



Annual Compliance Program Update

To: Audit Committee
Date: 21 September, 2020
Report No.: 09-20-3950

Strategic Directions

- Create a Culture for Student and Staff Well-Being

Recommendation

It is recommended that the Annual Compliance Program update be received.

Context

To allow the Committee to discharge its duty to the Board of Trustees and as required by Ontario Regulation 361/10 with respect ethics, compliance and risk management, the TDSB Compliance Program will provide an overview of the program, efforts involved as well as the latest metrics.

Action Plan and Associated Timeline

For reporting purposes only.

Resource Implications

N/A.

Communications Plan

Included in public Audit Committee minutes.

Board Policy and Procedure Reference(s)

N/A – O.Reg 361/10 is applicable.

Appendices

Appendix A – Compliance Program Presentation Package

Appendix B – Compliance and Mandatory Training Matrix

From

Kathy Witherow, Associate Director Leadership, Learning and School Improvement Kathy.Witherow@tdsb.on.ca

Andrew Gold, Executive Superintendent, Employee Services
Andrew.Gold@tdsb.on.ca

Rita Simmons, Manager, Professional Learning Unit
Rita.Simmons@tdsb.on.ca

TDSB COMPLIANCE PROGRAM

Audit Committee

September 21, 2020



CONTEXT

All employees of the Toronto District School Board are required to complete Board mandated and Ministry legislated compliance training.

This training is governed by various Provincial acts and regulations as well as Board policies which prescribe the requirements for the Toronto District School Board to ensure training and instruction is provided to all employees:

- Accepting Schools Act: Ministry of Education Bill 13
- Accessibility for Ontarians with Disabilities Act (AODA)
- Dealing with Abuse and Neglect of Students (P045)
- Occupational Health and Safety Act
- Supporting Children and Students with Prevalent Medical Conditions in Schools (Anaphylaxis, Asthma, Diabetes, Epilepsy) (PPM 161)

KEY OBJECTIVES

Engaging in compliance and mandatory training is an important step towards creating a healthy, positive working and learning environment which aligns with the goals and priorities in the Multi-Year Strategy Plan (MYSP) and supports a culture of safety and well-being for our students and staff.

The training provides staff with valuable information about their rights and responsibilities under the laws and policies that govern our work at the TDSB. It is in place to ensure all staff are prepared to address aspects of their job where such training is crucial to having key areas understood. In addition, and as a due diligence measure, the training:

- Ensure that employees are aware of their compliance responsibilities
- Mitigate the risk of compliance breaches
- Detect and highlight health and safety violations
- Encourage a better health and safety workplace culture
- Remove legal liability from the organization in the event of wrongdoing
- Protect the organization's reputation

COMPLIANCE AND MANDATORY COURSES

Accepting Schools Act: Ministry of Education Bill 13

- Understanding Bill 13: The Accepting Schools Act

Accessibility for Ontarians with Disabilities Act (AODA)

- Accessibility for Ontarians with Disabilities Act (AODA)
- Accessibility for Ontarians with Disabilities Act (AODA) for Customer Service
- Accessibility for Ontarians with Disabilities Act (AODA) for Educators

Dealing with Abuse and Neglect of Students (Board Policy PO45)

- Dealing with Abuse & Neglect of Students

COMPLIANCE AND MANDATORY COURSES

Occupational Health and Safety Act

- Asbestos Awareness Level 1
- Asbestos Awareness Level 2
- Online Reporting of a Workplace Violent Incident*
- Health & Safety Awareness at Work (Supervisors)
- Health & Safety Awareness at Work (Workers)
- Human Rights & Respect in the Workplace for Supervisors

Occupational Health and Safety Act cont'd

- Workplace Violence General Awareness
- Workplace Violence for Principals and Vice-Principals
- Workplace Violence for Supervisors
- Workplace Hazardous Materials Information System (WHMIS) General
- WHMIS 2015 Transition Awareness

Supporting Children and Students with Prevalent Medical Conditions in Schools (PPM 161)

- Life Threatening Allergies (Sabrina's Law)
- Asthma Awareness (Ryan's Law)
- Diabetes Awareness
- Epilepsy (Seizures)

Compliance Program



Compliance and Mandatory Training Matrix

All employees of the Toronto District School Board are required to participate and complete Board mandated and Ministry legislated compliance training.

