



Fall School

November 1-6, 2022

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

REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING August 2, 2022

#	Course	Course schedules	Fee
1	WSIB – Medical Orientation	Tues Nov 1 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235
2	Health & Safety Level I	Wed Nov 2 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
3	Health & Safety Level II	Wed Nov 2 9am -5pm; Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$185
4	WSIB Level 1 (OFL)	Fri Nov 4 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
5	WSIB Level 2 (OFL)	Fri Nov 4 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$160
6	Financial Officers (2 classes)	Fri Nov 4 1pm-5pm; Sat 9am-5pm; Sun 9:30am-12:30pm	\$115
7	Introduction to Stewarding (2 classes)	Sat Nov 5 9am-5pm; Sun Nov 6 9am-12:30pm	\$115
8	Steward Learning Series 1: <ul style="list-style-type: none"> Challenging Racism Understanding Mental Health Psychologically Safe Workplaces 	Sat Nov 5 9am-5pm; Sun Nov 6 9am-12:30pm	\$115
9	Steward Learning Series 2: <ul style="list-style-type: none"> Solidarity with Indigenous Workers Privatization Notetaking 	Sat Nov 5 9am-5pm; Sun Nov 6 9am-12:30pm	\$115
10	Steward Learning Series 3: <ul style="list-style-type: none"> Growing our Mobilizing Power Creating Harassment free workplaces Creating accommodation friendly workplaces 	Sat Nov 5 9am-5pm; Sun Nov 6 9am-12:30pm	\$115
11	Women Breaking Barriers	Sat Nov 5 9am-5pm; Sun Nov 6 9am-12:30pm	\$115
12	Introduction to Health & Safety (offered fully in French ONLY)	Sat Nov 5 9am-5pm; Sun Nov 6 9am-12:30pm	\$115
13	Local Executive Training	Tues Nov 1 1pm -5pm; Wed, Thurs, Fri & Sat 9am-5pm; Sun 9:30am-12:30pm	\$235

After October 1st a \$50 late fee per registrant applies

Additional surcharge of \$135 per registrant for non-affiliates to CUPE Ontario applies.

FOR FULL COURSE DESCRIPTIONS PLEASE GO TO WWW.CUPE.ON.CA

**REGISTER ON-LINE AT WWW.CUPE.ON.CA STARTING AUGUST 2, 2022
IF YOU ARE UNABLE TO REGISTER ON-LINE
OR REQUIRE FURTHER INFORMATION
PLEASE CALL GARYAN MARTIN AT 905-739-9739, ext 621
FOR ALL HOTEL RESERVATIONS, CALL W.E. TRAVEL
613-232-9908 or 1-888-676-7747
\$223.00 plus taxes, fees & levies per night, single/double occupancy
Reservation cut-off is Friday, October 28th, 2022**

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

- Visit the CUPE Ontario website at www.cupe.on.ca
- Click the Fall School Registration

IMPORTANT INFORMATION FOR CUPE ONTARIO SCHOOL:

- All classes end on Sunday, November 6th at 12:30pm. However, start dates and times differ depending on the course chosen
- Registration is on Saturday November 5th from 7:30 to 9:00am in the Civic Ballroom Foyer, except for all WSIB, Health & Safety, LET and Financial Officers courses (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 must be done prior to course start date either by cheque (payable to CUPE Ontario c/o 80 Commerce Valley Dr East, Suite 1, Markham L3T 0B2) or by credit card on-line at the time of registration**
- \$5.00 of the course fees go towards the Bev Smale Scholarship Fund
- A surcharge of \$135 per registrant applies for all non-affiliates of CUPE Ontario
- After October 1st a late fee of \$50 per registrant applies
- **No refunds after October 21st**
- For hotel accommodations, you can contact WE Travel at (888) 676-7747
- If you require family care subsidy, French or ASL translation, or have accessibility needs, please complete the forms in the online registration

**REGISTER BEFORE OCTOBER 1st TO AVOID THE
LATE FEE**

COURSE DESCRIPTIONS

1. WSIB MEDICAL ORIENTATION (5 days starting 1:00 pm, Tues Nov 1; ending Sun Nov 6 at 12:30 pm)

Register at course commencement

This is a comprehensive program designed to break down the barrier of communicating in “medicalese”. It will enable participants to understand the contents of medical reports and apply them to resolve entitlement issues for injured workers. Actual medical reports will be used throughout the course. Medical terminology is broken down into understandable terms with a series of simple explanations of exercises. Participants will learn about basic human anatomy, body functions and systems, and will focus on areas that are common to WSIB advocacy. Specific work-related injuries will be discussed with an in-depth look at occupational diseases and how to prove a causal relationship. The health care profession will be demystified along with an insight into diagnostic testing and surgical procedures. Participants will also gain practical experience in calculating various pensions contained in the Act. The basics of ergonomics will also be touched upon in this course. **Levels I and II and either Level III- Appeals or Return to Work are pre-requisites to taking the Medical Orientation.**

