



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Schedule of Training
Logbook

**Hazardous Materials
Worker**

253H

2009

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

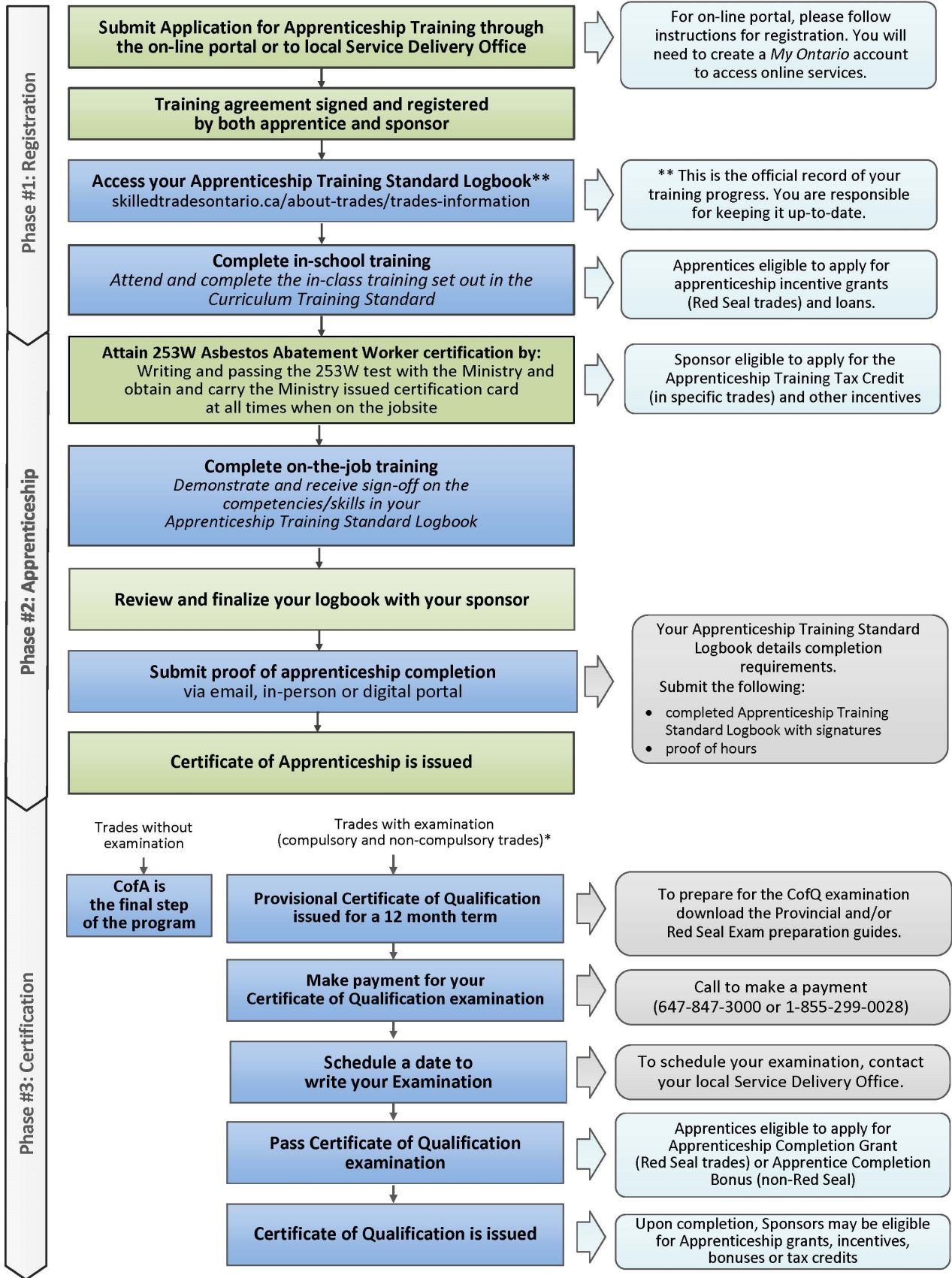
Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

Hazardous Materials Worker Apprenticeship Pathway to a Certificate of Qualification



* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: Skilled Trades Ontario.ca.

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Maintained with transfer to Skilled Trades Ontario 2009 (V100)

Foreword: Purpose, Terms and Conditions of the registered Training Agreement

Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	red-seal.ca
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	Ministry of Labour, Immigration, Training and Skills Development ontario.ca
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Hazardous Materials Worker 253H and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to "*Introduction to the Logbook*"). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OSHA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

For construction projects applying to construction trades a Constructor is also identified

On all projects, either the owner or someone hired by the owner is the constructor.

The intent of the Occupational Health and Safety Act is to have one person with overall authority for health and safety matters on a project. This person is the constructor of the project.

The constructor is the party with the greatest degree of control over health and safety at the entire project and is ultimately responsible for the health and safety of all workers and apprentices. The constructor must ensure that all the employers, apprentices and workers on the project comply with the Act and its regulations.

Constructor's duties include the following:

- To ensure that the measures and procedures in the Act and regulations are carried out.
- To ensure that every employer, apprentice and worker on the project complies with the Act and regulations.
- To ensure that the health and safety of workers/apprentices on the project are protected.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Hazardous Materials Worker is set out in section 59 of Ontario Regulation 875/21 under BOSTA and reads as follows:

59. The scope of practice for the trade of hazardous material worker includes the following:

1. Setting up and tearing down enclosures and decontamination chambers.
2. Removing asbestos, lead, mould and other hazardous materials.