This training matrix outlines the Board's compliance training obligations that are required for all staff. Some staff member's identified within an employee group may be required to complete additional job-specific training. The information in this matrix is subject to change based on legislated and/or Board review. Deadlines for completion of online compliance and mandatory training will be shared with Principals and Managers, and posted on TDSBweb, at the beginning of each school year.

COMPLIANCE AND MANDATORY TRAINING COURSES	TRAINING FREQUENCY	EMPLOYEE GROUPS											
		Trustees	Senior Team	Principals and Vice-Principals	Schedule II Staff (7-12)	Schedule II Staff (1-6)	Teachers (Elementary & Secondary)	Support Staff (Centrally Assigned)	Support Staff (School-based)	Instructors (Continuing Education)	Head Caretakers and Shift Leaders	Caretakers	Skilled Trades Staff
BOARD MANDATED AND LEGISLATED (ONLINE COURSES)													
Accessibility for Ontarians with Disabilities Act (AODA)	Once	●	●	●	●	●	●	●	●	●	●	●	●
Accessibility for Ontarians with Disabilities Act (AODA) for Customer Service	Once	●	●	●	●	●	●	●	●	●	●	●	●
Accessibility for Ontarians with Disabilities Act (AODA) for Educators	Once			●			●		■	●			
Asbestos Awareness Level 1	Every 5 years		●		●	●	●	●	●	●	■	●	■
Asbestos Awareness Level 2	Every 5 years			●	■								
Dealing with Abuse & Neglect of Students	Annual	●	●	●	●	●	●	●	●	●	●	●	●
Health & Safety Awareness at Work (Supervisors)	Once		●	●	●						●		
Health & Safety Awareness at Work (Workers)	Once					●	●	●	●	●		●	●
Human Rights & Respect in the Workplace for Supervisors	Every 5 years		●	●	●								
Students with Special Needs: Management Process for Risk of Injury Behaviours (PR699)	Every 5 years								■				
Supporting Children and Students with Prevalent Medical Conditions in Schools	Annual			●			●		●	●			
Understanding Bill 13: The Accepting Schools Act	Once		●	●									
Workplace Violence General Awareness	Every 5 years					●	●	●	●	●		●	●
Workplace Violence for Principals and Vice-Principals	Every 5 years			●									
Workplace Violence for Supervisors	Every 5 years		●		●							●	
Workplace Hazardous Materials Information System (WHMIS) General	Once		●	●	●	●	●	●	●	●	●	●	●
WHMIS 2015 Transition Awareness	Once		■	■	■	■	■	■	■	■	■	●	●

Access your compliance training through KEY to Learn. For more information visit <http://TDSBweb/ComplianceTraining/> or contact your Manager or Principal or email the Professional Learning Training & Leadership Development Unit at compliance@tdsb.on.ca

■ Denotes role-specific training.

