



# Spring School

**February 27 to March 4, 2018**

**Sheraton Centre Hotel, 123 Queen St. W., Toronto**

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA) STARTING DECEMBER 4<sup>TH</sup>**

#	Course	Course schedules	Fee
1	<b>WSIB – Return to Work</b>	Tues Feb 27 1pm -5pm; Tues, Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	<b>Conflict Resolution</b>	Tues Feb 27 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
3	<b>Human Rights – An Introduction</b>	Tues Feb 27 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
4	<b>Health &amp; Safety Level I</b>	Wed Feb 28 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
5	<b>Health &amp; Safety Level II - Committees</b>	Wed Feb 28 9am -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
6	<b>WSIB Level 1 (OFL)</b>	Fri Mar 2 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
7	<b>WSIB Level 2 (OFL)</b>	Fri Mar 2 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
8	<b>Financial Officers (2 classes)</b>	Fri Mar 2 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$100
9	<b>Introduction to Stewarding (2 classes)</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100
10	<b>Steward Learning Series 1: Creating an Accommodation Friendly Workplace, Being an Ally for Equality; What's Our Duty</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100
11	<b>Steward Learning Series 2: Representing Members in Front of Management; Handling Grievances; Handling Discipline &amp; Discharge</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100
12	<b>Health &amp; Safety Learning Series 1: Making Committees Work; Basics of Incident Investigation; Identifying and Documenting Hazards</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100
13	<b>Health &amp; Safety Learning Series 2: Preventing Mental Injuries at Work; Violence Prevention; Equality in Health &amp; Safety</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100
14	<b>Lobbying and Strategic Planning</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100
15	<b>Introduction to Health &amp; Safety</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100
16	<b>Creating Racial Justice</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100
17	<b>Women Breaking Barriers</b>	Sat Mar 3 9am-5pm; Sun 9:30am-12:30pm	\$100

After **February 16<sup>th</sup>** a \$50 late fee per registrant applies

Additional surcharge of \$100 per registrant for non-affiliates to CUPE Ontario applies

FOR FULL COURSE DESCRIPTIONS PLEASE GO TO  
[WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA)

**REGISTER ON-LINE AT [WWW.CUPE.ON.CA](http://WWW.CUPE.ON.CA) STARTING DECEMBER 4<sup>TH</sup>**  
**IF YOU ARE UNABLE TO REGISTER ON-LINE**  
**OR REQUIRE FURTHER INFORMATION**  
**PLEASE CALL CUPE ONTARIO AT 905-739-9739**

**FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL**  
**613-232-9908 or 1-888-676-7747**  
**OR RESERVE ON-LINE**  
**\$192.00 plus taxes**  
**Reservation cut-off is Tuesday, February 6, 2017**

**PLEASE FOLLOW THESE SIMPLE STEPS  
TO REGISTER ON-LINE:**

- Visit the CUPE Ontario website at [www.cupe.on.ca](http://www.cupe.on.ca)
- Click on School Registration
- Click the “Delegates Register Here” button and enter your contact information
- It is important to enter all contact information for each person you are registering, including their email address. Members are contacted in case of course changes
- Continue entering all required information

**IMPORTANT INFORMATION FOR CUPE ONTARIO SCHOOLS:**

- All classes end on Sunday, March 4<sup>th</sup> at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday March 3<sup>rd</sup> from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Conflict Resolution, H&S, and Financial Officers (see start times)
- Class sizes are limited and registration is on a first come, first served basis
- Attendees can only register for **one** course
- Classes are only offered in English unless otherwise stated
- Course payment may be done by either cheque (payable to CUPE Ontario), 80 Commerce Valley Dr. E., Suite 1, Markham, ON L3T 0B2) or by credit card on-line
- \$5.00 of the course fees go towards the Bev Smale Scholarship Fund
- A surcharge of \$100 per registrant applies for all non-affiliates of CUPE Ontario
- After Friday, February 16<sup>th</sup> a late fee of \$50 per registrant applies
- No refunds after February 16<sup>th</sup>.
- For hotel accommodations, you can reserve on-line at the same time as registering for the School. Hotel reservations require payment by credit card
- It is important to write down and save the Access Key you receive once you complete registration. It is used to retrieve the details of your booking
- If you require family care subsidy, French or ASL translation, or have accessibility needs, please visit [www.cupe.on.ca](http://www.cupe.on.ca) and submit the appropriate form

**REGISTER BEFORE FEBRUARY 16<sup>TH</sup>**  
**TO AVOID THE \$50 LATE FEE**

# COURSE DESCRIPTIONS

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## **1. WSIB Return to Work** (6 days starting 1:00 pm, Tues Feb 27; ending Sun Mar 4 at 12:30 pm)

### **Register at course commencement**

This course is designed for those activists that desire to become Return to Work Specialists. The material focuses on the process of helping injured workers return to work as quickly and safely as possible, with dignity and job security. The main focus is to change the work, not the worker, and accommodating the pre-accident job. This will build on the knowledge participants have gained from previous Levels, but will train them to be specialists in Early and Safe Return to Work and Labour Market Re-entry. **Levels I & II are pre-requisites**

**There may also be evening course work which you will be required to attend.**

## **2. CONFLICT RESOLUTION** (6 days starting 1:00 pm, Tues Feb 27; ending Sun Mar 4 at 12:30 pm)

### **Register at course commencement**

Conflict is a natural part of our lives. Learning to handle it well improves relationships with other members, co-workers and the employer. In this workshop, you will deepen your understanding of conflict; strengthen your communication skills; and practice responding to conflict.