*While the Logbook draws on the scope of practice regulation (Section 59 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

Industry has identified 2898 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-Class Training Duration

Industry has identified 102 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

3000 hours

Journeyman to Apprentice Ratio

Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Program Requirements

Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” This trade is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Other Required Certification(s) (if applicable)

(253W) Asbestos Abatement Worker Program Training Required to Comply with Regulatory Requirements of O.REG 278/05

As of November 1, 2007 all workers performing Type 3 Asbestos work and their supervisors must be certified per Regulation 278/05 under the *Occupational Health and Safety Act* (OHSA). All workers, including construction trades who perform Type 3 asbestos work as defined in the Regulation 278/05 under the *Occupational Health and Safety Act* (OHSA) and persons who supervise them doing this work must successfully complete the in-school training component of the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) approved Asbestos Abatement Worker (AAW) Training Program 253W and pass the MLITSD AAW Test.

For further clarification regarding who is required to complete the MLITSD Asbestos Abatement Worker/Supervisor Program as per Regulation 278/05 please contact the Ministry of Labour (MOL).

Eligibility for Apprenticeship Program Completion

In order to comply with Regulation 278/05 and to legally work the Apprentice must:

- Complete the 253H Hazardous Materials Worker in-school Apprenticeship training as outlined in the industry and Skilled Trades Ontario approved Schedule of Training
- Attain 253W Asbestos Abatement Worker (AAW) Certification by:
 - Writing and passing the 253W Asbestos Abatement Worker test upon completion of the 253H Hazardous Materials Worker in-school apprenticeship training;
 - Obtaining the 253W Asbestos Abatement Worker certification from the MLITSD prior to beginning the on-the-job training for the Hazardous Materials Worker apprenticeship;
 - Carrying the MLITSD issued 253W Asbestos Abatement Worker certification card at all times when on the jobsite.
- Achieve competency in all mandatory (unshaded) skills as identified in the Schedule of Training Logbook.

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

Standard of Performance

The technical and work processes that this trade performs have been reviewed to include requirements for emerging “green” technologies, managing surplus, or scrap materials, conservation and preventing spills or escape of contaminated, toxic or hazardous gases and waste.

As apprenticeable trades and occupations are more mindful of the need for environmental sustainability, they are adopting materials, tools and procedures that offer environmental harm reduction.

This apprenticeship program incorporates all of the learning outcomes (in-school components) covered in the (253W) Asbestos Abatement Worker Modular program approved by the Ministry of Labour, Immigration, Training and Skills Development and complies with all of the regulatory requirements of O.REG 278/05

This apprenticeship program is separate from the (253W) Asbestos Abatement Worker program and the (253S) Asbestos Abatement Supervisor program which are required for asbestos workers under the Occupational Health and Safety Act and its regulations.

In general, the standard of performance for the trade of Hazardous Materials Worker are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

Other Suggested or Required Certification(s) and Training

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Labour, Immigration, Training and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084

U6571.0 Apply Safe Working Practices and Procedures

Skills

U6571.01 Take corrective action against potential workplace health and safety hazards including noxious fumes and dust, high-intensity light, fires, elevated worksites, suspended loads, poor lighting, extreme temperatures, inadequate ventilation, untidy worksites and uncontrolled power sources so that the potential for personal injury and damage to equipment and the environment are minimized in accordance with the scope of work, manufacturers' instructions, legislation and company safe workplace policies.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6571.02 Comply with workplace legislation related to health and safety including the Workplace Hazardous Materials Information Systems (WHMIS) guidelines, the Occupational Health and Safety Act, Regulation 278/05 and other legislation according to the requirements of the workplace.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6571.03 Select respirators including half-face, full-face, power assisted personal respirator (PAPR), supplied air, and self-contained breathing apparatus (SCBA) by participating in fit tests when respirators are first selected, annually or when respirators are changed and by conducting seal checks including positive and negative fit tests in accordance with legislation and CSA standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6571.04 Wear Personal Protective Equipment (PPE) including respirators, coveralls, respirators, hard hats, boots, gloves, ear plugs and fall arrest by ensuring that correct fit and optimum protection is provided to the wearer in accordance with legislation, CSA standards, and manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6571.05 Maintain Personal Protective Equipment (PPE) including respirators, respirators, hard hats, boots, gloves and ear plugs and fall arrest by inspecting, cleaning, disinfecting and storing equipment in accordance with legislation and manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6571.06 Practice good housekeeping in the workplace by ensuring that the workplace is clean, organized and free of obstructions, spills or fire hazards; that materials and equipment are cleaned and sorted in designated areas after use so that environmental harm and accident or injury potential are minimized.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6571.07 Place emergency exit equipment including emergency lights, signage, fire extinguishers, air horns, and poly knives by taping materials at emergency exit locations in accordance with legislation, emergency exit procedures, and job

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6571.08 Use a fall arrest system including safety harnesses, life lines, floor coverings and railings to prevent falls and related injury in accordance with legislation and manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6571.09 **Apply procedures for confined space entry and exit** including using two-way radios, harnesses, life-lines, tripods, gas monitors and venting, and by testing air at the beginning of each shift and meeting prior to entry to review the rescue plan in accordance with legislation and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6571.10 **Apply lockout and tag-out procedures to equipment before commencing work** in accordance with legislation, manufacturers' instructions, company policies and procedures, and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6572.0 Mobilize Site Enclosures