2. HEALTH & SAFETY LEVEL I (30 hrs starting 9:00am, Wed Nov 2; ending Sun Nov 6 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.**

3. HEALTH & SAFETY LEVEL II-LAW (30 hrs starting 9:00am, Wed Nov 2; ending Sun Nov 6 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.**

4. WSIB - LEVEL 1 (OFL) (12 hrs starting 1:00 pm Fri Nov 4; ending Sun Nov 6 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.

5. WSIB - LEVEL 2 (OFL) (12 hrs starting 1:00 pm Fri Nov 4; ending Sun Nov 6 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.**

6. FINANCIAL OFFICERS (12 hrs starting 1:00 pm Fri Nov 4, ending Sun Nov 6 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.**

7. INTRODUCTION TO STEWARDING (ENGLISH – 2 classes) (9:00 am Sat, Nov 5; ending Sun Nov 6 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 5 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**

8. STEWARDING LEARNING SERIES 1 (9:00 am Sat, Nov 5; ending Sun Nov 6 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am

- A) **Challenging Racism in the Workplace:** This workshop covers what racism looks like in the workplace, and your role as a steward in challenging it.
- B) **Understanding Mental Health:** Explore the steward's role in supporting and representing members dealing with mental health issues. Learn how to challenge stigma, and how to approach a conversation with a member about a possible mental health issue.
- C) **Psychologically Safe Workplaces:** What are the psychological hazards in a workplace. What is our role as stewards in making our workplaces psychologically healthy and safe.

9. STEWARDING LEARNING SERIES 2 (9:00 am Sat, Nov 5; ending Sun Nov 6 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am

- A) **Solidarity with Indigenous Workers:** Learn about Canada's history of colonialism, engage in some myth-busting, and explore ways you can build solidarity with Indigenous workers and support reconciliation in the workplace.
- B) **Privatization:** Learn about different forms of privatization in CUPE workplaces, how it impacts our members, services, and the public, and what stewards can do about it.
- C) **Notetaking:** Why do I have to take notes? What kind of notes should I take? Are my notes private? Learn answers to important questions like these, and practice notetaking.

10. STEWARDING LEARNING SERIES 3 (9:00 am Sat, Nov 5; ending Sun Nov 6 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am

- A) **Growing our Mobilizing Power:** Stewards can play a key role when the union needs to mobilize our members – whether it's to support the bargaining committee or stop the employer's attempt to contract out our work. Learn basic mobilization theory and explore how stewards can tackle workplace problems in ways that engage more members and build the union's power.
- B) **Creating Harassment free Workplaces:** Learn how to recognize harassment, educate members about harassment, and represent members who are involved in harassment complaints.
- C) **Creating Accommodation Friendly Workplaces:** 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

11. WOMEN BREAKING BARRIERS (9:00 am Sat, Nov 5; ending Sun Nov 6 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 5 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 for your personal next steps.

12. INTRODUCTION TO HEALTH & SAFETY (offered in FRENCH ONLY) (9:00 am Sat, Nov 5; ending Sun Nov 6 at 12:30 pm)

Register in Civic Ballroom Foyer Saturday, Nov 5 between 7:30 and 9:00 am

Ce cours sert d'introduction au monde de la santé-sécurité et explore différents concepts de base dont :

- l'identification des dangers;
- la hiérarchie des contrôles;
- le rôle fondamental des comités de santé-sécurité;
- les notions de base sur le droit de refuser.

REMARQUE : voir plus de cours sur la santé et la sécurité dans la série d'apprentissage sur la santé et la sécurité.

13. LOCAL EXECUTIVE TRAINING, (5 days starting 1:00 pm, Tues Nov 1; ending Sun Nov 6 at 12:30 pm)

Register at course commencement

Our convention adopted an Anti-racism Organizational Action Plan to advance leadership opportunities for Racialized and Indigenous members. We are running two classes with the intent of focusing on equity and equality in our union. We would ask folks to self-identify as to whether they are an equity seeking member.

Cope 343/cf