Revised September, 2019

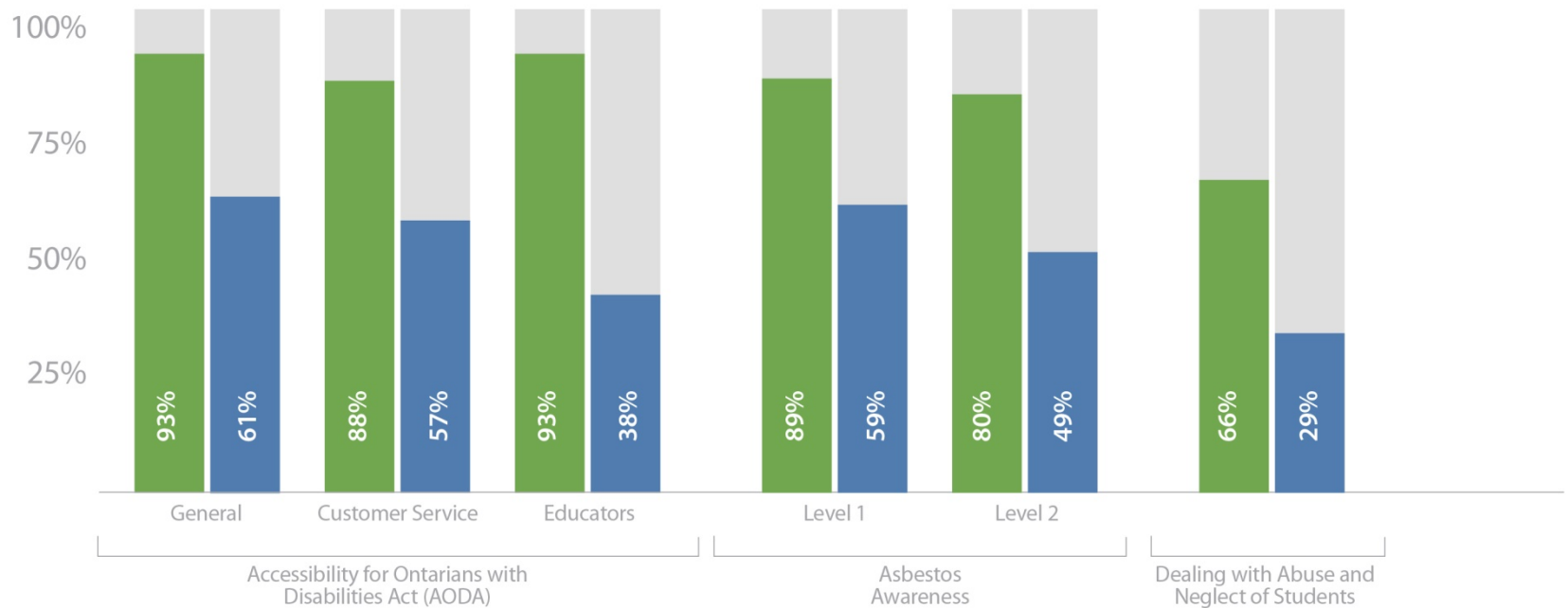
IMPLEMENTATION

- The Compliance and Mandatory Training Matrix provides information and promotes an understanding of the required training for the various employee groups and addresses training frequency.
- TDSB has approximately 42,000 permanent and temporary employees who are required to complete compliance training as outlined on the matrix.

METRICS

LEGISLATED

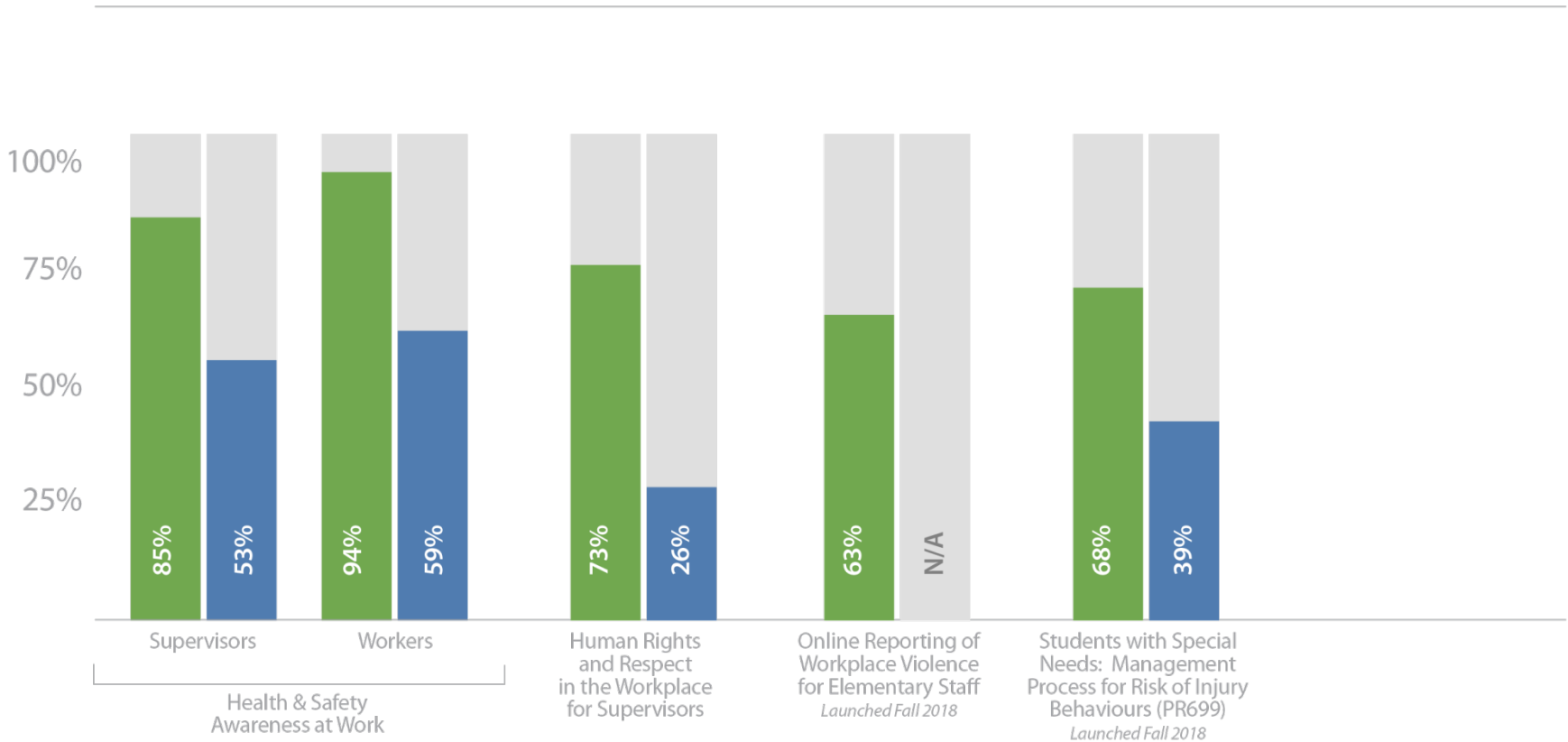
● % of Permanent Staff who have completed training ● % of Temporary Staff who have completed training