Skills

U6572.01 Post signs at site entry points including “Danger due to” signs, job site protection signs, asbestos hazard signs, mould hazard signs, lead hazard signs, and biohazard signs by stapling, taping, tying and screwing signs to fences, doors, and walls and by building sign supports in accordance with legislation, job site requirements, and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor.**

U6572.02 Place safety boards by situating movable information boards, screwing boards to walls, and constructing outside roofs over boards in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6572.03 **Tape around** sites using yellow caution tape, red danger tape, and asbestos danger tape by tying and stapling to fences, pylons, trees, building exteriors and doorways in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6572.04 **Construct hoarding walls** by nailing and screwing metal or lumber frames to existing structures and creating additional supports and by fastening drywall and plywood to frames using screws or nails in accordance with legislation, company policies and procedures and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6572.05 **Install doors in hoarding walls** by measuring dimensions, cutting plywood to size, fastening wood (2 by 4's) using screws, attaching doors to walls using hinges and installing locks in accordance with legislation, company policies and procedures and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6572.06 Place equipment by situating negative air units close to vent locations, by putting hand tools and power tools in job boxes, by locating vacuums, showers, power washers and air-less sprayers in storage rooms, by stringing lights along ceilings and putting stand-up lights on tripods in accordance with company policies and procedures and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6572.07 Store material including lumber, plywood, drywall, screws, nails, glue tape, polyethylene, amended water, lock-down, disinfectants, rags, bags, sponges, wire brushes for efficiency of access while avoiding tripping hazards in accordance with company policies and procedures and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6572.08 Construct equipment storage areas in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6573.0 Pre-Clean Work Areas

Skills

U6573.01 Remove minor debris by wetting down debris by using a HEPA (high-efficiency particulate air) filter equipped vacuum, by picking up debris and placing it in yellow bags, taping bags, double bagging, re-taping, and disposing of bags in accordance with legislation, company policies and procedures and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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U6573.02 Vacuum floors by using a HEPA (high-efficiency particulate air) filter equipped vacuum in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6573.03 Wet wipe walls by using sprayers to mist walls and rags, sponges and mops to wipe walls in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6573.04 Clean furnishings and equipment by wiping furnishings and equipment with rags and sponges and vacuuming porous or fabric furnishings in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6573.05 Remove furnishings and equipment by placing in designated areas in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.0 Build Work Area Enclosures

Skills

U6574.01 Seal ventilation openings by spraying adhesive and taping to secure polyethylene in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6574.02 Cap ventilation openings by removing diffusers and screwing and taping plywood in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.03 Cover sensitive floors at risk of damage by using rip-proof polyethylene and by covering floors with sheeting, laying polyethylene, taping polyethylene to baseboards, stapling and taping polyethylene to carpets and baseboards and weighting polyethylene beside walls in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.04 Cover durable floors or floors not at risk of damage by using rip-proof polyethylene and by spraying adhesive on floors, laying polyethylene, spraying adhesive on floors and polyethylene, and taping in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.05 **Cover electrical outlets and fixtures** by placing polyethylene on top and taping in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.06 **Tape walls with rip-proof polyethylene** by spraying adhesive on floor polyethylene, placing wall polyethylene tightly on floor polyethylene, trimming excess polyethylene, spraying adhesive on both layers of polyethylene and taping sheets of polyethylene together in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.07 **Cover furnishings and equipment with rip-proof polyethylene** by placing polyethylene on top, spraying floors, pulling polyethylene tight to press down, trimming, re- spraying, and taping in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.08 Cover ceilings with polyethylene by spraying adhesive on wall polyethylene, placing ceiling polyethylene against wall polyethylene, tacking polyethylene with tape, sealing polyethylene on ceiling to wall polyethylene using adhesive spray and tape, making incisions in ceiling polyethylene, tying polyethylene to t-bars using polyethylene strips, spraying incision holes and taping incision holes in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.09 Place upper seals on wall cavities by gluing and taping openings above hoarding walls, stuffing fibreglass insulation in cavities, spraying adhesive, taping around cavities, placing polyethylene over cavities, trimming excess and taping polyethylene in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.10 Place upper seal barriers by taping wires to minimize the number of openings, spraying adhesive on decks, applying pre-measured polyethylene to decks, making incisions to bypass services, spraying adhesive to wall polyethylene, attaching upper seal polyethylene to wall polyethylene, trimming excess polyethylene, spraying polyethylene, taping polyethylene, spraying incision holes, and taping incision holes in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.11 Set up negative air units by placing units in work areas, installing plated filters and pre-filters, hooking up tubing to units, securing openings using plywood and tape, covering plywood with polyethylene, and attaching tubing to exhaust openings using staples, glue and tape in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.12 Run water supplies to work areas by attaching hoses to water supplies, laying hoses, attaching “Y”s to hoses and attaching hoses from “Y”s to showers and work areas in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.13 Set up viewing windows by cutting polyethylene and inserting clear plastic in the openings using adhesive and tape in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.14 Set up access equipment including ladders and scaffolds by placing equipment in work areas and assembling in accordance with legislation and manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.15 Set up temporary lighting in work area enclosures by taping and tying lighting to walls and structures in accordance with legislation and job site requirements

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6574.16 Place tools inside work areas including hammers, hook knives, scrapers, wire brushes, wire snips, scrubbers, crowbars, sledgehammers, shovels, brooms, squeegees, bags, glue, and tape in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6575.0 Protect Sensitive Equipment