## **3. HUMAN RIGHTS – An Introduction** (6 days starting 1:00 pm, Tues Feb 27; ending Sun Mar 4 at 12:30 pm)

### **Register at course commencement**

What are human rights? The Universal Declaration of Human Rights was adopted in 1948, in response to the atrocities of World War II. Human rights have become a part of social expectations, but how do they affect us? This workshop will help you identify the link between oppression and class struggles; determine how all kinds of discriminations operated in the past, and how they operate today, challenge oppressive attitudes and behaviours, ideas and systems in our society through individual and collective action and explore how talking about human rights issues strengthens our union.

## **4. HEALTH & SAFETY LEVEL I** (30 hrs starting 9:00 am Wed, Feb 28; ending Sun Mar 4 at 12:30 pm)

### **Register at course commencement**

This course embraces an entire gamut of health and safety issues by focusing on hazard recognition and the rights and responsibilities of the workplace parties, as prescribed by existing legislation. This 30-hour key program consists of 10 modules which include seven core modules that identify the respective roles of the workplace parties – management, government and labour regarding health and safety; explains current health and safety legislation, provincial or federal; discusses how the body functions and the damaging effects hazards have on it; features carcinogens, and how to recognize them and toxic substances, as well as their sources; explains the effectiveness, or lack of, the three basic principles of control – at the source, along the path, and at the worker; and identifies the hazards presented by excessive workplace noise, and tells how to measure workplace noise and how to develop a noise abatement program. **Level I is a certificate program and the prerequisite for entering Level II programs and Instructor Training. THIS TRAINING IS NOT FOR CERTIFICATION IE. JOINT HEALTH AND SAFETY COMMITTEES WHO ARE MANDATED UNDER BILL 208.**

**There may also be evening course work which you will be required to attend.**

## **5. HEALTH & SAFETY LEVEL II- COMMITTEES** (30 hrs starting 9:00 am Wed, Mar 1; ending Sun Mar 5 at 12:30 pm)

### **Register at course commencement**

In this program participants gain a better understanding of their legal rights and responsibilities as workers and joint health and safety committee members. Important to this discussion are techniques and knowledge needed to perform workplace inspections along with incident and disease investigations. Essential research skills are also reviewed helping committee members to lead proactive initiatives aimed at eliminating or controlling exposure to workplace hazards. **Prerequisite-WHSC Occupational Health & Safety Level I. THIS IS NOT CERTIFICATION TRAINING FOR JOINT HEALTH & SAFETY COMMITTEE MEMBERS AS REQUIRED UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT.**

## **6. WSIB - LEVEL I (OFL)** (12 hrs starting 1:00 pm Fri, Mar 2; ending Sun Mar 4 at 12:30 pm)

### **Register at course commencement**

This first level is designed to provide basic knowledge of the Workers' Compensation system. This level is directed at workers who need or desire a basic understanding of this sometimes, complex system. Participants will be provided a history of Workers' Compensation as well as an understanding of the bureaucracy and some of the benefits and services available. Hands-on experience and completing Board forms is also included, as well as help in finding out how to access an experienced representative.

## **7. WSIB - LEVEL II (OFL)** (12 hrs starting 1:00 pm Fri, Mar 2; ending Sun Mar 4 at 12:30 pm)

### **Register at course commencement**

The second level is designed to provide workers with the skills and knowledge to represent injured workers in the initial steps of a worker's claim. This level is designed to build on the knowledge attained in Level I and is directed at workers who will become active as worker representatives. Benefits and services for injured workers will be detailed, including changes as a result of Bill 162, Bill 165 and Bill 99. The course will take an in depth look at services and benefits available under the *Act*. Participants will learn how to examine claim files and master the art of communication with physicians and Board staff. These skills will enable representatives to cut through the "red tape" that traditionally slows the decision-making process. The Board's new "Integrated Appeal System" will be explained as well as the new Mediation Services. **WSIB Level I is a prerequisite.**

## **8. FINANCIAL OFFICERS** (12 hrs starting 1:00 pm Fri, Mar 2; ending Sun Mar 4 at 12:30 pm)

### **Register at course commencement**

This workshop will help you understand your role as secretary-treasurer or trustee in your CUPE local. You will practice keeping a monthly ledger, produce a treasurer's report and perform a bank reconciliation. You will also learn how to fill out a per capita tax report and prepare a budget. This will provide you with the basic bookkeeping skills you need to be a secretary-treasurer. **Please bring a calculator and a copy of your Local's by-laws**