METRICS

LEGISLATED

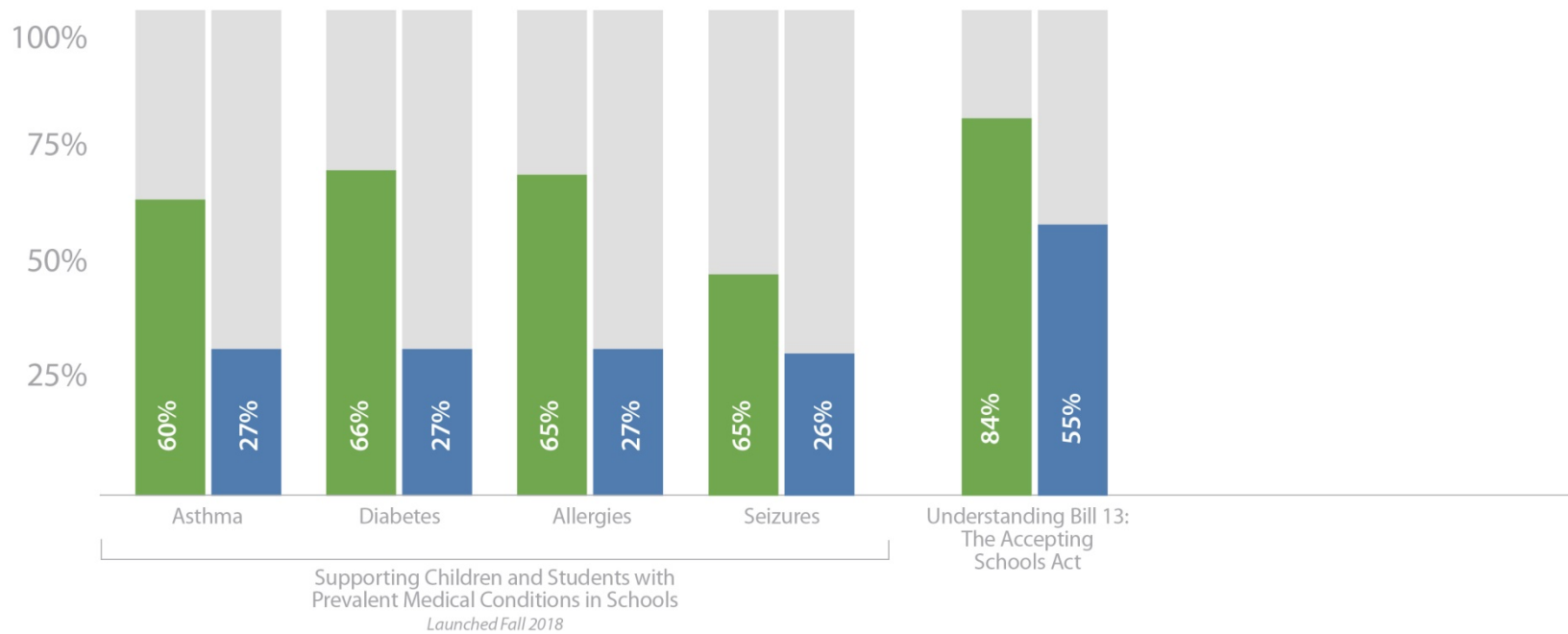
● % of Permanent Staff who have completed training ● % of Temporary Staff who have completed training