Skills

U6575.01 Construct frames around equipment including transformers, compressors, fan units, breaker boxes, and computers by screwing lumber frames and securing plywood on frames in accordance with the Ontario Building Code and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6575.02 Connect frames to air supplies by cutting holes in frames, attaching non-porous reinforced flexible air hoses and sheet metal tubing with spray adhesive, tape and screws; by ensuring that tubing is connected to make-up air sources including windows and negative air machine exhaust; by ensuring frames have exhaust outlets; and by creating sliding frames for filters in accordance with industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6575.03 Waterproof frames by caulking plywood, brushing adhesive over plywood, pressing rubber membranes on plywood, stapling rubber membranes and sealing staples, spraying adhesive on rubber membranes, wrapping membranes in polyethylene, and sealing joints with spray adhesive and tape in accordance with industry best practices and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6575.04 Construct work platforms above sensitive equipment by erecting scaffolding in accordance with legislation, engineering specifications, manufacturers' specifications and job site conditions and requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6575.05 Post signs identifying sensitive equipment by taping “Danger due to” signs on waterproofed frames and taping around equipment with caution tape in accordance with industry best practices and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.0 Set Up Decontamination Chambers and Waste Chutes

Skills

U6576.01 Construct decontamination and waste chamber frames including frames for dirty rooms, showers, clean rooms, airlock chambers, flaps and doors by screwing and nailing lumber frames and securing plywood on the outsides of frames in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice’s Sponsor.**

U6576.02 Cover insides of decontamination and waste chamber frames with polyethylene by laying polyethylene on floors, stapling polyethylene to wood frame walls, and stapling polyethylene to wood frame ceilings while ensuring overlapping at joints, and by spraying adhesive on seams and staples and taping over spray adhesive in accordance with legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.03 Set up lighting in decontamination and waste chambers by taping and tying lighting to walls and structures in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.04 Install shower by setting showers in place; running hot and cold water hoses to showers; sealing around showers using polyethylene, adhesive spray and tape; running waste waster hoses from showers to pumps; installing pumps while ensuring pumps are equipped with filters; installing hoses from pumps to drains; pressuring showers; inspecting hoses for flow and leaks and taking corrective actions; installing shower curtains; and placing soap and shampoo in showers in accordance with legislation and manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.05 Construct chamber flaps by measuring openings, measuring polyethylene, cutting polyethylene, folding polyethylene to form a double layer, sealing ends with spray adhesive and tape, and attaching weights to bottoms of flaps in accordance with legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.06 Install chamber flaps by stapling to wood frames, spraying adhesive and taping on edges, screwing wood strapping on flap edges, taping direction indicators on flaps, and ensuring flaps overlap entrances by a minimum of 12 inches in accordance with legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.07 Install clean room accessories including racks for hanging clothes, seating, clean towels and mirrors by placing accessories, attaching accessories to walls and by constructing accessories in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.08 **Install dirty room accessories** including HEPA vacuums, labelled bags for coverall disposal, and wet wipes by placing accessories in rooms in accordance with legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.09 **Set up manometers** by running clear plastic tubing from manometers into enclosures by cutting polyethylene and resealing with spray adhesive and tape, energizing manometers and verifying manometer operation in accordance with legislation and manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6576.10 **Install emergency lights in work areas** by plugging portable battery packs into power supplies and ensuring that battery pack lights indicate exit routes in accordance with emergency procedures and manufacturers' specifications

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.0 Remove and Clean Hazardous Material

