

Occupational Health and Safety Training Initiative
Business Process Guide

1. The Employment Ontario (EO) service provider will assess the client's needs based on their operational practice and EO program requirements.
2. Based upon the assessment and the need, the EO service provider can recommend, to the client, the course(s) offered by the Occupational Health and Safety Training Initiative training provider(s):
 - a. 4S Consulting Services Inc.
 - b. Industrial Safety Trainers Inc.
 - c. Langlois Safety
3. The EO service provider will record the referral to the courses in EOIS-CaMS using a custom plan item.
 - a. For unassisted clients, no data past the local practice of capturing "Resource and Information (RI)" is required.
4. The client will be provided with a registration code. This code is the EO service provider Site ID (e.g.1301A) that will be entered into the training provider's webpage to allow the client to access the course for free.
 - a. This code can be entered multiple times by the client, and the same code can be used by the client across all three of the training provider's sites.
5. The client will go to one or more of the training provider-specific course sites, depending on the course(s) recommended to them:
 - a. [4S Consulting Services Inc.](#)
 - b. [Industrial Safety Trainers Inc.](#)
 - c. [Langlois Safety Training and Consulting Services](#)

Registration Process:

4S Consulting Services Inc.

Steps:

1. Contact and register with your nearest Employment Ontario Service Provider to obtain your 5 digit training access code.
2. Visit <http://4safetytraining.com/> and use your code to access the free online health and safety courses.
3. Complete the online health & safety courses to obtain your Certificates of Completion.

Industrial Safety Trainers Inc.

Steps:

1. Chose the safety training course you would like to take by clicking on the course link. You can take as many courses as you want, but let's start with one.
2. You will be taken to a web page that will ask you for some required information. You should have been provided with an access code by your Employment Ontario office. You will need this code to gain access to the training.
3. Start Learning.

After each course, you will be able to print and/or save a Certificate of Training. This will conveniently allow you to have the ability to provide your proof of certification to prospective employers at any time.

Langlois Safety Training and Consulting Services

Steps:

1. Choose the recommended course by selecting the 'Take this Course' link.
2. Product page for the course. Select 'Add to cart', which will take them to the cart page, where a price could be visible (e.g. \$35).
3. Once the client inputs the Registration Code (provided in Step 2), the price will change automatically to \$0.
4. The client will select "Checkout".
 - a. If this is the first time, they are creating an account with the training provider, they can fill out their personal information, which will create an account for them.
 - b. If this is not the first time, they will be taken to the confirmation page.

5. The client can repeat Steps 3-7 if there are additional recommended courses they would like to take. The same code can be entered multiple times by the client, and the same code can be used by the client across all three of the training provider's sites.
6. The client will receive a registration confirmation email/receipt for each course from the training provider with which they registered. They will then be taken to a page with a link to start the course.
7. After course completion and/or successfully passing the course (depending on the course), the client will receive a digital certification from the training provider.

At the end of each course jobseekers will be referred to a Ministry of Labour, Training and Skills Development link to complete an optional survey.