METRICS

LEGISLATED

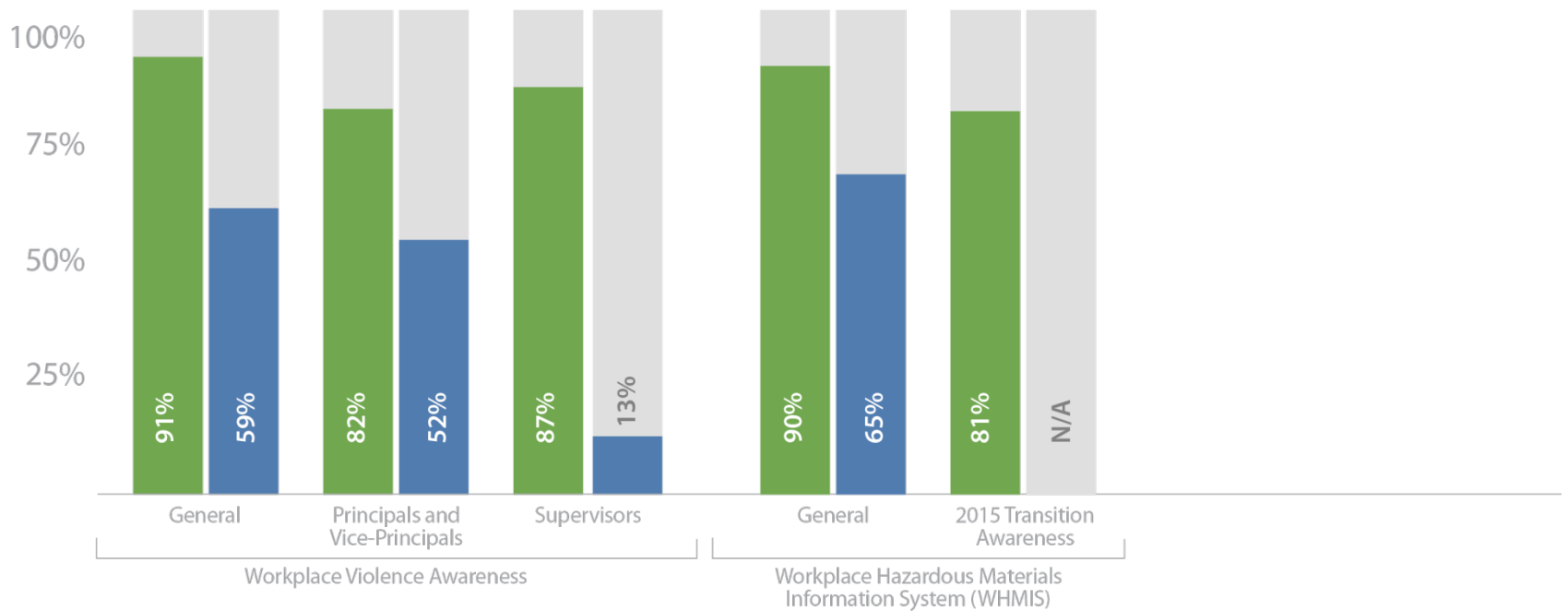
● % of Permanent Staff who have completed training ● % of Temporary Staff who have completed training



METRICS

LEGISLATED

● % of Permanent Staff who have completed training ● % of Temporary Staff who have completed training



*For WHMIS 2015 Transition Awareness – the total % represents employees who required the course.