Skills

U6577.01 Wet down asbestos containing areas and material by spraying with amended water in accordance with legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6577.02 Remove insulation from pipes and boilers by cutting off material using knives, wire snips, crowbars, and glove bags, by wire brushing residual material, and by performing rough cleanup of loose debris while continuously wetting material to minimize the spread of dust in accordance with legislation, site conditions, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.03 Apply lead paint remover by spraying, rolling and brushing over lead-paint coated materials in accordance with company policies and procedures and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.04 Remove spray-on fireproofing materials by scraping using hand scrapers, drywall knives and spatulas, by wire brushing residual material, and by performing rough cleanup of loose debris while continuously wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.05 Remove plaster on walls by chipping off material using power tools including chipping guns with floor tool attachments and grinders, by wire brushing residual material, and by performing rough cleanup of loose debris while continuously wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.06 Remove plaster ceilings using metal snips, bolt cutters and grinders by breaking ceilings and cutting mesh tiles from frames in sequence, separating mesh from plaster, and removing and washing seating tracks while continuously wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.07 Remove drywall and joint compound using hammers, crowbars, scrapers and key-hole saws by pulling material from stud framing, removing screws using drills hammers and crowbars, and performing rough cleanup of loose debris while wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.08 Remove vinyl asbestos tiles (VAT) using scrapers, floor tile removers and chipping guns by separating tiles from floors and scraping adhesives and applying chemical adhesive removers while wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.09 Remove refractory bricks by using chipping guns, crowbars, sledgehammers, by using grinders or hand scrapers to remove residual material, and by performing rough cleanup of loose debris while continuously wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.10 Remove transite panelling and pipes by surrounding the area with caution tape and laying down a drop sheet, by taking down material using crowbars, sledgehammers and screw guns while minimizing breakage, and by performing rough cleanup of loose debris while continuously wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.11 Remove ceiling tiles by pulling off tiles and performing rough cleanup of loose debris while wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.12 Remove lead by laying down a drop sheet, by tearing down lead-containing structures including walls, by taking off paint using power washers, scrapers, wire brushes, and steel wool, and by applying neutralizers and vacuuming while minimizing the spread of dust and ensuring sufficient ventilation in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.13 Remove mould-contaminated materials by using hammers, crowbars, scrapers and key-hole saws by cutting around contaminated material, pulling material from stud framing, removing screws using drills hammers and crowbars, and performing rough cleanup of loose debris in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.14 Clean mould on concrete, wood and metal surfaces by spraying with detergent solutions and disinfectant and wiping with rags, vacuuming using a HEPA wet vacuum, and scraping using a wire brush in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.15 Remove vermiculite by using HEPA vacuums, misting the air and wiping down surfaces in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.16 Remove roofing materials by placing a drop sheet around the bottom of the structure, containing the site with asbestos caution tape, using pitchforks to remove shingles, removing paper by rolling, and sweeping off the roof in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.17 Remove PCB light ballasts by unscrewing light fixtures using drills, by cutting disconnected wires to the ballasts using snips, and by unscrewing or prying out ballasts while minimizing breakage in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.18 Place asbestos-containing material waste in yellow labelled bags by placing material in bags, taping bags, wiping bags, double-bagging, and re-taping in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.19 Place mould-containing materials in bags by placing material in bags, taping bags, wiping bags, double-bagging, and re-taping in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.20 Place lead materials in labelled bags by placing material in bags, taping bags, wiping bags, double-bagging, and re-taping in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.21 Place lead materials in labelled drums by placing absorbent in drums, placing material in bags, taping bags, placing bags in drums, sealing drums with lids, and labelling drums in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.22 **Wrap lead materials in polyethylene** by wrapping and labelling in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.23 **Place PCB materials in labelled drums** by placing absorbent in drums, placing material in bags, taping bags, placing bags in drums, sealing drums with lids, labelling drums, and recording quantities on drums and tracking sheets in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.24 **Remove animal droppings** by spraying disinfectant and using scrapers, shovels, vacuums and pressure washers while continuously wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.25 Remove sewage-contaminated materials by spraying disinfectant, wiping down material; by tearing down drywall and panelling by using hammers, crowbars, scrapers and key- hole saws; by pulling material from stud framing, removing screws using drills hammers and crowbars; and by performing rough cleanup of loose debris while wetting material to minimize the spread of dust in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.26 Remove biohazards including blood and animal carcasses by inspecting using fluorescent dark lights, wiping using disinfectants, and removing contaminated porous materials in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.27 Remove mercury from thermostats and fluorescent lights by unscrewing fluorescent tubes and snipping off mercury thermostat switches and placing materials in labelled metal containers in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6577.28 Remove and clean smoke-contaminated materials by spraying with disinfectant and wiping with rags, vacuuming using a HEPA wet vacuum, and scraping using a wire brush, by spraying or wiping on smoke odour counteractant on remaining materials and wiping down and painting with oil-base stain- blocking primers/sealers and by removing all porous materials in accordance with legislation, company policies and procedures, and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.0 Perform Final Clean

Skills

U6578.01 Transfer waste to enclosed, labelled bins by placing bags in tilt buggies, covering with polyethylene, transferring buggies to bins, removing polyethylene and placing bags in enclosed, labelled bins in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6578.02 **Clean removal tools** by power washing and wiping with a damp rag and placing tools in the garbage chute in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.03 **Vacuum contaminated area using a HEPA vacuum on all surfaces** including ledges and hard-to-reach areas in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.04 **Power wash work area** by spraying water from top to bottom in accordance with industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.05 **Remove excess water** using squeegees and shovels by moving water into puddles using squeegees, shovelling water into plastic containers, sump pumping water through a filter and a hose into a drain in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.06 **Wipe down polyethylene and wet areas** by using rags in accordance with in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.07 **Prepare water-based sealer lock down mixtures** by adding water in ratio to the glue and stirring in accordance with the hazard type and manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.08 **Spray all surfaces in work area** by misting with lock down mixture using air- less sprayers while ensuring smoke detectors are covered in accordance with the manufacturers' specifications and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.09 **Clean air-less sprayer** by running hot water and soap through the unit and rinsing with cold water in accordance with the manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6578.10 **Inspect work sites for cleanliness after final clean** in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6579.0 Dismantle Work Area Enclosures and Decontamination Chambers

Skills

U6579.01 Remove polyethylene from all work areas by cutting using poly knives while minimizing damage to walls and furnishings in accordance with industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6579.02 Place polyethylene in labelled bags by rolling up polyethylene, placing in bags and taping in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6579.03 Place bags of polyethylene in labelled, enclosed bins by placing bags in tilt buggies, covering with polyethylene, transferring buggies to bins, removing polyethylene and placing bags in enclosed, labelled bins in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6579.04 Remove flaps by unscrewing borders and pulling off flaps in accordance with legislation and industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6579.05 Dismantle showers by disconnecting hoses, draining water, removing clips and sliding down showers in accordance with industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6579.06 Dismantle frames by removing screws, dismantling plywood and lumber, and taping lumber together in accordance with industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6580.0 Perform Post Tear-Down Clean

Skills

U6580.01 Vacuum flat surfaces including floors and tables by using a HEPA (high-efficiency particulate air) filter equipped vacuum in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6580.02 Mop floors in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6580.03 Remove adhesive residues including tape residues and spray adhesive residues by applying citrus degreaser, scraping, wiping with a rag and washing with soap and water in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6580.04 Inspect work areas for deficiencies including debris, damage and tape markings in accordance with industry best practices.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6581.0 De-Mobilize Site Enclosures

