health and Safety, (Course 100)
- Hazard and Risk Controls, (Course 100)
- Risk Assessment and Management, (Course 200)
- Mental Health in the Workplace and Academia, (Course 200)
- Leadership and Management Systems, (Course 200)
- Business Case for Safety, (Course 300)
- Management of Change, (Course 400)
- Health and Wellness, (Course 400)
- Managing Excellence in Health and Safety (Course 400)

**Anticipated training time:**

Approximately 12 -15 hours for approximately 9 modules. Participants can train at their own pace.

**Requirements for SME firms, participants:**

Participants register for training on Bluedrop learning platform with no registration fees. Participants complete an entrance and exit survey and provide their email addresses. Participants carry out training on their own time and/or at employer's expense.

**Registration and Completion of Survey Process**

1. Firm provides name of contact person and email address to Minerva.
2. Contact person provides Minerva with names of employees and their email addresses who will register for training of the 9 modules.
3. Bluedrop will send introductory email to participants to complete pre survey.
4. Upon completion of pre-program survey, Bluedrop will send email to participant with link to register and gain access to the pilot course with its 9 modules.
5. Link for post program survey will be provided in the course for participant to complete. Certificate will be issued upon successful completion of the introductory training program.
6. Pre and post program surveys will be emailed to Workplace Safety & Prevention Services for analysis.

**Minerva Contact Email:**

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