## **9. INTRODUCTION TO STEWARDING** (starting 9:00 am Sat, Mar 3; ending Sun Mar 4 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

What does a CUPE steward do? If you are a new steward and want to learn how to help CUPE members solve workplace problems, this introductory workshop is for you! In this workshop you will learn the role of the steward, investigating workplace problems, CUPE's structure, filing a grievance, meeting with management, and dealing with workplace complaints. After completing Introduction to Stewarding, stewards can complete other workshop modules from the Steward Learning Series. **Please bring your Collective Agreement**

## **10. STEWARDING LEARNING SERIES 1** (starting 9:00 am Sat, Mar 3; ending Sun Mar 4 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

**Creating an Accommodation Friendly Workplace:** Human rights laws require employers to accommodate workers who face barriers to employment. This module covers:

- the legal framework for the duty to accommodate;
- what a good accommodation process and plan look like;
- what to do if the employer is not willing to provide reasonable accommodation.

**Being an Ally for Equality:** Championing human rights in the workplace and the union is an important role for stewards. What does it really mean to be a good ally?

**What's Our Duty?:** Learn about where stewards get their authority in the workplace, the duty of fair representation, and other labour laws that cover the workplace.

## **11. STEWARDING LEARNING SERIES 2** (starting 9:00 am Sat, Mar 3; ending Sun Mar 4 at 12:30 pm)

### **Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

**Representing Members in Front of Management:** This module equips stewards to be proactive when meeting with management. Learn tips for effective meetings and build confidence by practicing meeting situations.

**Handling Grievances:** In this module stewards teach each other "best practices" and share strategies for handling difficult grievances.

**Handling Discipline & Discharge:** Learn about key legal concepts and terms, the role of the stewards during the employer's investigation, when discipline is given, and during grievance meetings, and how to develop effective arguments.

## **12. HEALTH & SAFETY LEARNING SERIES 1** (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

**Making Committees Work:** This module explores the structure, role and function of health and safety committees, their strengths and limitations, and how they can best work within the legislative framework and within our union.

**Basics of Incident Investigation:** Learn how to identify root causes of workplace incidents, injuries, and diseases, common routes of entry of toxic substances, and your role in the investigation process.

**Identifying and Documenting Hazards:** In this module, you will learn techniques for identifying hazards, such as body maps, surveys, and inspections. You will also develop a methodology for dealing with the hazards you find.

## **13. HEALTH & SAFETY LEARNING SERIES 2** (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

**Preventing Mental Injury at Work:** New forms of work, job insecurity, work intensification, high demands, violence and a resulting poor work-life balance are resulting in psychosocial and mental health problems in CUPE workplaces. This module focuses on the workplace as the cause of mental health issues, and not the individual. Discuss strategies and actions that actually help make workplaces psychologically healthier and safer.

**Violence Prevention in the Workplace:** This module examines the risk factors that lead to violence in the workplace, and the employer's obligations to prevent workers from being exposed to and injured by violence while at work. We examine relevant health and safety law, and start to develop strategies to make our workplaces safer.

**Equality in Health & Safety:** Championing equality in the workplace and the union is a vital role of health and safety activists. But what does it really mean to act as a good ally? In this workshop, we will explore what oppression looks like in a health and safety context, and look at ways to reduce personal bias, challenge oppression, and act in solidarity with members from marginalized and equity-seeking groups.

## **14. Lobbying and Strategic Planning** (starting 9:00 am Sat, Mar 4; ending Sun Mar 5 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 4 between 7:30 and 9:00 am**

In this workshop Local Executive members will:

- Learn how to analyze internal and external factors that impact their Local
- Learn how to explore and answer the questions of "Where they are", "Where they want to be" and "How do they get there"
- Learn how to put together a workplan outlining their specific goals, timelines and strategy.

## **15. INTRODUCTION TO HEALTH & SAFETY** (starting 9:00 am Sat, Mar 3; ending Sun Mar 4 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

This course serves as an introduction into the world health and safety, and explores different basic concepts such as: Identification of hazards, Hierarchy of controls, The basic role of health and safety committees, The general duty clause, Basics on the right to refuse.

## **16. Creating Racial Justice** (starting 9:00 am Sat, Mar 3; ending Sun Mar 4 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

Stopping racism in the workplace and the union will benefit everyone. In this workshop, you will deepen your understanding of racism, explore the history of racism and colonialism in North America, explore how to be an ally for racial equality

## **17. WOMEN BREAKING BARRIERS** (starting 9:00 am Sat, Mar 3; ending Sun Mar 4 at 12:30 pm)

**Register in Civic Ballroom Foyer Saturday, Mar 3 between 7:30 and 9:00 am**

Learn about women's oppression, politics and social change - all from a woman's perspective. Explore the barriers, challenges and opportunities for women in the union. Discover your own personal leadership style and develop a plan to for your personal next steps.