Skills

U6581.01 Remove material and equipment by placing and securing items in vehicles in accordance with industry best practices and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6581.02 Dismantle equipment storage areas by using crowbars, hammers, prybars and screw guns by removing screws, dismantling plywood and lumber, and taping lumber together and placing items in vehicles in accordance with industry best practices and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6581.03 Remove doors by using screw guns to remove screws from hinges and placing doors and hardware in vehicles in accordance company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6581.04 Dismantle hoarding walls by using crowbars, hammers and prybars, by removing tape around sties and by placing material in storage locations in accordance with industry best practices and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6581.05 Remove safety boards and signs by folding up boards and placing boards in vehicles, inspecting the job site and removing all signs and tape in accordance with industry best practices and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6582.0 Protect the Environment

Skills

U6582.01 Reuse materials including lumber, plywood and metal studs by cleaning materials and storing them for re-use in accordance with job site requirements and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6582.02 Recycle waste materials including metals (aluminium, copper and lead) and lights by cleaning materials and placing them in designated bins in accordance with job site requirements and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6582.03 Conserve energy by turning off lights in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6582.04 Prevent toxic spills and emissions by filtering water, using negative air filters and seals, packaging PCB ballasts and lights, selecting organic and environmentally friendly products, and following proper bagging and disposal procedures in accordance with legislation, job site requirements and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6583.0 Perform Routine Inspections

Skills

U6583.01 Inspect manometers for negative pressure by viewing readings and notifying supervisors of drops or increases of pressure in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

U6583.02 Inspect enclosures for breaches by visually examining all polyethylene and tape to ensure seals are in place and by re-sealing breaches immediately in accordance with legislation and job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6583.03 **Inspect water hoses** including hot water hoses, cold water hoses, drain hoses and water supply hoses and nozzles by visually examining hoses for leaks and ensuring clamps are tight and by repairing leaks immediately in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6583.04 **Inspect negative air hoses and filters** by visually examining for cuts and holes, ensuring seals are secure and filters are unclogged and by replacing and repairing deficiencies immediately in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6583.05 **Inspect scaffolds and ladders** to ensure all components are in place and locked in accordance with legislation and manufacturers' specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

U6583.06 **Inspect tools** by visually examining for breakage, wear, damage, and connection seals, by ensuring electrical cords are not frayed or cut and by taking immediate remedial action in accordance with job site requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Learning Outcomes (102 Hours)

S1181 Asbestos - Types 1 and 2 – 6 hours

The apprentice will be able to:

- Identify common asbestos-containing materials
- Describe the health effects of exposure to asbestos
- Identify activities that can lead to exposure to asbestos
- Locate information from asbestos regulations and guidelines
- Explain classifications of Type 1 and Type 2 asbestos operations
- Identify types of protective equipment required under regulations and guidelines for Type 1 and Type 2 asbestos abatement
- Describe optimal cleaning and disposal methods for Type 1 and Type 2 asbestos operations
- Describe job completion requirements for Type 1 and Type 2 asbestos operations
- Explain personal hygiene practices for Type 1 and Type 2 asbestos operations

S0042 Hazards and Legislation Applying to Asbestos Abatement Type 3 Work – 2.5 hours

The apprentice will be able to:

- Complete all learning outcomes in the unit of the Asbestos Abatement Worker program (253W) entitled “Hazards and Legislation Applying to Asbestos Abatement Type 3 Work”

S0043 Non Asbestos Hazards in a Type 3 Workplace and their Controls – 1.5 hours

The apprentice will be able to:

- Complete all learning outcomes in the unit of the Asbestos Abatement Worker program (253W) entitled “Non Asbestos Hazards in a Type 3 Workplace and their Controls”

S0044 Measures and Procedures in Type 3 Operations in Ontario – 5.5 hours

The apprentice will be able to:

- Complete all learning outcomes in the unit of the Asbestos Abatement Worker program (253W) entitled “Measures and Procedures in Type 3 Operations in Ontario”

S0045 Worker Protection and Hygiene Practices – 5 hours

The apprentice will be able to:

- Complete all learning outcomes in the unit of the Asbestos Abatement Worker program (253W) entitled “Worker Protection and Hygiene Practices”

S0046 Basic Equipment Procedures - 1.5 hours

The apprentice will be able to:

- Complete all learning outcomes in the unit of the Asbestos Abatement Worker program (253W) entitled “Basic Equipment Procedures”

S1182 Mould – 12 hours

The apprentice will be able to:

- Explain the causes of mould in buildings
- Describe the health effects of exposure to mould
- Locate information from mould-remediation guidelines
- Apply mould-remediation guidelines to work situations
- Explain remediation processes for mould abatement
- Identify types of personal protective equipment required under guidelines for mould abatement
- Describe optimal cleaning and disposal methods for mould abatement
- Describe job completion procedures and requirements for mould abatement
- Explain personal hygiene practices for mould abatement

S1183 Lead – 6 hours

The apprentice will be able to:

- Explain the uses of lead in buildings
- Describe the health effects and medical surveillance for exposure to lead
- Locate information from lead-remediation regulations and guidelines
- Apply lead guidelines to work situations
- Explain remediation processes for lead abatement
- Identify types of personal protective equipment required under regulations and guidelines for lead abatement
- Describe optimal cleaning and disposal methods for lead abatement
- Describe job completion procedures and requirements for lead abatement
- Explain personal hygiene practices for lead abatement
- Explain safe work practices and controls

