

SOAR Administrative & Management Network (S.A.M.N.)

How to Register

Simply complete this form and scan/email, fax or mail it to SOAR (One registration form per person):

Name: _____

Position (Mandatory): _____

Agency: _____

Address: _____

City: _____

Province/State: _____

Postal/Zip Code: _____

Telephone: _____

Email: _____

Special Needs: _____

Please indicate the category of your position:

- ☐ Front Line Staff
☐ Registrar/General Manager
☐ Legal Counsel
☐ Management
☐ Other (Please specify): _____

PLEASE NOTE:

- ☐ Check this box if you do not wish to share your contact information on the workshop participant list for ongoing networking amongst workshop attendees.

Fees

\$190.00 per person (on or before Sept 6/11) = \$ _____

\$210.00 per person (on or after Sept 7/11) = \$ _____

\$225.00 per person (Non Government Rate) = \$ _____

SPECIAL DISCOUNT – For every five (5) registrations received from one organization, one (1) additional complimentary registration is provided (all registration forms must be submitted simultaneously).

Add 13% HST = \$ _____

TOTAL AMOUNT DUE = \$ _____

Payment

☐ Cheque (Please make all cheques payable to SOAR)

☐ Visa or MasterCard

Name on Card: _____

Card No: _____

Expiry Date: _____

Signature: _____

CANCELLATIONS:

Registrant name substitutions are permissible up to 3 days prior to the workshop (for the same workshop only) at no cost. All cancellations must be submitted in writing. Registration transfers to alternate events for cancellations or missed workshop components are not permitted. No credits or refunds will be given for cancellations received within a 15 business day period prior to the workshop start date. Cancellations received before the 15 business day period prior to the workshop start date will be issued a refund with a 15% service charge. SOAR reserves the right to cancel this workshop at any time due to unforeseen circumstances. Any payments received by the time of cancellation by SOAR, will be fully refunded.

You will receive an email confirmation of your registration within 5 business days. If you do not receive a confirmation, please contact us at:

Society of Ontario Adjudicators and Regulators
1 Eva Road, Suite 304
Etobicoke, ON M9C 4Z5
Phone: 416-695-1271 Fax: 416-695-9977
E-mail: info@soar.on.ca
www.soar.on.ca

Workplace Discrimination and Harassment Prevention (WDHP) and Workplace Violence Prevention (WVP)



**A ONE-DAY WORKSHOP
FOR STAFF & MANAGEMENT**

September 19, 2011

9:00 am – 3:15 pm

Toronto, Ontario

Superior Room
Macdonald Block, Queens Park



Society of Ontario Adjudicators and Regulators

Program-at-a-Glance

9:00 – 9:15 am - REGISTRATION & CONTINENTAL BREAKFAST

9:15 – 10:00 am

- Welcome, Introductions & Workshop Overview
- **Legislation:** An overview of Workplace Discrimination and Harassment Prevention (WDHP) and Workplace Violence Prevention (WVP) policies
(Wayne De L'Orme – Industry Health and Safety Program – Ministry of Labour)

10:00 – 10:15 am – BREAK

10:15 – 11:50 pm

1. a) **Occupational Health and Safety Act: WDHP and WVP Requirements**
 - Overview of how Ontario Public Service (OPS) meets legislated requirementsb) **OPS Response to Introduction of Bill 168**
 - New WVP Policy & Program
 - Updated WDHP Policy & Programc) **Training**
 - E-learning and classroom training opportunities
2. **Overview of OPS Tools including:**
 - Workplace Violence Risk Assessment Guide and Toolkit
 - Manager Guide to WVP & Checklist
 - Guide to Obtaining Trespass Orders
 - Joint Health and Safety Committee WVP Information Sheet
 - Employee Tip Sheets
 - WDHP Information for Managers and Employees & Program Guide
 - How to Handle WDHP Complaints: Process for OPS Managers
 - External Investigations Guide for OPS Employees
 - WDHP Complaint Form and Instruction & What's New Information Sheet
 - WDHP/WVP "To Do" List & FAQs
(Susan Stephan and Shiran Brenner, Centre for Employee Health, Safety and Wellness, Employee Relations Division, HROntario, Ministry of Government Services)

11:50 – 1:00 pm – LUNCH BREAK (Lunch provided in room)

1:00 – 2:00 pm

Assessing and Addressing Violence in the Workplace

- By examining the four types of workplace violence that include external, client or customer, worker to worker and domestic violence
- Practical elements of conducting a risk assessment
(Janice Gallant, Public Services Health and Safety Association)

2:00 – 2:10 pm – BREAK

2:10 – 3:10 pm

- An overview of the Employee Assistance Program (EAP) services and information/support available to help deal with WDHP and WVP
(Jo-Anne Ramos – Shepell.fgi)

3:10 – 3:15 pm

Closing / Wrap Up

What You Will Receive:

An opportunity to learn more about:

- An overview of the legislation/policies.
- The impact of the changes to Ontario workplaces.
- The Ontario Public Service (OPS) Policies and Response to the changes in the Occupational Health and Safety Act.
- An overview of various OPS tools and resources available to meet policy obligations.
- An overview of Employee Assistance Program (EAP) services and help available.

Workshop Facilitators:

- Wayne De L'Orme, Industry Health and Safety Program – Ministry of Labour
- Susan Stephan and Shiran Brenner, Centre for Employee Health, Safety and Wellness, Employee Relations Division, HROntario, Ministry of Government Services
- Janice Gallant, Public Services Health and Safety Association
- Jo-Anne Ramos, Shepell.fgi

Workshop Location:

Superior Room

Macdonald Block, Queens Park

900 Bay St, Toronto, Ontario

M5S 1A0

(416) 327-9532

Who Should Attend?

Individuals from agencies, boards and commissions including:

- Front Line/Administrative Staff
- Registrars/Managers

Workshop Organized By:

SOAR Administrative and Management Network (SAMN) in partnership with the Ministry of Labour (MOL), Ministry of Government Services (MGS), Public Services Health and Safety Association (PSHSA) and Shepell.fgi