ACCOUNTABILITY AND MONITORING

- Accurate recording of compliance and mandatory training records are essential as it provides evidence of compliance required by regulatory and legislative bodies
- Completion of Board mandated and provincially legislated compliance training is automatically recorded in the learning management system – KEY to Learn

ACCOUNTABILITY AND MONITORING

- Annually, staff are provided with a half-day to complete their compliance and mandatory training as follows:
 - First PA Day of the school year – Elementary staff (October 11, 2019)
 - Second PA Day of the school year – Secondary staff (November 15, 2019)
- Streamlined communication is shared with all staff regularly, advising them of the training requirements, expectations and completion date. This is achieved through the use of system-wide communication tools and processes (i.e. System Leaders' Weekly, TDSBweb, Direct Line)
- Between March – June, 2020, system communication was shared reminding all staff to complete any remaining courses by the end of the school year
- The training is available to all staff 24/7 through the Brightspace and/or KEY to Learn website and can be accessed on TDSB and home computers, as well as on some mobile devices

ACCOUNTABILITY AND MONITORING

- Staff on approved leaves (e.g. unpaid leave of absence, statutory leaves such as pregnancy/parental, etc) are not expected to complete the training until they have officially returned to work
- Management staff (Superintendents, Principals, Managers) have a responsibility to follow-up with staff who neglect to complete training requirements by the expected deadline and consider corrective action as appropriate
- Management staff will continue to monitor staffs' compliance and mandatory training status by generating completion reports on an annual basis and follow-up accordingly
- Continued work between the Professional Learning Unit, Employee Services and Information Technology Services on a new Learning Management System will provide all staff with ease of access to identify and complete compliance and mandatory training requirements





Compliance and Mandatory Training Matrix

All employees of the Toronto District School Board are required to participate and complete Board mandated and Ministry legislated compliance training.

This training matrix outlines the Board's compliance training obligations that are required for all staff. Some staff member's identified within an employee group may be required to complete additional job-specific training. The information in this matrix is subject to change based on legislated and/or Board review. Deadlines for completion of online compliance and mandatory training will be shared with Principals and Managers, and posted on TDSBweb, at the beginning of each school year.

COMPLIANCE AND MANDATORY TRAINING COURSES	TRAINING FREQUENCY	EMPLOYEE GROUPS											
		Trustees	Senior Team	Principals and Vice-Principals	Schedule II Staff (7-12)	Schedule II Staff (1-6)	Teachers (Elementary & Secondary)	Support Staff (Centrally Assigned)	Support Staff (School-based)	Instructors (Continuing Education)	Head Caretakers and Shift Leaders	Caretakers	Skilled Trades Staff
BOARD MANDATED AND LEGISLATED (ONLINE COURSES)													
Accessibility for Ontarians with Disabilities Act (AODA)	Once	●	●	●	●	●	●	●	●	●	●	●	●
Accessibility for Ontarians with Disabilities Act (AODA) for Customer Service	Once	●	●	●	●	●	●	●	●	●	●	●	●
Accessibility for Ontarians with Disabilities Act (AODA) for Educators	Once			●			●		■	●			
Asbestos Awareness Level 1	Every 5 years		●		●	●	●	●	●	●	■	●	■
Asbestos Awareness Level 2	Every 5 years			●	■								
Dealing with Abuse & Neglect of Students	Annual	●	●	●	●	●	●	●	●	●	●	●	●
Health & Safety Awareness at Work (Supervisors)	Once		●	●	●						●		
Health & Safety Awareness at Work (Workers)	Once					●	●	●	●	●		●	●
Human Rights & Respect in the Workplace for Supervisors	Every 5 years		●	●	●								
Students with Special Needs: Management Process for Risk of Injury Behaviours (PR699)	Every 5 years								■				
Supporting Children and Students with Prevalent Medical Conditions in Schools	Annual			●			●		●	●			
Understanding Bill 13: The Accepting Schools Act	Once		●	●									
Workplace Violence General Awareness	Every 5 years					●	●	●	●	●		●	●
Workplace Violence for Principals and Vice-Principals	Every 5 years			●									
Workplace Violence for Supervisors	Every 5 years		●		●						●		
Workplace Hazardous Materials Information System (WHMIS) General	Once		●	●	●	●	●	●	●	●	●	●	●
WHMIS 2015 Transition Awareness	Once		■	■	■	■	■	■	■	■	●	●	●

Access your compliance training through KEY to Learn. For more information visit <http://TDSBweb/ComplianceTraining/> or contact your Manager or Principal or email the Professional Learning Training & Leadership Development Unit at compliancetraining@tdsb.on.ca

■ Denotes role-specific training.