S1184 PCBs in Ballasts and Building Materials – 3 hours

The apprentice will be able to:

- Explain procedures for removing and packaging light ballasts
- Explain procedures for removing and packaging PCB-containing building materials (e.g., caulking)
- Describe regulatory requirements for temporary storage of packaged PCBs
- Describe spill containment and decontamination procedures for PCBs

- Identify recommended types of personal protective equipment for PCB handling
- Explain personal hygiene practices for PCB handling
- Package, secure, move and store ballasts and PCB-containing building materials

S1185 Mercury – 5 hours

The apprentice will be able to:

- Identify health effects of exposure to mercury
- Identify common mercury-containing equipment, products and materials
- Explain procedures for removing and packaging mercury
- Describe procedures for temporary storage of mercury
- Describe spill containment and decontamination procedures for mercury
- Identify recommended types of control measures including personal hygiene practices and personal protective equipment for mercury handling

S1186 Biological Hazards – Prerequisite is the Mould reportable subject – 6 hours

The apprentice will be able to:

- Identify biological hazards
- Identify health effects of exposure to common biological hazards
- Locate information from biological hazard remediation guidelines
- Explain remediation processes for biological hazards
- Identify types of control measures including personal hygiene practices and personal protective equipment used for biological hazard abatement
- Describe optimal cleaning and disposal methods for biological hazards
- Describe job completion procedures and requirements for biological hazard abatement

S1187 Hazard Protection and Equipment – 6 hours

The apprentice will be able to:

- Identify recommended or required personal protective equipment according to the task
- Disassemble, inspect, clean, reassemble and maintain respirators
- Describe regular maintenance requirements and standards for respirators and filters according to different work situations
- Describe the function, operation and maintenance and transportation procedures for negative air units and HEPA (high-efficiency particulate air) filter equipped vacuums

S1188 Physical Hazards – 6 hours

The apprentice will be able to:

- Identify physical hazards including heat, cold, vibration, noise, ergonomics, electrocution, heights, slippery conditions and fumes
- Describe worker and employer rights and responsibilities under safety legislation including worker training

S1189 Site Isolation – 18 hours

The apprentice will be able to:

- Describe the purpose of site isolation
- Identify types of enclosures
- Identify materials and equipment used for indoor and outdoor site isolation
- Construct Types 1, 2 and 3 asbestos work areas including required equipment and facilities
- Identify types of decontamination facilities
- Protect exposed surfaces and items from contamination using tape and polyethylene

S1190 Abatement Operations – 12 hours

The apprentice will be able to:

- Describe procedures for performing abatement
- Demonstrate the following:
 - Pre-cleaning
 - Removing materials
 - Removing materials by using glove bags
 - Cleaning work enclosures
 - Performing waste transfer
 - Preparing enclosures for inspection
 - Decontaminating workers
 - Applying post-removal sealant
 - Dismantling work sites

S1191 Environmental Protection – 3 hours

The apprentice will be able to:

- Identify materials which may be re-used
- Identify recyclable materials
- Identify waste discharge streams
- Identify environmentally-friendly products
- Apply energy conservation techniques

S1192 Inspections – 3 hours

The apprentice will be able to:

- Identify deficiencies in site isolation and containment
- Identify deficiencies in equipment
- Identify preventive measures to minimize site hazards and problems
- Describe inspection schedules and inspection documentation requirements
- Identify quality of work standards and characteristics of a clean work area for third party inspections

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice’s demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyman and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a Change of Sponsor Record each time you change your sponsor.

Sponsor Record #1

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority <i>(print name)</i>	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement <i>(hours-based trades only)</i>	
Hours completed? <i>(documentation attached)</i>	Yes () No () Not applicable ()
Classroom training completed or exempt?	Yes () No () Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

Competency Analysis Profile (CAP) Chart

U6571.0 Apply Safe Working Practices and Procedures	U6571.01 Take corrective action against potential workplace health and safety hazards	U6571.02 Comply with workplace legislation related to health and safety	U6571.03 Select respirators	U6571.04 Wear Personal Protective Equipment (PPE)	U6571.05 Maintain Personal Protective Equipment (PPE)
	U6571.06 Practice good housekeeping in the workplace	U6571.07 Place emergency exit equipment	U6571.08 Use a fall arrest system	U6571.09 Apply procedures for confined space entry and exit	U6571.10 Apply lockout and tag-out procedures to equipment before commencing work
U6572.0 Mobilize Site Enclosures	U6572.01 Post signs at site entry points	U6572.02 Place safety boards	U6572.03 Tape around sites	U6572.04 Construct hoarding walls	U6572.05 Install doors in hoarding walls
	U6572.06 Place equipment	U6572.07 Store material	U6572.08 Construct equipment storage areas		
U6573.0 Pre-Clean Work Areas	U6573.01 Remove minor debris	U6573.02 Vacuum floors	U6573.03 Wet wipe walls	U6573.04 Clean furnishings and equipment	U6573.05 Remove furnishings and equipment

Competency Analysis Profile: Hazardous Materials Worker 253H (all unshaded skill sets must be completed)

U6574.0 Build Work Area Enclosures	U6574.01 Seal ventilation openings	U6574.02 Diagnose and troubleshoot mechanically fastened stationary glass	U6574.03 Cover sensitive floors at risk of damage	U6574.04 Cover durable floors or floors not at risk of damage	U6574.05 Cover electrical outlets and fixtures	
	U6574.06 Tape walls with rip-proof polyethylene	U6574.07 Cover furnishings and equipment with rip-proof polyethylene	U6574.08 Cover ceilings with polyethylene	U6574.09 Place upper seals on wall cavities	U6574.10 Place upper seal barriers	
	U6574.11 Set up negative air units	U6574.12 Run water supplies to work areas	U6574.13 Set up viewing windows	U6574.14 Set up access equipment	U6574.15 Set up temporary lighting in work area enclosures	
	U6574.16 Place tools inside work areas					
	U6575.0 Protect Sensitive Equipment	U6575.01 Construct frames around equipment	U6575.02 Connect frames to air supplies	U6575.03 Waterproof frames	U6575.04 Construct work platforms above sensitive equipment	U6575.05 Post signs identifying sensitive equipment

Competency Analysis Profile: Hazardous Materials Worker 253H (all unshaded skill sets must be completed)

U6576.0 Set Up Decontamination Chambers and Waste Chutes	U6576.01 Construct decontamination and waste chamber frames	U6576.02 Cover insides of decontamination and waste chamber frames with polyethylene	U6576.03 Set up lighting in decontamination and waste chambers	U6576.04 Install shower	U6576.05 Construct chamber flaps
	U6576.06 Install chamber flaps	U6576.07 Install clean room accessories	U6576.08 Install dirty room accessories	U6576.09 Set up manometers	U6576.10 Install emergency lights in work areas
U6577.0 Remove and Clean Hazardous Material	U6577.01 Wet down asbestos containing areas and material	U6577.02 Remove insulation from pipes and boilers	U6577.03 Apply lead paint remover	U6577.04 Remove spray-on fireproofing materials	U6577.05 Remove plaster on walls
	U6577.06 Remove plaster ceilings using metal snips, bolt cutters and grinders	U6577.07 Remove drywall and joint compound	U6577.08 Remove vinyl asbestos tiles (VAT)	U6577.09 Remove refractory bricks	U6577.10 Remove transite panelling and pipes
	U6577.11 Remove ceiling tiles	U6577.12 Remove lead	U6577.13 Remove mould-contaminated materials	U6577.14 Clean mould on concrete, wood and metal surfaces	U6577.15 Remove vermiculite

(continued on next page)

Competency Analysis Profile: Hazardous Materials Worker 253H (all unshaded skill sets must be completed)

<p>U6577.0 Remove and Clean Hazardous Material (continued)</p>	<p>U6577.16 Remove roofing materials</p>	<p>U6577.17 Remove PCB light ballasts</p>	<p>U6577.18 Place asbestos-containing material waste in yellow labelled bags</p>	<p>U6577.19 Place mould-containing materials in bags</p>	<p>U6577.20 Place lead materials in labelled bags</p>
	<p>U6577.21 Place lead materials in labelled drums</p>	<p>U6577.22 Wrap lead materials in polyethylene</p>	<p>U6577.23 Place PCB materials in labelled drums</p>	<p>U6577.24 Remove animal droppings</p>	<p>U6577.25 Remove sewage-contaminated materials</p>
	<p>U6577.26 Remove biohazards</p>	<p>U6577.27 Remove mercury from thermostats and fluorescent lights</p>	<p>U6577.28 Remove and clean smoke-contaminated materials</p>		
	<p>U6578.01 Transfer waste to enclosed, labelled bins</p>	<p>U6578.02 Clean removal tools</p>	<p>U6578.03 Vacuum contaminated area using a HEPA vacuum on all surfaces</p>	<p>U6578.04 Power wash work area</p>	<p>U6578.05 Remove excess water</p>
	<p>U6578.06 Wipe down polyethylene and wet areas</p>	<p>U6578.07 Prepare water-based sealer lock down mixtures</p>	<p>U6578.08 Spray all surfaces in work area</p>	<p>U6578.09 Inspect work sites for cleanliness after final clean</p>	<p>U6578.10 Inspect work sites for cleanliness after final clean</p>
<p>U6578.0 Perform Final Clean</p>					

Competency Analysis Profile: Hazardous Materials Worker 253H *(all unshaded skill sets must be completed)*

U6579.0 Dismantle Work Area Enclosures and Decontamination Chambers	U6579.01 Remove polyethylene from all work areas	U6579.02 Place polyethylene in labelled bags	U6579.03 Place bags of polyethylene in labelled, enclosed bins	U6579.04 Remove flaps	U6579.05 Dismantle showers
	U6579.06 Dismantle frames				
U6580.0 Perform Post Tear-Down Clean	U6580.01 Vacuum flat surfaces	U6580.02 Mop floors	U6580.03 Remove adhesive residues	U6580.04 Inspect work areas for deficiencies	
U6581.0 De-Mobilize Site Enclosures	U6581.01 Remove material and equipment	U6581.02 Dismantle equipment storage areas	U6581.03 Remove doors	U6581.04 Dismantle hoarding walls	U6581.05 Remove safety boards and signs
U6582.0 Protect the Environment	U6582.01 Reuse materials	U6582.02 Recycle waste materials	U6582.03 Conserve energy	U6582.04 Prevent toxic spills and emissions	

U6583.0
Perform Routine
Inspections

U6583.01
Inspect
manometers for
negative
pressure

U6583.02
Inspect
enclosures for
breaches

U6583.03
Inspect water
hoses

U6583.04
Inspect negative
air hoses and
filters

U6583.05
Inspect scaffolds
and ladders

U6583.06
Inspect tools

Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: red-seal.ca



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